

CLOISTER OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

December 15, 2016

The Board of Directors met at 3:00 p.m. on Thursday, December 15, 2016, at the Cloister Clubhouse. Present were President David Stansberry, Julia Armstrong, Brenda Butler, Sue Hegland, Ann Green, Judith Smith and Tom Keeling. Also present was Association Secretary Mickey Beazley and Association Treasurer Peggy Hollis. Absent was David Floyd, of Floyd and Associates, Inc.

Prior to the arrival of President David Stansberry, Brenda Butler opened the meeting, and called for approval of the agenda and approval for the meeting time.

MOTION

Motion was made to approve the agenda, and for approval of the meeting time for one and one-half hours with the flexibility, if necessary, to extend the meeting as needed.

Motion was made by Julia Armstrong, and seconded by Sue Hegland, that the Motion be approved. Motion carried.

MINUTES

Upon his arrival, the President called for correction and/or approval of the minutes for November 10, 2016 meeting.

Motion was made by Julia Armstrong, and seconded by Sue Hegland, to approve the Minutes. Motion carried.

TREASURER'S REPORT

Peggy Hollis reported that the budget has been completed and approved for next year. This year there is \$75,000.00 less than budgeted because association fees were not increased during 2016 as originally planned. It is possible that we will not have the desired funds for the reserve fund that we had expected.

PROPERTY MANAGEMENT REPORT

Due to the death of his father, David Floyd was unable to be present.

INTERIM RESIDENT MANAGER REPORT

Rick Sanjek reported the following:

- Maintenance Ledger Year-to-Date through December 10, 2016:

TOTAL: 193 (for 103 different units; 43% of community)

STATUS:

Pending Board Decision	6
Pending Scheduling	9
Scheduled	4
Closed	173 (89.6%)

Club House Requests 8

General Common Elements 6

Note: as of October 1, 2016 when I took over Maintenance Requests:

<i>Total</i>	<i>136</i>
<i>Open</i>	<i>49 (36%)</i>
<i>Completed and Closed</i>	<i>87 (64%)</i>

Maintenance Categories (sorted largest to smallest number of requests):

Rotted Wood ---	22	Windows ---	8	Walls ---	2
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Siding ---	20	Stoop & Sidewalk ---	7	Alarm ---	1
Drainage ---	18	Electrical ---	5	Clubhouse Maint.	1
Gutter ---	16	Lawn ---	4	Deck ---	1
Pest Control ---	15	Sidewalk ---	4	Interior Repair ---	1
Slab/Foundation ---	12	Mailbox ---	3	Rear Door ---	1
Leak ---	11	Painting ---	3	Shutters ---	1
Driveway ---	10	Chimney Chaise ---	2	Street light ---	1
Fence ---	9	Screen ---	2	<u>Utility ---</u>	<u>1</u>
Patio ---	8	Tree ---	2	Total ---	193

- **Gutter Cleaning:**
Approximately 150 Units were cleaned by JR Vaughn’s crew. All other contract estimates received were far in excess of JR Vaughn’s estimate.
- **Year-to-Date Variance Ledger through December 10, 2016**

Pending	4	
Approved	57	(93.4%)
Total	61	
- **Driveway Crack Filling**
Infrastructure Committee will have report for January Planning Meeting.
- **COA Maintenance/Variance Requests – for Board discussion in January**
 1. Request from Terry Campion at 305 Cana Circle for:
 - (a) Shared-cost Privacy Fence with Unit Owner’s share to be financed by COA with re-payment at unit closing settlement. Appropriate lien and interest to be approved by Unit Owner.
 - (b) One window replacement to be financed by COA for re-payment at unit closing settlement. Appropriate lien and interest to be approved by Unit Owner.
 2. Request from Nancy Kyle at 810 Marquette for shared-cost Privacy Fence with Unit Owner’s share to be financed by COA with re-payment at unit closing settlement. Appropriate lien and interest to be approved by Unit Owner.
- **The tenure for Interim Resident Manager Rick Sanjek**, expires on January 15th, however, he has offered to extend the time until the 31st of January in order to assist through the transition.

COMMITTEE REPORTS

Facilities Maintenance Committee – Chairman Ann Green

- The pool furniture has been re-strapped with navy blue and cream colored straps.

Infrastructure Committee – Chairman Tom Keeling

- The following slab raisings need to be done after the first of the year:
 - 444 Siena Drive -- \$4,200;
 - 441 Siena Drive -- \$2,900;
 - 713 Mt. Carmel -- \$14,000;
 - 715 Mt. Carmel -- \$13,000.
- All houses were inspected by Bruce Little of USS and deemed ready for immediate slab raising.

MOTION

Motion was made for raising the slabs for 444 Siena, 441 Siena, 713 Mt. Carmel and 715 Mt. Carmel. Motion was made by Julia Armstrong, and seconded by Sue Hegland, that the Motion be approved. Motion carried.

Beautification Committee -- Chairman Julia Armstrong

- The Committee has been: (1) working with the City to restore Hwy 70 Entrance to the pre-construction condition following sewer line repair; (2) Getting quotes from JR Vaughn for repair of the entrance monuments at Hwy 70 and at Vaughn's Gap Road, and hopefully to have the Vaughn's Gap monument completed by the first of February; (3) Planning of the landscaping work to be done in January.
- Motion is made for the following:
 - 1) \$2,645 to LSI for Center Island at Vaughn's Gap Road entrance;
 - 2) \$2,625 to Quality Tree Surgery for dead HOA tree removal. Have contacted the City for permits for tree removal;
 - 3) \$1,225 to LSI for rejuvenation, pruning and renewal of Clubhouse landscaping;
 - 4) \$290.94 to Moore & Moore for final payment and installation of the Ginkgo tree at Loyola and Cana Circle;
 - 5) \$100 reimbursement to Julia Armstrong for down payment on the Ginkgo tree.

MOTION

Motion was made that the five beautification activities above be approved to be completed in January, for a total amount of \$6,886.

Motion was made by Julia Armstrong, and seconded by Ann Green, that the Motion be approved. Motion carried.

Safety Committee --- Chairman Judith Smith

- Everyone is reminded that since the first Sunday of January, 2017, falls on New Year's Day, the Annual Homeowners' Meeting and election of Board of Directors will be held on the second Sunday, January 8, at 2 p.m. All absentee votes should be in the Clubhouse office slot by noon, January 7th.

Life Enrichment & Community Activity --- Chairman Sue Hegland:

- The Christmas Cookie Exchange was successful and fun, and we will be doing it again next year. We are also continuing the movies twice a month.
- Requests have come to our attention regarding safety issues, so we are going to arrange for some good programs helping to learn about safety matters.
- Thanks to John Sangervasi, we now have a DVD player that works in the Clubhouse.

Communications Committee – Chairman Brenda Butler

- The Cloister website is a good marketing tool for the Cloister at St. Henry. It also provides both residential and public access to many of our records electronically. The Communications Committee, therefore, recommends that we keep the site for at least one year. The website host, Scott Green, assures us that he can work directly with the COA but will need a new application submitted prior to the end of January when the \$300 annual fee is due.

MOTION

Motion is made that we complete and submit to Web Host Scott Green a new application for our website in the name of the Cloister Owners Association at the cost of \$300 for 2017.

Motion was made by Brenda Butler, and seconded by Julia Armstrong, that the Motion be approved. Motion carried.

- A reminder to submit articles for the newsletter to Rick Sanjek, interim editor, by 25th of each month.

- With the upcoming property management change, Communications will update documents and forms, as needed. Immediately the Buyer Packet needs to be updated to reflect the \$1,000 Working Capital Fee which the Board approved in the October meeting. Other changes will be necessary after the Property Management is settled.

MOTION

Motion is made that the required Buyer/Seller Document Packet be revised to reflect the additional closing cost for Working Capital Fee of \$1,000 approved by the Board in October, 2016 to begin January 1. *Motion was made by Brenda Butler, and seconded by Sue Hegland, that the Motion be approved. Motion carried.*

- Communications will assist the Board and new property management with the transition as needed.

OTHER BUSINESS

Contract Review Task Team Report To Board:

- 1) After review of the 10-year-old property management contract with David Floyd & Associates, Inc., along with measuring performance to the contract, the Contract Review Task Team recommends terminating the contract.
- 2) The Contract Task Team also recommends that the COA Board enter into a property management contract with Synergy Real Estate Group, pending negotiation of a satisfactory final contract to begin January 1, 2017.

---- Contract Review Task Team: Brenda Butler, Julia Armstrong, Sue Hegland, and Brenda Starnes.

MOTION

Motion is made that the COA Board issue a written 60-day contract termination notice to David Floyd & Associates, with contract to officially end on February 15, 2017. *Motion was made by Brenda Butler, and seconded by Julia Armstrong, that the Motion be approved. Motion carried.*

MOTION

Motion is made that the COA Board hire Synergy Real Estate Group for property management, contingent on successfully negotiating an acceptable contract to begin January 1, 2017. *Motion was made by Brenda Butler, and seconded by Julia Armstrong, that the Motion be approved. Motion carried.*

Condo Sales:

Sophia Keller’s monthly report of Units currently on the market:

414 Siena Drive	B Model	\$220,000	275 Cana Circle	D Model	\$259,000
429 Siena Drive	A Model	\$235,000	277 Cana Circle	C Model	\$224,900 (Under Contract)

MOTION

Motion is made that the \$1,000 Working Capital Fee be waived for any contract for the purchase of any unit signed prior to January 1, 2017. *Motion was made by Sue Hegland, and seconded by Brenda Butler, that the Motion be approved. Motion carried.*

There being no further business to come before the Board, motion was made at 3:50 p.m. by Tom Keeling, and seconded by Brenda Butler, that the meeting be adjourned and opened to the floor for questions and/or comments. Motion carried.

Respectfully submitted,
Mickey Beazley, Association Secretary