
**Cowpet Bay West
Board of Directors Meeting
May 10, 2011-05-17**

Present: Max Harcourt, Barbara Walters, Greg Miller, Bob Cockayne, Bill Canfield, Sharon Koehler, Jon Cassady, Louanne Schechter

Minutes of April 5, 2011: The minutes of the April Board of Directors meeting were unanimously approved.

Treasurer Report: Sharon stated the total amount of cash funds is \$555,408.

- Owner in Arrears- Letter was sent certified, return receipt- no receipt has returned-Sharon will resend letter.
- Owner in Arrears- Short Sale postponed- Directors agreed to extend their offer.

Manager's Report

Infrastructure & Maintenance: Filters were changed according to schedule.

Grey Water: Grey water system malfunctioned 5/2/11. The water distribution pump motor burned, controls would not function and voltage monitor was missing. System was repaired and functioning same day. Housing required welding to prevent future leaks.

Transformer Covers: Corrosion was eroding and causing a hazardous situation for the covers of the transformers. New anodized aluminum covers were fabricated for the transformers on Leeward, the Transformer on Windward Circle and the transformer near the generator. Covers were also fabricated for the junction box and each of the 4 splits from the junction box.

Streetside Inspection: Street side steps and railings were inspected and repaired on both Windward and Leeward.

Streetlights: All security lights were inspected and are in working order and physically secure.

Owner fine for Vandalism: A meeting is scheduled for May 19 with the Security Company and the involved parties to discuss fines.

CBE Bylaws: Andy LaPlace reported CBE is in the process of revising their Bylaws therefore, a copy is not available at this time.

DPNR Inspection: Jon reported he had received a written statement from Mr. Donadelle, DPNR Inspector, stating we were not in compliance as DPNR has misplaced our records. We have made copies and provided originals to DPNR.

Request for external vent: L-47 has requested an external vent for their stovetop. The manufacturer stated that as long as the filter is maintained, there should be no grease coming through the vent. They will guarantee the product. The Directors agreed to allow the vent if the owner agreed to be responsible for any discoloration of exterior paint around the vent.

Old Business

Insurance: Bob handed out minutes from the previous meetings of the insurance committee. The committee requested a new appraisal be completed. Shep Barrows completed the appraisal as requested. The committee is reviewing options based on this current information and will present their findings and recommendations at the June Board of Directors Meeting.

L-01 Electrical Repairs: The owner retracted his statement that he would abide by the decision of the Board as he feels he should not be responsible for paying the electrician. The Directors rescind their goodwill offer and the \$600 will be added back to his statement. The owner has requested to meet with the Executive Committee. Max agreed to meet again.

Owner Initiated Issues Policy: The directors suggested the new policy be uploaded to the website. Max will upload. The Directors would like to have a “form” that can be downloaded for owners to complete and submit.

Operating Accounts: Louanne will obtain the paperwork to remove Judi and Ed from the account and add Bill and Sharon.

Debris in neighboring property: Greg Miller will approach CZM and DPNR with the issues of debris and hazardous materials on the site.

Light Poles: It was noted by a Director that many of the light poles are crooked. Jon explained the extensions to the existing poles exaggerated the lean of the poles. To “straighten” them would be a major expense of chipping concrete, following the wiring, new conduit, new poles, etc. Max suggested the idea be added to long-term projects.

Insurance Bid: Insurance bids were obtained at the request of the insurance committee. It was suggested, next year, the committee provides the criteria for the bidding process next year, well in advance, to make comparisons relevant.

W-27: The office contacted the contractor and asked him to inspect the slider as it was sticking. The contractor went to the unit and was asked (by the owner) to reschedule at a time more

convenient for the owner. The Owner has not contacted the office of a new time or date or if the work was completed.

Security Gate: The Directors agreed to maintain the security gate with the exit button.

Security: The Directors discussed suggestions from owners regarding security measures. The Directors asked Jon to initiate the following measures:

- Guards will add unit # to their log sheet when recording vehicle make-model-time
- Guards will utilize manual bar gate when electric gate is not functioning

Electronic Bulletin Board: Max created the electronic bulletin board. Owners will be notified of the electronic bulletin board by newsletter and on the website.

Striping: Directors instructed Jon to have the **NO PARKING ZONES** repainted. Long-term, Max suggested the parking spaces be striped.

NEW BUSINESS

W-7: Owner notified Directors they have not received any follow-up on some issues. Jon will email Owners.

Dogs on Property: An owner notified the Board of a pedestrian walking his dog on property. The Directors agreed to post **NO DOGS ALLOWED** signage by the well pump.

Property Walk-around: See attached notes from Board member walk around. Max will discuss recommendations with Jon following meeting. Jon was asked to put significant findings on the maintenance schedule.

Owner Storage: The office has received several requests for owner storage. Jon will inspect storage areas for any empty cages. A note will be posted in the newsletter that owners are allotted one storage space per unit and no flammable materials are to be stored.

Office AC Unit: A bid was presented to replace the ac unit in the office. Attempts by the vendor to remove all mold and smells have failed. The Directors agreed to replace the unit.

Reimbursement Request: The office received a request from an owners' family member to be reimbursed for medical expenses. The family member never reported the incident to the Association. Jon will investigate the incident and provide a written report of the incident and follow-up.

Balusters: Bob stated replacement balusters on one unit appeared to be different then the existing ones. Jon stated the goal is to maintain the same appearance but that materials used 40 years ago have changed slightly over the years. He will inspect.

Street side rails/steps: Street side rails and steps will be sanded and painted in August, weather permitting.

Scorched paint on exterior of unit: The staff noted scorching of the exterior paint behind a propane grill on one of the units. The Directors agreed the owner is responsible and will be contacted by letter.

Next Meeting: The next meeting of the Board of Directors will be June 14, 2011 @ 8:45am AST.

Adjournment: There being no further business, the meeting was adjourned.

ACTION PLAN

Owner in arrears-resend certified, return receipt letter	Sharon
Meeting with Owner/Renter/Security May 19, 2011	Jon
CBE Bylaws forward copy to Barbara	Jon
Letter to owner regarding external vent	Louanne
Create Form for owner issues	Sharon/Max/Louanne
Operating accounts signers	Louanne
Letter to DPNR/CZM	Greg
Inform Security Company to add unit #, and use pole	Jon
Notify Owners of Electronic Bulletin Board by Newsletter/Web	Louanne
Paint "NO PARKING ZONES"	Jon
Email W-7	Jon
"NO DOGS ALLOWED" signage	Jon
Owner storage: Newsletter	Louanne
Investigate incident report L-40	Jon
Inspect recent repaired Balusters	Jon
Letter to owner scorched paint	Louanne