

**Cowpet Bay West  
Board of Directors Meeting  
November 13, 2013**

**Present:** Bill Canfield, Sarah Hrabina, Holly Case and Rita Aguila

**Guests Present:** Judith Kromenhoek, Rosie Wells, Jan Gwozdzik

**Phone Conference:** George Blackhall, Mike McGuire, Sharon Koehler, Doug Rebak and Dick Lamoreaux

**Approval of Minutes:**

Approval of Minutes of October 9&17 2013: Sarah Hrabina made a motion to amend the minutes , a motion was made to approve the October 9&17 2013 minutes with amendments. All were in favor.

**Manager's Report:**

Gray Water: A leaking pressure tank was placed off line, which ultimately compromised the rest of the system and four pipes and 5 valves broke. Staff worked on putting it back together and installing the new pressure tank. Everything is in working condition. Ran the R/O plant for 2 days and with extra rain fall all water was restored to normal levels.

R/O Plant: Poly Caribe replaced the R/O belts and membranes to ensure that CBW is in compliance with DPNR and EPA.

Generator Update: After WAPA's last power surge on Tuesday, the transformer switch is no longer working. The power surge before that, over the holiday weekend (Columbus Day), is what caused the fluctuation in power when the generator was on. This is the main reason the generator was pulled off line so that we could prevent any damage happening to the generator itself. Once this is fixed it is possible to put the generator back on line, if necessary (if we experience a long power outage by WAPA) but the switch gear will still need to be repaired so that the generator will come on and off automatically. Management is working with Cowpet Bay East (CBE) to have a stateside company come out as soon as possible to repair the generator switch gear. Once the switch gear experts give their recommendation, the Board will make a decision on how to proceed.

Generator Door: Due to the poor condition of the generator doors, Board approved ordering new ones. Since the doors need to be welded on the container in a high voltage area the staff is unable to perform the work in-house, the Board approved the doors to be installed by an outside contractor.

Porch Structures: Porch test was performed on W-37/38. Results were sent to Paul Ferrares, the engineer, expect to have scope of work for both the cistern and porch within a week.

Irrigation: Irrigation system is complete including the installation of the rain sensors. Everything is in perfect working condition. Monthly checks will be performed with the grounds staff and purchased replacement heads so that staff can maintain the system in-house in the future.

**Treasurer's Report:**

Bank Balances                      November 13, 2013

General & Special	\$ 88,000.00
Reserve	\$ 249,600.00

Reserve Fund -A transfer of \$90,000 was made from the Reserve Fund to partially reimburse the General Fund for Capital Improvement expenses. Our infrastructure emergency repairs are depleting our Reserve Account and bringing it back to a comfortable level will be addressed with the preparation of the 2014 budget. George recommended we again pursue a letter of credit with the bank as a supplement for funds availability.

Arrears - Holly continues to address owner accounts which are in arrears. It was reported that one owner's unit is going into foreclosure proceedings by the bank. Legal advice will be sought regarding any steps available to us to recapture lost revenue under the law.

**Committees:**

Solar Committee

The pilot solar program, originally approved by the Board, was tabled for future action. Information recently obtained from a contact at the VI Energy Bureau indicates that CBW will need to negotiate with WAPA to determine our status and obtain wither a reclassification or special exception for solar limitations before going forward with any sensible solar project.

**Old Business:**

Mailboxes - Package mailbox units were approved for purchase.

**October 9 Action Items:**

- Estimates for Cistern and W-37/38 Porch Structure - Completed
- Update on Status of Owner over 390 days arrears – Executive Session - Completed
- Make calls/send correspondence to owners who are behind in payment - Completed
- Gather info about structural X-ray Services available locally - Completed
- Check whether WAPA has connection fees for Water Line installs - Completed
- Draft a Solar Project Pilot Program Letter - Completed
- Put a lien on the property of the owner in question - Completed

**New Business:**

2014 Budget - Holly. Sharon and the Executive Committee are working on presentation of the 2014 budget for discussion and approval at the December BOD meeting, for implementation with the January billing.

Meet and Greet: Thursday, February 6, at the Yacht Club

Owner's Annual Meeting: Saturday, February 8, at the Elysian

December Meeting: The next meeting of the Board of Directors will be Wednesday, December 4, 2013.  
9:00 AM AST.

Meeting was adjourned at 10:30 next meeting will be on December 4, 2013

#### **ACTION ITEMS**

Check on metal placing over roof vents (re-visit)	Holly
Determine insurance figures for next year	Doug
Determine the electricity charges used previously by L-33	Board/ Holly
Send a schematic of the porches to the board	Holly
Follow up with the Letter of Credit from Banco Popular	Holly
Seek legal advice about lien (Maria Hodge)	Board/Holly
Send documents to Dick	Holly
Send Solar Cancel Letter	Sharon/Holly
Order Mailboxes	Holly
Order Generator Doors	Holly