

## Cowpet Bay West Condominium Association

Board Meeting, August 23, 2022 7PM

In attendance: Bill Hanson, Kevin Gregory, Alan Gordon, Michael Harrell, Judith Kromenhoek, Sherri Levin, Larissa Staszkiw, Jennifer Planeta, Matt Willey and Tanji Williams

### Facility Update (Matt and Tanji)

Solar panels update - Matt spoke with Dale about installation and storage of panels. The panels will begin to be installed on the roof this week. He will install 33 panels to test the inverters. Installation should begin on Thursday. Matt will inspect the panels. Dale said they are all in the same shape. The panels are in storage. Matt will see them physically on Thursday and will hopefully start testing them on Thursday. The rest of the installation should go ok.

Should we consider putting the remaining panels up now or wait until after hurricane season? Tanji will check with Jose from Global Insurance to make sure the panels will be covered by our insurance policy. Tanji will let us know what Global says and we will then decide how to proceed.

Backup Generator Update - Mike Harrell spoke to Andy at CBE. CBE has a 60 Kilowatt generator. He runs more off it than we would be able to run off of our backup generator due to our electrical system. Andy spoke highly of Frank. Frank said the 40 kilowatt will handle the existing load we have. If we upgrade, it may not be able to handle the load. If we purchase something too large it might not run as efficiently. This generator will hardly ever be used.

Do we want to spend more to get a 60 Kilowatt? We were built before Cowpet Bay East, so Cowpet West would be more costly to incorporate a 60 K into our plan.

A 40 Kilowatt generator was recommended and they believe it is sufficient to run our property. It is a backup generator and not running all the time. We would not be able to tap into the generator to run the office and security lights, because it would be costly to do it.

Wastewater is the big problem, and is the primary reason to have the extra generator. There would be a hefty penalty for dumping sewage due to power outages if something happens to our main generator. We have our main generator as a backup for WAPA and then we will have the backup generator. The delivery would be the same on either one? Cost of 40 Kilowatt is \$40,000.

It might be better to purchase a small generator for the office because conduits are not easy to reach, they are isolated and would require major engineering.

KG The 40 kilowatt is enough to run the RO plant and waste pumps. Comfortable with the 40 kilowatt generator. MH is comfortable with it and the facts that exist now seem like it is a sound decision to go with 40KW. Motion to go with a 40 KW generator. Kevin made a motion, Judi seconded it. All in favor.

Not sure when it will be delivered. It is ordered. Matt will call tomorrow to check on it.

Big generator - The permanent shutter has been installed and will remove the doors on it. While it runs it will be open between 12 - 18 inches enough to cool the room and maintain ventilation. When it turns off it will close, there will be ample air flow while running. Project is almost finished.

Proposed walkway to STYC - Needs to be fixed soon.

Pump room Proposal - Gray water pump room underneath the two green boards is falling down and is unsafe. It is hollow underneath, hollow tanks. We walk on that walkway. To fix that area would be very costly. If we move the gray water room to a room that we already have housing for and transfer freshwater up to Leeward, it will be sufficient enough to house the gray water system. We need a well pump to deliver the system that we have in place and we would be able to eliminate the area that is falling down. Need to add a well pump to the current system to work at a higher elevation and deliver volume and pressure that is needed. Well pump is not a major cost. Need to explore more plumbing functions. The pipes would deliver gray water and send down to another room and send across the breezeway. There is 3 phase electric and tied into the generator currently. The wastewater overflow tank, green tank, filled with sewage will fix both of those problems. The sewage overflow and green tank will be moved and enclosed in a privacy fence, where two green doors are located. Sewage overflow can be pumped with a sump pump. Gray water will be moving under the units. One 3 phase delivery pump will be running. Sewage will be isolated behind the privacy fence. The new RO machine will need a fence around it.

How permanent is this intended? Can the main walkway be extended to STYC.

We plan on reconnecting the path to the STYC. It is a complex plan and on the radar but will take time.

BH Matt what is the estimated cost or the project?

Waiting for a quote on the walkway? Island Design wanted to bid on it. Matt will follow up on quotes. We have 2 quotes now.

Windsor has good references, and has pictures of his completed work.

If Island Designs can give us a quote quickly, we should get one. Bill Hanson will get the name from Matt.

We need to move it now. It is not a safe area.

Property site survey update - Liaison with DPNR regarding work permits. Amy Dempsy and Cherise are working on it. We are now able to get an emergency permit to work on the wastewater problem and walkway design and move the gray water room, and dig up Windward Way to fix primary sewer discharge that is not in use. When we receive the emergency permit, we can work on it as soon as we are ready. We are waiting on the land survey and trying to get from Keon Rawlins. Give another week to work on it. Hopefully Monday we will have it. Keon not responding. May need to start with someone else if we do not get an answer from him soon.

Trash collection update - MH Robert had trash tasks on Sunday and emptied twice on weekends and we are not that full. Protocols have been added to the rules and regulations to empty trash. Another person suggested a company that charges \$65 per day to empty twice a day and empty all cans. How do we justify to owners \$40 a month? Need more information from the other company. What does the company drive? Find out if it is a trash truck? Would it be too big for our driveway? Matt thinks we are managing it ok. If we can do it for half the money. Do we need it more than 1.5 times/day? If we go with another company we will still be policing the grounds for trash pickup. BH to Larissa what organization is using them? Sapphire is using them, Matt will reach out to find out how it is working with Sapphire. It would save 7,000. We get other things out of the other employee doing the job now. Let's table trash issue until we find out what happens with our employee.

How many complaints have we had? 1

## ~~Employee annual reviews~~

~~Employee bonuses and salary increases were discussed. In September, annual increases will be announced. Bonuses will be announced near the Christmas holiday. Bonuses and increases will be based on evaluations in light of the job descriptions.~~

~~Spreadsheet includes a 3% cost of living raise and bonuses at Christmas time. Performance evaluations need to be made. Recommended 3% cost of living increase plus \$1 because of inflation. Anchorage and CBE pay more than what our employees are making.~~

~~Sherri corrected some of Holly's previous numbers.~~

~~Tentative budget, bonuses and cost of living increases. Employee evaluations due in August. We need to come up with a rating and the board should determine what the cost of living should be. — If we are on Budget, how much should be used for bonuses based on performance evaluations. — All of the guys have stepped up in Mutubas absence. They are all working hard and have met expectations and should receive a bonus for Christmas. — They all need feedback from performance evaluations.~~

~~Judi K agrees with giving the employees extra \$1 in addition to the cost of living increase.~~

Security and Virus protection - Jim Jameison came into office. He looked at our security and thought it was fine. We have an external hard drive and back it up weekly. My computer needs to be upgraded for next year's budget. Google drives are in the cloud and Quick books are in the cloud. Tanji is saved in the External Hard Drive and it lives in the office.

Sherri Recommended to back up daily and store Hard Drive in the safe at night. And Daily back ups for the data.

Two owners have not provided the office with keys. Owner will have to pay for the damage and cost of the locksmith if we need to get into their units. It will be mentioned in the website and owner's portal for those owners who have not given us keys. If we need to get into their condo by force, then we will do it. This is the board's position.

Audit Report - Sherri has been working with Theo Brody. A few corrections were made and a few other questions need to be cleared up before releasing it to the community. Will be back to the office on Thursday. Financial statements are accurate. Most of the owners listed are one month behind. Few issues will prevent us from moving ahead.

Adverse Possession Status - Still trying to get the plot. Anna did file a claim and set back violation at Leeward. That is pending to the owner adjacent to us. Built up against our fence, the fence is not the lot line.

By Laws Committee Progress Report - Larissa updated The committee is progressing slowly. They meet once a month right now. Only got up to Article 2, which is the 3rd page of the BYLAWS. They want to increase their meetings to twice a month.

~~CBW employee reviews, salary and increase bonuses~~

~~Tanji and Matt must do EMPLOYEE EVALUATIONS even though the employees are meeting expectations.~~

~~We should not be giving Mutuba an increase and a bonus. Would like to see employees get a bonus. There is a problem with the expectation that they will be getting it because it has been done for years this way.~~

~~Robert is a new maintenance worker. Maintenance worker. Is it valid that he receives a full bonus since he is relatively new.~~

~~AG Should not receive bonuses unless they have been an employee for at least a year.~~

~~Columns P Q difference of \$7,000 using Tanji recommendations. Totals are off by \$7,000.~~

~~Mr Brown redistributed to the same people in the same category. Not appropriate. Employee raises are in Sept every year. As for employee Christmas annual bonuses. Bonuses are extraordinary. We need to keep bonuses out of our budget somehow.~~

~~Bonuses for new employees can be prorated. We do not have to announce bonuses until Christmas. We have to consider the budget.~~

~~In September we will announce an annual increase for employees. Focus on salary and readdress the bonus later. Agree on increases and sort out bonuses later. Need evaluation forms. Employee recommendations to improve their performances. Job description rating for their job descriptions.~~

~~Performance reviews have to happen first. Then they will get the increase so they will be seen as merit increases and not create a sense of entitlement. We cannot have expectations of raises and bonuses. They are doing a great job. We should create a Personnel committee to oversee the performance reviews. 3 volunteers to cover performance reviews, insurance and benefits.~~

~~Mutuba MH Had a letter from the Doctor saying he can go back to work. He has difficulty physically getting around. Wanted to work to 65 years old. Shocked that not welcome to come back to supervise. Not in a physical position to roam property, could get work. Still using a cane to walk. He can't walk up and down stairs and go under buildings. We are not required~~

~~to keep his job. — He is anxious to come back to work, mentally not good for him. He cannot push it back indefinitely either. — He gave doctor's permission, Doctor said there was no way.~~

~~How about — with Mutuba not able to do his old job, should we terminate his employment and allow him to come back at another time — with, offer him another job at different salary~~

~~How will Mutuba come back and interface with Matt and fit into the organization. — We don't want to lead him on. Mutuba has worked for 12 different managers at CBW. — This place is in bad shape not because of Mutuba. He held this place together. Situation because of poor management bc of previous boards and previous managers.~~

~~Consider giving him some sort of severance for the rest of the year? Take the rest at the beginning of the year. — He needs some sort of answer. — If we paid him until the end of the year and we gave him his retirement at the first of the year. — He needs to go on disability. — He needs to know if he still has a future here. — He doesn't feel like he is welcome back. We've taken the truck away and made him pay his insurance. — With what the facts are, the writing is on the wall. — Fair to Mutuba that his time is drawing to a close and try to find a final financial package to make it easier for him. Pay him to the end of the year to allow him to figure out what he wants to do. — He deserves an answer. Not continuation of salary, separation agreement or disability retirement agreement. — Send a letter bc of his condition we do not feel we can continue — Bill H — will reach out to Michele Meade and discuss to set up a separation agreement and will report back to the board. Larissa will be part of the conversation. — Let's do something sooner than later.~~

Discussed employee who has been out on medical leave and is expected to return to work.

Discuss retaining attorney to review owner account in arrears and governing documents.

Update on Duensing's progress:

Agree to a retainer for the foreclosure. Has he sent a demand letter? — Updated retainer has been sent to Bill. — Bill sent on August 6th.

— Overmyer demand letter

— CBW Governing Documents to determine validity with the documents.

— Adverse possession

~~Non-specific circumstances as they arise. — We had specific circumstances to deal with.~~

~~Hiring him for multiple services.~~

~~Let's ask him to narrow it down and get it to work. — Bill will draft the letter.~~

Bod Nominees - Board voted on a replacement member. Marily Blackhall is the new board member if she gives us a key. Bill Hanson will call her tomorrow.

Spalling repair draft report Kevin we will have to work on it with Matt. The Bylaws are still unclear on some of those issues. Kevin and Bill will work together. Good summary, spalling issues: everyone gets the same treatment.

Owner renovations loft and window AC Units

Engineer review of owner proposed renos.

~~Anna P. Settlement — Mark Hodge is now not agreeing to release us from sliders, right now. Move on and don't settle. — Hurricane damage claim, she included — No evidence she had damage to her sliders due to the hurricane. — Fine with agreeing that if something happens in the future we should repair it. The association does not pay to modernize your unit. — Anna wants the association to come in — Future if the association if association — We do not want to sign a bad agreement. She continues to push on this issue. — If in the future we agree to replace everyone's sliders then she can have them done then. — We will continue to sit on this issue. — She feels that they were damaged as a result of the hurricanes. In the future she does not want to be excluded. — She should change that sentence. — Let her think about it. Motion made that we do not change the offer on the table for her. — All IN FAVOR. — Let the letter sit that this is the final offer.~~

~~Increases with 3% plus 1\$~~

Owners installing wall mounted air conditioners in the wall and creating lofts in their units. Cut a whole in the exterior wall and create. The unit, Dunkin 4 units that have the basements, those bottom basements have cut outs.

Leeward 46 had an AC unit that failed and replaced it and couldn't find the same size, the whole in our wall has a gaping whole in the concrete structure, filling up with water when it rains. Matt has contacted him to fix it. Moving forward we should eliminate them entirely. Only allow split units moving forward.

Lofts in unvaulted spaces

Issues on porches 3 on Windward, people that have enclosed archways that become part of their master bedrooms. 2 problems, they have done with cinderblock, weight on porch is overbearing. Needs to be discussed, if we are out of compliance. Windward 17 is set up like that. Impact glass. Does the insurance company, are we in compliance in that unit? Bylaws prohibit structural changes without board approval.

Prohibit any further approval of these renovations. It is not structurally sound and all renovations need to be in compliance with the Bylaws. No structural changes would be in compliance with the board.

Windward 3, has sliders that are not installed nor hurricane safe and has no shutter.

Let them know they need a shutter on their windows.

Matt will get a list of condos that have these issues together.