

**Cowpet Bay West  
Board of Directors Meeting  
October 12, 2012**

**Present:** Ed Wardwell, Herb Horwitz, Bill Canfield, John Foster, Arran McGinnis, Holly Case  
Phone Conference: Doug Rebak, Sharon Koehler, Rosie Wells

Ed Wardwell called a moment of silence in remembrance for Max Harcourt.

Resolution introduced by Ed Wardwell.

Association Resolution to elect John Foster, Windward #36, to fill Board Member vacancy caused by the untimely and tragic death of Max Harcourt to serve until the next annual meeting, February 2013.

Motion to accept Resolution, all were in favor, motion carried.

**Approval of Minutes:**

Approval of Minutes of September 4, 2012:

Doug submitted correction - CBW Sign Condition (Completed) - indicated that it was not complete.

Motion to adopt as amended was made and 2<sup>nd</sup>. All were in favor, motion carried.

**Manager's Report:**

RO, WWTP, Gen Set, Operating systems ran all month with no major issues.

CBW Sign: New CBW Road Sign presented to the Board. It was determined that it was the same sign approved in earlier Board Meeting, with the exception of changing "Entrance in 400ft" to "Next Right". Sign cost is approximately \$900 - this includes the sign, mount and installation. Estimated time to be completed is two weeks.

Construction Approval: W-24 construction plans presented to the Board for approval. Owners are in compliance with all Association renovation requirements. Doug suggested that when raising the ceiling they leave room for the chase. Arran confirmed that it was addressed and in the plans.

Seaside Rail Painting: Windward seaside rail painting will be completed today, staff will begin painting Leeward next week. Completion of all seaside railings is expected to be within three weeks.

New projects: Reconstruct stairs and wall by Leeward 20; and replace brackets under the stairs with hardware already purchased.

Street Lights: Four ten-foot poles will be purchased and installed to light the four dark areas on property to assist with security, estimated to be completed by next week. The remainder street lights are complete. Any that have failed will be shipped back for reimbursement under warranty.

Porch Lights: Herb stated he thought the street side porch lights were going to be all replaced to make them standardized. Arran stated that all the lights that were not working have been changed and everything he has received has been changed as well. Arran said he would check to make sure that we didn't have any left in stock to install to make them standardized.

Transformer: Rebuilt back-up transformer is complete and on island. Will be contacting Skyline Electric to install it. During installation the exposed cables coming from Leeward leading to Windward will be replaced. The rebuilt transformer will be used as the main transformer and the current one as the back-up.

Stair and Railing Capital Project: Board decided to repair only emergency cases. Will not subcontract the repairs, staff will be performing the work supervised by Arran.

Security: There was a theft incident on October 3rd when three unlocked vehicles on Leeward were entered and their contents pilfered. The perpetrator was on foot and uncaught despite search efforts by Arran McGinnis and the security guard. Ed will send out a reminder to the owners to lock their units and car doors.

Security gate circuit board needs to be updated so that when exiting the gate, a card or code will have to be used in order to exit the property. The cost of the board is approximately \$2,500. Sharon, Treasurer, stated that we currently have appropriated funds in the 2012 budget to cover the cost of upgrading the security gate. Board approved upgrading the circuit board to eliminate the green exit button.

#### **Treasurer Report:**

##### Bank balances – October, 2012

General & Special	\$ 46,500.00
Reserve	\$ 322,700.00

Reserve account is owed \$19,416, two payments for September and October.

Sharon expressed concern regarding overtime paid to employees. With our current policy, overtime should only be in emergency cases, otherwise needs to be approved through the Board.

##### Arrears:

1 owner is 3 months and 1 is 4 months in arrears.

#### **General Manager:**

Jon Cassady is still in the Brooks Rehabilitation Hospital in Jacksonville. Jon is making progress, although it is slow he is physically doing well. He has vision in both eyes and is speaking but continues to have issues with arm/hand coordination and swallowing. Original release date was October 10th, but has now changed to October 31st. Once he is discharged he will become a Brooks out-patient for 30 days.

Ed spoke with Jay Cassady (power of attorney for Jon) informing him that the Association will continue to cover Jon's medical care until he eligible for Social Security Disability on December 27, 2012.

Resolution introduced by Ed Wardwell.

Association Resolution to continue Jon Cassady on full-time payroll, 30 hours per week at VI minimum wage, and the Association will provide continued medical coverage until December 31, 2012.

Motion to accept Resolution, all were in favor, motion carried.

#### **Committee Reports:**

Security Committee: We will look into the possibly of hiring a designated security person for CBW. This will allow us to have control over shift hours and can have them on a random schedule to cover different days and hours of the week. It was determined not much activity takes place between 0130-0600 and the best time to have security is 1800-Midnight. Also suggested with the gate change we could cut guard time from 80 to 40 hours. The board also discussed adding more cameras; concern was how to monitor them and the quality of the picture. Bill will look at all options and present at next Board meeting.

Insurance Committee: All insurance premiums are paid and completed for 2012.

Planning & Property: Herb Horowitz has volunteered to resume the responsibilities of Chairman for the Planning and Property Committee. He will report at the November Board meeting.

#### **Legal Proceedings:**

Any Board member who cannot attend the mediation will need to turn in the "Limited Power of Attorney", notarized, before the mediation on October 19, 2012.

#### **September Action Items:**

- Confirm Earnings for SSD (Completed)
- Additional Parking (Addressed in 2013 Budget)
- Street lighting replacement (Completed)

#### **New Business:**

W-52: Owner requesting a handicap parking space. It was determined that the Association is in compliance with the Fair Housing Act of 1988, and in accordance with the Act she is currently receiving reasonable accommodations by having a parking spot as physically close to her unit as possible. We are not required to paint, mark or widen the parking spot. Given that we are in compliance with the Fair Housing Act, no further action will be taken at this time.

2013 Budget: The Executive Committee (Ed Wardwell/Rosie Wells/Bill Canfield) will meet with the Planning & Property Chairman (Herb Horwitz) and Property Manager (Arran McGinnis), to prepare a recommended budget to the Board prior to the November Board Meeting. The budget will include Capital Projects and Operating Expenses.

New Property Manager: The Board decided unanimously in the Executive Meeting that Arran McGinnis would be offered long-term employment as Property Manager for Cowpet Bay West. Board offered the

position under the same terms and agreement made on September 5, 2012, effective October 16, 2012. Arran agreed and accepted the position.

2013 Annual Meeting: Board decided that the Annual Owners Meeting will be Saturday, February 9, 2013.

**November Meeting:** The next meeting of the Board of Directors will be Tuesday, November 13, 2012. 8:45AM AST

Meeting was adjourned.

#### **ACTION ITEMS**

Road Sign	Arran
Circuit Board/Card Reader for Security Gate	Bill/Arran
Security Guard	Bill
Additional Security Lights	Arran
Stair/Wall Reconstruct Cost	Arran
Porch Lights (standardized)	Arran
Reminder to owners lock doors	Ed
2013 Budget	Executive Committee