

**Cowpet Bay West  
Board of Directors Meeting  
July 12, 2011**

**Present:** Max Harcourt, Barbara Walters, Bob Cockayne, Rosie Wells, Sharon Koehler, Vincent Verdiramo, Bill Canfield, Jon Cassady, Louanne Schechter  
Herb Horwitz is in attendance by request of the insurance committee to answer any questions the Directors have regarding insurance.

**Minutes of June 14, 2011:** The minutes of the June Board of Directors Meeting were unanimously approved.

**Treasurer Report:** Our current bank balance as of end of June is \$513,000 of which \$442,899 is in the reserve account. The financials (budget vs actual) for the 6 month period were distributed and discussed. Sharon noted 2 issues (1) there was no budget for tree trimming and cost \$20,000 and (2) there was \$20,000 spent on beach drainage. CBR is splitting the cost of this project. They have the invoice but have not paid.

Sharon would like Louanne to investigate other options for phone conferencing that are more cost effective. Max has some suggestions and will discuss with Louanne after the meeting.

**Insurance:** Bob presented the information obtained by the insurance committee. The insurance committee believes CBW is underinsured going into hurricane season. They believe the potential exposure is due to the low value of insurance being substantially less than the appraised value (half) and a 90% coinsurance clause. They believe we would realize a 48% penalty for any claim less our deductible because the low value is higher than what we are insured.

The insurance committee recommends we cancel our current policy and obtain a policy with MAPFRE for the total agreed value of \$25,916,630. 2% Windstorm deductible (\$518,332.60) with a premium of \$272,124.62. Bob said that the policy is designed to insure each building individually. (See attached summary).

Following discussion Max made a motion to accept the recommendation of the Insurance Committee to obtain the Mapfre Policy. Bill 2<sup>nd</sup> the motion. The vote was called: Vincent-no, Barb-no, Rosie-no, Bill-yes, Max-yes, Bob-yes, Sharon-yes. The motion carries 4 yes, 3 no. Vincent, Barb, and Rosie want the minutes to reflect they are against any increase at this time and will do nothing to implement this plan. Barbara, Rosie and Vincent also argued that we need to bring this to the owners first.

There was discussion regarding how to finance the policy. Louanne stated that of the monies in reserve, \$225,000 is earmarked for capital improvements and \$61,000 was borrowed from the Reserve Fund in February to make the final payment for the current insurance policy. She recommended a special assessment to pay for the entire premium and an increase of approximately \$85 dollars per month to the insurance to be able to fund the renewal. Herb added that the agent offered financing with a 30-60-90 payment plan. Max will conference with Sharon and Bob to discuss funding the policy tomorrow. Bob Cockayne left the meeting at this time.

**Bylaws:** Vince agreed to replace Chuck Waggoner on the bylaw committee. The committee will meet this week and forward recommendations to the Board of Directors.

**Owner in arrears:** Sharon sent an email to owner in arrears that they make \$3000/month payment. When they default their utilities will be shut off.

**Bankruptcy unit:** The sale of the unit was stopped by the bankruptcy court. Anna Paiewonsky was contacted and referred Louanne to call Mr. Hodge, an attorney that specializes in bankruptcy issues. Mr. Hodge reviewed the pacer account and noted that Scotia Bank had petitioned the court. Once the bank takes over the property as abandoned, the bank will attempt to make a short sale and we should be able to collect the common charges. He recommended the Association allow the bank to handle the legal issues as CBW would have to hire a lawyer in Maryland to handle the claim for us and the bank is the first mortgagee.

Louanne sent a letter to the bankruptcy lawyer asking if the property is still being rented, and if CBW will receive funds for utilities and common charges. The property appears to be empty. Bill stated the renter had left. Barb suggested we shut off the utilities, Sharon 2<sup>nd</sup>, all were in favour. Jon will inspect the unit today to be sure there is no garbage left behind.

**Meeting Format:** Following discussion by the Directors, the motion was made by Vince that all future meetings will be conducted in the following manner: initially, issues as determined by the entire Board shall be discussed in Executive session and upon completion of executive session the meeting will be open to general owners. Barb 2<sup>nd</sup> the motion. The vote was taken with 5 yes and 1 no. Max request the minutes reflect he voted no.

**Vandalism & Security:** The Directors discussed the letter they each received from Kellerhals & Ferguson on behalf of their client, a renter in W-37 (letter on file in office). Vince responded to an owner that the matter has been resolved. Vince also sent a letter from his law office to Kellerhals & Ferguson that the matter was discussed with his client and the matter resolved. The owner received documentation in writing of the incident.

Max made a motion the Board commend Jon for professional handling of lamp pole incident and that we are confident in his ability to continue to manage our property in the manner it needs to be done. Barb 2<sup>nd</sup> all were in favour.

**Guards:** Guards were increased temporarily following 2 incidents; one was car windows smashed on Leeward and the second was a theft. Jon recommends we reduce the overlap of guard hours and change to one guard from 6p to 6a.

## **Managers Report**

**Retention Wall :** Completed

**Tree Trimming** Hurricane prep is completed. The Elysian did not remove coconuts from palms on our beach; that service (31 trees) was performed by the tree trimmers.

**Gray Water Transfer Line:** This project should begin this week and hope to have the backhoe in the morning.

**Electrician:** The rebuilt transformer should be completed and returned to property the first week of August. Once the transformer is on property, we will schedule Kent Harvey to wire the transformer and remove the exposed high voltage line.

**No Dog Sign:** Jon was advised by our security company not to advertise we don't allow dogs. The Directors would like a sign posted near beach drive.

**Balusters:** Inspections completed, we had a couple of issues on Leeward 12 and L-44. L-12 is complete at this time and L-44 to be inspected this week

**Surveillance Cameras:** Functioning cameras cost approximately \$500 each. The installation cost depends on the location. Beach Drive, Gut, and Yacht Club Gate are the areas we have discussed. Jon believes we have sufficient light to view footage.

**Letter to Owner:** Letter was sent to owner explaining charges on his unit for vandalism by his renters.

**Incident Report:** Jon spoke with owner, he did not meet with the person filing the complaint. Vince made a motion we reimburse owner for his expense of \$150. Sharon 2<sup>nd</sup> and all were in favour.

### **ACTION ITEMS**

**Banco Forms:** Not done.

**DPNR response to neighbour property:** Not Done

**Letter to Owner External Vent:** Completed in May

**CBW Bylaws:** Not available at this time, being reviewed by their attorney.

**Direct Deposit for Owners:** Waiting for Ms. Richards of Banco to set up meeting.

**Parking Lot Striping:** Striping the no parking zones- scheduled for first of September when least amount of cars on property.

**Walk-Around Issues:** No scheduled at this time.

**Owner Issue Form:** Not completed

**Storage Space:** Suggest that we have a storage cleanup day during the week of the Annual Meeting.

**Planning Committee:** Max will provide minutes this summer.

**Owner Request:** Sharon requested all complaints be sent to Board members. Max, Barb, Vince, Bill, and Rosie do not want complaints sent to them, Sharon does.

**W-26 Request for Noise Control:** W-26 requested the Board of Directors speak with the Elysian before they award any contracts to restaurants on property about controlling the noise. The Directors agreed that we have not rights as long as they adhere to the laws on island.

**Next Meeting:** The next meeting will be August 9, 2011 at 8:45am

**Adjournment:** There being no further business the meeting is adjourned.

## ACTION ITEMS

Banco Forms	Louanne
DPNR Response	Max
CBE Bylaws	Jon
Direct Deposit Banco	Louanne
Parking Lot Striping (no parking zones)	Jon
Walk-Around Issues on Maintenance Schedule	Jon
Owner Issue Form	Max
Planning Committee Minutes	Max
Owner Request sent to Sharon	Louanne
Phone Conferencing Options	Max/Sharon/Louanne
Funding Insurance Policy	Max/Sharon/Bob
Informing Owners of Insurance Policy & Funding	Max/Sharon/Bob
Update Bylaws	Bylaws Committee
Baluster L-44	Jon
Surveillance Cameras	BOD next meeting
Inspect bankruptcy unit/shut off utilities	Jon
No Dog Sign posted by gut/beach drive?	Jon
Response to W-44 Guards	Jon
Storage Space (table to Feb 2012)	

