

# **CLOISTER OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING**

**August 18, 2016**

The Board of Directors met at 3:00 p.m. on Thursday, August 18, 2016, at the Cloister Clubhouse. Present were President David Stansberry, Julia Armstrong, Brenda Butler, Ann Green, and Judith Smith. Also present was Association Secretary Mickey Beazley, Association Treasurer Peggy Hollis, and David Floyd, of David Floyd and Associates, Inc. Absent were Dixie Frederiksen, and Sue Hegland.

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 Judith Smith to approve the agenda and the meeting time. Motion carried.*

## **MINUTES**

The President called for correction and/or approval of the Minutes of last month's meeting on July 21, 2016.

*Motion was made by Brenda Butler, and seconded by Ann Green, to approve the Minutes. Motion carried.*

## **TREASURER'S REPORT**

In lieu of Peggy Hollis, David Floyd gave the Financial Report showing checking/savings assets---\$668,388.59; Other assets---\$38,095.62; Total Assets--\$706,484.21; total liabilities Of \$35,561.30; Reserve Ordinary Expenses--\$125.00, Current Year Capital---\$286,604.25, Long-term (specific needs)---\$259,318.66; Total 2016 Reserve Balances---\$670,922.91; Total Liabilities and Equity---\$706,484.21.

Peggy Hollis explained that even though our finances look very good currently, due to the uncertainty of expensive maintenance items like slab raisings, walls, patio and driveway replacements, etc., for the remainder of 2016, the Finance Committee, still busy reviewing the Reserve Study would like to defer the Association Fee increase of \$50 until January 1, 2017. That date and the \$50 amount will be discussed again as the year progresses.

## **MOTION**

On Thursday, April 21, 2016, the Finance Committee recommended and Board approved deferring the previously approved Association Fee increase of \$50 per month from July 1, 2016 until October 1, 2016, in order that the committee would have time to review the results of Reserve Fund Study. The Finance Committee is aware that the reserve fund is inadequately funded and an increase in association fees will be required, but the committee recommends that this increase be deferred until January 1, 2017.

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

President Stansberry stated that all Committee Chairmen are responsible for their committees and all activities of each committee, however, they may request the aid of David Floyd. The President also requested the following resolution be presented by Julia Armstrong:

### RESOLUTION

Whereas the COA Board has reviewed the Master Deed, By-Laws, and Robert's Rules of Order; and

Whereas, the COA Board has reviewed the events in connection with the resignation of the 2015 President;

Now, therefore, the COA Board has determined that the only person qualified to serve as ex-officio Board member is the immediate Past President, Betty Lingerfelt.

*Resolution was made by Julia Armstrong, and seconded by Brenda Butler, that the resolution be accepted. Resolution accepted.*

### RESERVE STUDY REPORT

Peggy Hollis gave a recap of the Reserve Fund Study which reveals that our Reserve Fund, which is currently at 39% level should be maintained at a 60% level. The study document can be used for year-by-year planning in the future. Peggy will provide a copy of the study to each member of the Board soon, have some "town hall" meetings with residents, invite Andrew Hart, study engineer, to meet with us, and ultimately place the study on the website for all to see.

### PROPERTY MANAGEMENT REPORT

- As a cost-cutting measure, Ann Green, with Leigh Ann Floyd, has made arrangements to change phone service from ATT to Comcast. That will happen on Monday.
- The COA reports for maintenance requests and variance requests are being revised to make the format simpler and easier to read.
- In August there will be a lot of extra stone walls, decks, driveways, slab raising and other items to be approved.

### COMMITTEE REPORTS

#### Facilities Maintenance Committee – Chairman Ann Green

- Today J.R. Vaughn's red truck is on the premises with his crew, at work and taking care of several long overdue projects.
- HonorGuard was scheduled to return August 10<sup>th</sup>, however they did not show. They were told that if the job wasn't done by August 19<sup>th</sup>, our CEO would be in contact with their CEO, or they would hear from our lawyer regarding a breach of contract.

- The new owner at 312 Cana Circle has requested fence replacement and approval was recommended by Charles Hilton. She has bids from J.R. Vaughn, as well as another fence company. The other company's estimate is \$500 less, but they require altering the COA specs slightly. They want to attach horizontal supporting 2x4 boards flat rather than on edge. Other local fence companies state that attaching on the edge as our specs reflect is no longer the preferred process, as the flat method is more rigid and does not sag. The 312 Cana resident has been offered a 5-year warranty.

**MOTION**

Motion is made to approve the 312 Cana Circle owner's request to hire private contractor to replace fence with the deviation in the COA specs.

*Motion was made by Ann Green, and seconded by Brenda Butler, that the motion be approved, with the understanding that all other details of COA specs be followed. Motion carried.*

- Long-time resident at 265 Cana Circle requested patio replacement in 2015. That request never came before the Board, possibly due to year-end transition.

**MOTION**

Motion is made to approve the 265 Cana Circle owner's request to have patio replacement.

*Motion was made by Ann Green, and seconded by Brenda Butler, that the motion be approved, with the understanding that COA specs will be followed. Motion carried.*

- J. R. Vaughn has given a verbal estimate of \$660 for removing footer flashing, installing wire mesh along the LH footer of the unit at 714 Mt. Carmel, and back filling with soil to address the voids under that section of footer and reduce chipmunk access. Following completion, this unit should be treated for termites.

**MOTION**

Motion is made to approve \$660 for 714 Mt. Carmel residence for removing footer flashing, installing wire mesh along the LH footer, and back filling with soil, to be followed by termite treatment.

*Motion was made by Ann Green, and seconded by Brenda Butler, that the motion be approved. Motion carried.*

**Beautification Committee -- Chairman Julia Armstrong**

- The Beautification Committee is working with LSI and Davey Trees to come up with a list of trees that are dead and dangerous. Any of these trees that are in the common areas will be removed or pruned at same time to acquire bulk pricing. This will include the trees at the entrance. Any trees that are the responsibility of the homeowner, and are identified as dead or in need of pruning, will be submitted to David Floyd so that he can send letters to the homeowners. I will be meeting with LSI next week to prepare a list. I am also calling other arborists, in case they continue to be slow.

**Communications Committee – Chairman Brenda Butler**

- **Newsletter:** Reminder that the Newsletter deadline for September articles will be Thursday, August 25<sup>th</sup>.
- **Directory:** Have distributed about 50 copies of new online Directory. The advantage of this version is it can be updated and printed several times during the year, either by users from website or by committee, and distributed as needed. The Board will discuss printing of booklets in January.
- **2016 Homeowners' Manual:** Revision is complete.

**MOTION**

Motion is made that the Board approve the 2016 revision of the Cloister Homeowners' Manual prepared by the Communications Committee in consultation with all committees and residents, and also authorize printing at \$2.00 each with distribution to all Unit Owners.

*Motion was made by Brenda Butler, and seconded by Ann Green, that the motion be approved.  
Motion carried.*

- **COA Revised Foms:** All forms have been re-done and reviewed by Committees and other individuals.

**MOTION**

Motion is made that the Board approve the 2016 revisions of COA forms.

*Motion was made by Brenda Butler, and seconded by Ann Green, that the motion be approved.  
Motion carried.*

- **Website Access:** (1) Everybody who was on the old website needs a new password-- contact Brenda Butler; (2) Everyone who was not registered on the old website will need to go through the registration process. Please enter your first and last name on the Registration form, so you are recognized you as a resident and can be provided access to sensitive resident information.
- **Information has been provided to Finance Committee,** per Peggy Hollis' request, regarding estimated expenses for the remainder of 2016.

**Life Enrichment & Community Activity – Chairman Sue Hegland:**

- In the absence of Sue Hegland, Ann Green gave the following report:
- There were two movies this month, "Tootsie" and "Bridge Over River Kwai". There are two more movies scheduled for the month of September.
- Also, there was a well attended Game Day last Tuesday.
- Suggested the possibility of offering to take people to polls for voting. Following discussion, it was determined that individual members have 100% liability insurance, however, liability could be a problem for non-board residents.

**OTHER BUSINESS**

**Sophia Keller gave the report of units for sale as of August 18, 2016:**

<b>447 Siena Drive</b>	<b>C Model</b>	<b>\$230,000.00</b>
<b>217 Cana Circle</b>	<b>C Model</b>	<b>\$242,000.00</b>

**There being no further business to come before the Board, on motion made, the meeting was adjourned, and the floor opened for questions and/or comments.**

**Respectfully submitted,**

**Mickey Beazley  
Association Secretary**