

**Cowpet Bay West Condominium Association
2014 Board of Directors Meeting
May 12, 2014 1700 AST**

President Sharon Koehler opened the meeting at 1716 AST

Roll call showed a quorum met with 6 of 7 Board members in attendance:

Nicholas Overmyer James Hosie
Telephonic: Sharon Koehler Doug Rebak George Blackhall
 Sarah Hrabina

Absent/Excused: Mike McGuire

Others in Attendance: Holly Case, General Manager

Owners: Peggy Gregory W31

Approval of Minutes-

Minutes for the 4/8/14 Board Meeting were approved as written.

Manager's Report-

General Manager, Holly Case provided a detailed written report to the Board; highlights included:

Generator- Holly reported power would be off most of Tuesday (5/13) as work progresses on the generator project.

Leeward Roofs- Contract for the roof painting was awarded to Charleston Burton at \$63,500. Leeward material costs plus additional vent replacements for both Leeward and Windward roofs total under the budgeted amount of \$122,000.

Gray water line replacement- Replacement went well and has been completed with Holly noting the great team work that went into getting the issue resolved.

Cistern Overflow- This was a mistake that should never have happened with precautions put in place to prevent it from ever happening again.

Other- Drainage has been improved in the electrical room; gate fixed with extra fuses on hand for future needs. Additional water leaks reported are being fixed.

Treasurer's Report-

Treasurer, James Hosie reported the current bank balances at \$169,000 in the Reserve Fund and \$42,000 General Fund. He indicated he would work on another cash flow report for next month. Doug inquired if the insurance funds were being accrued yet with James indicating the plan was to start in August. It was noted signature cards are still needed at 1st Bank. The bank requires ALL signers to be present at the same time and still needs to be coordinated.

Total amount due from owners in arrears was reported at \$36,000.

Committee Reports-

Energy- Mike McGuire absent/no report

Insurance-

Doug Rebak reported the slip and fall claim has been settled for \$1,000 with \$500 CBW deductible and \$500 paid by Mapfre.

Long-Term Planning-

This committee has yet to meet; however, Holly indicated she would contact George and Nick to set it up. Doug offered to provide a previous plan to help get started. If anyone knows of any other owners interested in serving on the committee, contact Holly.

Old Business-

Update on the Fiber Optic Cable was provided by Holly; no action taken.

WAPA Water Line- Correspondence including a (non-binding) letter-of-intent WAPA would like signed by CBW was discussed. Holly will forward the correspondence to all Board members before any action is taken.

Letter-of-Credit – The year-end financial statement was needed to submit with the request and has been completed by the Treasurer.

New Business-

George Blackhall compiled a list of items for Board review. He inquired of the need to update the company manual and specific items such as employee photos, job description and salary caps. Holly agreed there were items that needed updating and Sharon offered to review with either Marilyn Blackhall or Sarah. A generator (possibly a 12kw) previously “given away” needs to be returned (or paid for/quoted at \$1,050). Holly indicated she would follow up on this. Another scrap generator, of no value, should be removed. George inquired about the importance of computer backups and security as we approach hurricane season. James indicated he would work with Holly to be sure everything is in place. George asked the office to make sure it has copies of licenses and insurance for ALL contractors, noting its importance. Discussion on keeping a maintenance schedule for the vehicles was also discussed with Holly indicating there is routine inspection and cleaning in place.

Owner Requests-

James Hosie suggested the creation of an indoor workout area, noting it would be a good addition to the property as an association owner benefit. Additional research was suggested to be discussed at a later date.

Peggy Gregory W31, in attendance, inquired of tenant-occupied units' obligation to adhere to CBW rules. She indicated the unit above her is a long-term rental to a family with three children. The unacceptable noise level is disruptive to her lifestyle. Upon a lengthy discussion the General Manager indicated an official letter of warning would be sent to the tenant and unit owner regarding the situation as a first step in remedying the situation.

The next Board of Directors meeting will be **Monday** June 9, 2014 at 1700 (AST)

With no other business to come before the Board, the meeting was adjourned to executive session and ended at 1930 AST.

ATTESTED:

I, Sarah J. Hrabina, Secretary for the Cowpet Bay West Condominium Association Board, certify that the minutes, as transcribed by myself, are true and correct to the best of my knowledge and belief.

Respectfully submitted,

Sarah J. Hrabina

Sarah J. Hrabina
Board Secretary

Transcription of minutes completed on 05/13/14
This meeting was recorded

Action Items:

1 st Bank signature cards	James, Sharon
Workout Area Research	James
Complaint/Warning Letter	Holly
Long-Term Planning Committee	Holly, George, Nick
WAPA Letter-of-Intent	Holly
Manual update	Sharon, Sarah, Holly
Generator (12kw) return or payment	Holly
Insurance/unit upgrade coverage	Doug