

CLOISTER OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

April 21, 2016

The Board of Directors met at 3:00 p.m. on Thursday, April 21, 2016, at the Cloister Clubhouse. Present were President David Stansberry, Vice-President Dixie Frederiksen, Treasurer Peggy Hollis, Julia Armstrong, Sue Hegland, Brenda Butler, Ann Green, and Judith Smith. Also present was Association Secretary Mickey Beazley, and David Floyd, of Floyd and Associates, Inc.

President David Stansberry opened the meeting and, as a first order of business, called for approval of the agenda, and approval of the meeting time for one and one-half hour with the flexibility, if necessary, to extend the meeting as needed.

Motion was made by Brenda Butler, and seconded by Sue Hegland, to approve the meeting agenda and the meeting time. Motion carried.

MINUTES

The President then called for corrections and/or approval of the Minutes of the last month's meeting of March 17, 2016.

Following one correction, and there being no further corrections nor additions, motion was made by Dixie Frederiksen, seconded by Judith Armstrong, to approve the Minutes. Motion carried.

The President then touched on the recent issue of a break-in and theft at a COA unit, stating this was the third daylight break-in of a total of four in the past three years and issued cautionary recommendations for all residents.

TREASURER'S REPORT

Treasurer Peggy Hollis gave the following Cash Flow statement: Net Cash on Hand at 3/1/16 -- \$469,015.10; Cash Received for Period -- \$74,333.55; Less Ordinary Operating Expenses -- \$27,505.25; and Capital Reserve Expenditures \$3,041.00, for a total Expenditures: \$30,546.25. Net Cash on Hand 3/31/16 -- \$512,802.40. Reserve Fund Balances – Ordinary Expenses - \$125,000.00; Current Year Capital - \$213,311.55; Long-term (Specific Needs) -- \$200,540.00; Total Reserve -- \$572,977.29 net worth.

Motion was made by Peggy Hollis, and seconded by Sue Hegland, to accept the Treasurer's report. Motion carried.

The President called for approval of the Delegation of Authority as presented

MOTION

It is moved that “the Cloister at St. Henry Board of Directors Delegation of Authority” as set out and distributed, be approved.

*Motion was made by Judith Smith and seconded by Peggy Hollis, that the motion be approved
Motion carried.*

The President turned the meeting over to Committee Reports:

COMMITTEE REPORTS

The Beautification Committee – Chairman Julia Armstrong

1 -- The first order of this report is for name change:

MOTION

Motion is made to change the name of this committee from “Beautification and Safety” to the “Beautification Committee”

Motion was made by Julia Armstrong, and seconded by Peggy Hollis, to accept the name change . Motion carried.

2 -- **Purple Martin Houses** - These birdhouses have now been installed, and sightings of Purple Martins have been reported. Hopefully the houses will attract these birds to nest, and thus return every year to help in mosquito control.

3 -- **Tree List**. Our new landscaping contractor has prepared a list of trees that are suitable for our community, with copies available now. This list will facilitate David Floyd’s approval process, eliminating the wait for every tree approval.

4 -- **Landscaping Contract**: A new mowing company (LSI) will start on May 1st, and will be including more services. The previous 2015 expenses were \$67,500, to-wit: \$53,000 for grass cutting, edging & leaf blowing; \$10,000 our expense for flower beds at entrances and club house; \$4,550 for tree cutting, averaging \$23.43 per home per month. New contract will be \$83.94, or \$29.15 per home per month, or increase of \$5.67 per home per month, and will include maintaining flower beds at entrances, clubhouse and other focal points; pruning of most trees including professional care of all common property trees; will make a site assessment including a plan for correcting problems and leading to the sustainability and health of our property; haul away brush and tree limbs that are fallen down; and the lawn mowers will pay for damages.

5 -- In the future we would like to assess what additional responsibilities and services that COA members would like to have, such as the care of individual trees and shrub trimming at

individual units, to be paid for by the homeowner; weed control for the whole community, and finding a balance between cost containment and preserving property values.

MOTION

Motion is made to accept the lawn care services Contract with the LSI Company at an annual two year fixed rate of \$83,940.00, with a third year increase of 3.5% in 2018. *Motion was made by Judith Smith, and seconded by Sue Hegland, to approve the contract. Motion carried.*

Life Enrichment & Community Activity Committee -- Chairman Sue Hegland

1. The Container Garden Workshop, conducted by Cheekwood, will be Friday, April 22nd.
2. Our next committee meeting will be Tuesday, April 26th at 10:30 a.m., in the Library and everyone is welcome.
3. Responses to the activity interest surveys have been received, and plans are being made for a variety of events, with a "game day" planned for sometime in May.

Facilities Maintenance Committee – Chairman Ann Green

1. The recently installed speed bumps have now been removed, and attention is now turned to striping of the clubhouse parking lot in order to accommodate the maximum number of parked autos, and with consideration also being given to striping all common area parking spaces.

MOTION

Motion is made for striping the parking lot around the club house in order to gain the maximum number of parking spaces, with the intent of obtaining additional estimate, not to exceed \$2,000, for striping of all common parking areas. *Motion was made by Ann Green, and seconded by Peggy Hollis, to approve the striping of parking areas. Motion carried.*

2. The Piano tuner has been delayed, and is now scheduled for April 26th;
3. There has been one person to volunteer to lock up the pool on alternate days, and there is still need for additional volunteers;
4. The consensus at the Planning Meeting was to disconnect the phone in the clubhouse;

MOTION

Motion is made to disconnect the telephone services in the clubhouse. *Motion was made by Ann Green, and seconded by Dixie Frederiksen, to approve the motion. Motion carried.*

Following the information from David Floyd, relating to the Metro Code requirement that in order to operate a swimming pool there must be phone service in the clubhouse or a nearby phone permanently available, motion was then made:

MOTION

Motion is made to rescind the motion to disconnect the clubhouse telephone pending further study.

Motion was made by Judith Smith, and seconded by Peggy Hollis, to approve the motion to rescind. Motion carried.

5. Estimates are being requested for filling cracks and/or repairing driveways at \$250 minimum. Consideration will be given to identifying 10 driveways and comparing the quality of work of selected contractors, however, the repair focus will be on decks first, then fences, and then repairing driveways. Therefore, Ann Green and Sue Hegland will determine three decks most badly in need of repair, for contractor work-quality evaluation;

6. Termite Extermination vendor estimates have been received from three bidders, i.e., Cook's, Orkin, and Honorguard, with the decision made to contract with the Honorguard Pest Management, based on the following

- Reduced price of both installation and renewal;
- Save cost of skirting and foam being removed;
- Ability of installation to the entire community to be completed this year, as opposed to incremental installations over the next two-three year periods,

MOTION

Motion is made to accept the contract services of Honoguard Pest Management, the termite extermination vendor, to begin services immediately.

Motion was made by Ann Green, and seconded by Judith Smith, to approve the contract. Motion carried.

Infrastructure Committee – Chairman Dixie Frederiksen

1. Anything that is determined to be dangerous or that presents a hazard will be given the highest priority for repairing or replacing;

2. We are attempting to learn the history of slabs, walls, driveways, decks, patios, fences, etc.;

3. There has already been over a million dollars spent on construction of walls, etc. throughout the Cloister, that were inferiorly constructed in the beginning, sometimes by poor planning, and sometimes by poor workmanship.

Safety and Emergency Readiness Committee – Chairman Judith Smith

1. Following the recent COA home break-in, Judith has drawn up and submitted an article to appear in the May Newsletter containing ten points for considerations and/or actions relating to home safety and security;
2. Having just recently come onto the Board, there will be further committee activity to report in the near future.

Finance Committee – Chairman Peggy Hollis

This committee's report is summarized as follows:

1. The Finance Committee met on April 6th to continue allocating all budget line items to a designated board member who serves as chair of each newly created committee structure. Peggy then met individually with each board member to review assignment of the 2016 budget items, as well as projects previously assigned by the president, and possible future projects resulting from discussions at previous board meetings. There was adjustment of two future projects, which were agreed to by each committee chairman. The structure was presented for approval at the Panning Meeting, and at today's meeting;
2. Additional line items and a rearrangement of the presentation of the budget, and the Income and Expense statement, is a work in process, which will be finalized in conjunction with the 2017 budget. The new categories include:
 - Communications
 - Beautification
 - Safety
 - Life Enrichment
 - Administration
3. Peggy made a Motion to approve the Budget line items to the five new Committee structures, including the new categories;
 - Administration
 - Communication
 - Beautification
 - Safety
 - Life Enrichment:

Motion is to be made to approve Assignment of Financial Line-Item Responsibility to individual Board Members who are also Chairs of Committees approved at February Board meeting:

MOTION

Motion is made that the document presented to the Board Planning Meeting on March 17th with a final revision presented to the Board on April 14th, which designates Budget Line Items to fit the new Committee Structure, be approved with the addition of five (5) new Budget categories which will in time have appropriate supporting line items:

Motion was made by Peggy Hollis, and seconded by Dixie Frederiksen, that the budget line items be approved. Motion carried.

4. The Finance Committee unanimously recommended that there be no adjustment to dollars but that approved overages be footnoted and explained, and that the ACTUAL expenditures and committee plans for 2016 be used as a basis for preparing the 2017

Communications Committee --- Chairman Brenda Butler

With the assistance of Management Agent David Floyd's installation and operation, Brenda gave the following digital committee report:

1. Discussed and approved their new budget line items to be provided to the Finance Committee ;
2. Have learned that the electronic communication is going well with currently 115 email addresses available. The Committee requests that if other residents wish to receive advance agendas and other occasional Board communications, to provide their email to a Board member or to the Communications Committee;
3. Critiqued the first newsletter created by the Communications Committee, which was distributed March 31st to residents. It is important to remember that the 25th of each month is the deadline for submission of Newsletter news or items to the interim editor Rick Sanjek, at 307 Cana Circle or email sanjek@comcast.net. Rick has agreed to serve for a few months until a permanent editor can be located. It is requested that if anyone, or anyone you know, is interested in this service to the community, please contact Communications. Also, all content and format suggestions are welcomed.
4. A logo has been approved to be used on the newsletter, the website, and other documents, as desired. For instance, Peggy Hollis, who creates original cards for the Good Neighbors Committee, is already using the new logo on the back of each card. The logo is a photo of the Hwy 70 sign, and will be available on the website next week, or anyone can contact Communications now for a copy.
5. A meeting has been set to proofread and finalize the on-line Directory. An upload to the website is planned for next week. All residents will be notified when it has been completed and is available;

6. Several members of the committee are currently working on and discussing the reorganization and updating of the Homeowners' Manual, and at the appropriate time Communications will provide a copy to all other committees for their input;
7. The website re-organization has been discussed, and the committee will be moving forward on that soon. Resident input for making our website informative and easier to use is encouraged. Any person with suggestions may call or email suggestions to a Board member or to the Communications Committee. The next step is a tutorial for committee members by David Floyd next week. Plans are to be made to upload 2016 Board of Directors and Committee information, as well as the online Directory.

Property Management Report -- David Floyd, Association Manager

- Distributed copies of Variance and Maintenance requests received since January of this year, showing 31 variance requests with 27 approved and 4 pending; and 43 maintenance jobs with 20 completed and 20 pending
- Have started taking bids on various jobs, and had three pest control compay vendors to give their presentations;
- Have received 112 e-mails since it was set up;
- Will re-design the forms, and will have the forms to be used on-line;
- Continue to work on making the Web site as user-friendly as possible;
- The print-out of variance and maintenance requests will soon be available on the Web site, and there will be a breakdown of all work done including all repairs and services that are on the Web site, and all residents can look and see the status of their requests.
- There will be no HOA monthly maintenance fee increase in July this year;
- Everybody needs to be either on auto draft or on smart street;
- From the beginning of this year there have been a lot of things happening and a lot of things accomplished, but there is a lot more to be done.

OTHER BUSINESS

CABLE TV REPORT:

Brenda Butler reported that there has been no additional information received from Comcast regarding the basic TV service. They had indicated an offer two months ago of \$34 per unit for basic service, plus fees and taxes, or about \$40 per unit, however, we are now awaiting an additional offer, and when that offer is received there will be only 30 days of TV service remaining. Therefore, in accordance with the Cloister At St. Henry By-Laws, Article III

Board of Directors, Section 4 Meetings, which reads: “(c) All COA Board of Directors meetings, except executive, shall be open to all COA members. Such meetings require 72 hours written notice to all residents.” Therefore, the following motion is made:

MOTION

Motion is made to call a special open Board meeting when the Comcast offer is received, if not near regular board meeting date, since we will have only 30 days to resolve the issue of providing basic cable TV service.

Motion was made by Brenda Butler, and seconded by Peggy Hollis, to approve the meeting. Motion carried.

CONDO RESALES:

- Sophia Keller reported that there are currently thirteen vacant units, with the following units on the market:

200 Miles Court	C Model	\$199,900.00
447 Siena Drive	C Model	\$240,000.00

There being no further business to come before the Board, on motion made by Peggy Hollis, and seconded by Dixie Frederiksen, the meeting was adjourned, and the floor opened for questions and/or comments.

Respectfully submitted,

Mickey Beazley
Association Secretary