

Cowpet Bay West Condominium Association Organizational Board Meeting
February 7, 2022 6PM (AST)

In attendance: Bill Hanson, Bill Leitch, Marguerite Hefferon, Michael Harrell, Alan Gordon, Larissa Staszkiw, and Jennifer Planeta

Bill Hanson welcomed the new members to the board.

1. Primary purpose of this meeting is to elect new officers for the board of directors.

President, Vice President, Secretary and Treasurer and Officer for the Insurance Committee. Both Chris Crowe and Rick Hunter will continue to be on the Insurance Committee. We lost our Treasurer last year, Bob Daleo. Bob sold his unit last year and we were without a Treasurer for a while.

Treasurer: Alan has shown a lot of interest in Finance. Bill H. nominated Alan for the Treasurer position. Marguerite seconded the nomination of Alan. Alan appreciates the nomination and would like to see the other positions filled before accepting the nomination. All in favor.

Alan accepted the nomination.

Vice President: Bill H. nominated Marguerite for VP, Bill Leitch seconded it. Jennifer and Michael in favor. 2 abstained. Marguerite accepted the position.

President: Marguerite nominated Bill H. for President, seconded by Bill Leitch. All in favor. 5 in favor.

Secretary: Bill H. nominated Jennifer to continue as Secretary, seconded by Bill L. All in favor.

Larissa asked for clarification between the Officers of the board vs the Executive Committee. MH explained that last year there was no Executive Committee. The board has worked collegially. The full board has been voting on all issues. The Executive Committee is a committee of 3, with a majority vote of the Executive committee policy can be changed. We may want to change the Executive Committee in the Bylaws because it seems that only 2 people making decisions for 102 owners may be too much. Usually we vote with the 7 members of the board and go with the majority vote. We usually defer with the full board vote. Last year Bill H. and Marguerite were new to the board and depended on seasoned board members for input.

Agenda

1. Insurance Committee - Chris Crowe has spoken with Mike H and will work with Mike on the Insurance Committee. Rick Hunter will work with Mike. H and Chris C. Chris was the Chair of the Insurance Committee for years. Alan would like to be on the committee as well. Mike Harrell will be the Chair of the Committee. Alan Gordan will work on the committee as well. The property insurance is handled differently from other insurance properties in the office. AG Decisions should be transparent. We will get competitive bids and will help negotiate policies.
2. Establish a regular meeting date (2nd Tuesday or Wednesday each month). We need to determine a date for a regular meeting. One will be the open meeting for the owners. Suggested 2nd Tuesday of every month, 7PM AST.
3. Property/Facilities Management Job We have been advertising for months for the property manager position. We have interviewed a number of people. We brought on Matt Willey, as Interim Facilities Manager. We have not found anyone new and no strong prospects. We would like to hire Matt as Facilities Manager. Would like to offer it as a permanent position. MH commented that out of 20 resumes, the resumes were weak. It was a good idea to bring on Matt as a short term. He has worked out well. MH seconded the motion. AG has not seen his resume. All board members will look at Matt's resume. The salary is 72,800. (8,000 less than what Holly was making). AG Do we have a job description? Matt has been giving BH his weekly activity log. AG Sounds like we are on the right track. LS Clarification, Matt has no financial background. Tanji has been handling the finances. Issue with Matt, does he have experience regarding being able to control the financing. AG Business man There is not a vendor that is paid unless approved/ supervision in the office. Tanji is doing an excellent job. In any office, everything needs supervision. AG will authorize all invoices in the office. Bill H. is suggesting Matt be Facility Manager not Property Manager and will continue to look at possibly outsourcing the finances. CBE has an accountant that does monthly statements and does quarterly statements. We are hoping to get finances somewhere else. AG wants to have all expenses and invoices approved and will account for every payment to go to the correct account along with supervision and verification. New accountant or outsourcing the office finances would go to AG as Treasurer. We will find out the name of the accountant at CBE. AG We will always have problems and we always come up with solutions and they always evolve all along the line. Work in progress. MH would like to nominate Matt. BH would like to second it. All in favor for Matt JP Yes, MH YES Approve of Matt as Facilities Manager but not the financials.

4. Septic leak (include parking area discussion). There is a secondary septic line that is broken under the driveway. We do not have a back up septic line and it is very concerning. It is 4 feet down, In addition we can dig up the auxiliary parking area at the same time and save money by doing both projects at the same time. Our staff would lay the pipe lines for the septic line. We got multiple bids for a small parking area. It will compact to make the parking surface and it won't run off. We could use the natural rock, there is enough natural rock to be part of the parking lot. We need to make it attractive for the people looking down at the area from above. We need to make a retaining wall. There are high voltage lines and septic lines under the ground. We need to build up that area. The parking lot will accommodate owners who have more than one car and owners who rent that have a car on property. Owners would be charged for the additional parking spots. We think we can charge a fee for about \$100/month which will cover the cost of it. We need to get the excavator in for the septic line either way. We hope to recover the cost by charging for the parking which will be recovered in a year. The repair to the septic lines will come out of the maintenance budget. Problems with parking have been ridiculous in the past few months. We need more parking. There are owners with 2 cars and people who rent that have cars and then rent to people who have rental cars. AG believes we should propose this additional parking lot, and state this is how it will look to the owners and give them time to respond so we can get the owner's input. If there is a lot of negative input. AG wants to inform owners so it looks transparent. LS mentioned the current rule, you need to move cars in guest spots. If they have an extra car then they have to pay the fee. BH Raw sewage coming out of the ground now and we have to deal with it immediately. We can tell owners that this is what the board has discussed and let the owners know what is going on. We need to move quickly. AG Let owners know and tell them we need to know opinions within 48 hours. It would give the owners information, it is not a vote. We hope the opinion is positive. Please address concerns with the board. MH If we get complaints, we will know. AG We show owners what we think has to be done and fix the septic line and put in a parking lot and enhance the value of the property. It is for the greater good of the community.

5. Upcoming Agenda Items and Assignments Owners in arrears. There are 6 or 7 owners who are in arrears. AG said to send them a notice. MH There is one owner with a very difficult situation, a sick child. AG we are a business, if someone is in arrears it has to be dealt with and spell it out to them. BH will give information to LS so she can begin to work on it. MH is volunteering to contact Mark to set up a meeting so we will have a date for owners so they can plan to attend the meeting to get a few island attorneys with insight into VI law. We can add Marsha and an Insurance person, so that all bases are covered. AG CBE did a letter to owners before they changed the Bylaws and took it one step at a time. Put in security. Follow rules and regulations before starting affecting owners and income of the owners. We need

transparency here. MH The board has not made rental rules. The owners will vote on rental rules along with the amount of renting We need to use VI attorneys. AG we need to decide what we will spend our money on. MH We were told we could have no rentals. AG How many attorneys have you talked to? LS Thinks letter came across that it was a legal mandate and a legal mandate could only come from a judge.

6. Changes would come from the owners and the board. The attorney will come and talk to our people so there will be a clear understanding of what we can and cannot do. It will be from a VI attorney. We need a compromise. We want to figure out how much renting we can allow without violating what has taken place. In addition there are several owners who do not want to allow renters at all at CBW. We need to talk to officers and committees. AG Owners are ready to hire their own attorneys.

BH We have to start getting estimates for capital projects so we can figure out what projects we can do. Projects need to be done and we need to prioritize them. Bill H can give Mike the estimates from last year so we can continue to plan and proceed.

AG wants to have a positive impact on the board for the entire community.

LS will like to get the committees going. MH will send LS the information on the committees and expectations. Some of the committees formed last year dissolved. The Landscaping committee stayed together. One dedicated board member for each committee. LS would like to be the point person on the board to get all the committee reports. Also, the chairperson on the committees can report to the board.

Next Meeting will be on the 2nd Tuesday of March.

Conserve water. Conserve water.