

CLOISTER OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

June 09, 2016

The Board of Directors met at 3:00 p.m. on Thursday, June 09, 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.

Prior to the regular Board Meeting, Michael Riley, the landscape architect with LSI (Landscaping Services, Inc.), met with the residents and the Board to lay out the conclusions of the site assessment that had previously been conducted, looking at the community as a whole, and setting forth the variety of enhancements leading to the graceful maturity of the community, in addition to the regularly contracted services.

President David Stansberry then 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 Dixie Frederiksen, and seconded by Peggy Hollis, to approve the agenda and the meeting time. Motion carried.

MINUTES

The President called for correction and/or approval of the Minutes of the last month's meeting, of May 12, 2016.

Motion was made by Dixie Frederiksen, and seconded by Ann Green, to approve the Minutes. Motion carried.

Comcast Report: Brenda Butler reported on the prior Comcast Information community meeting regarding the Comcast bulk service agreement, stating there were few changes from the currently expiring contract, and the Committee believes it is a good deal. She explained that the offer is basically a five year extension of the current agreement with few changes, consisting, among other things, of the Digital Starter Service of seventy TV cable channels; elimination of the \$9.95 Digital Service fee; and free Digital Starter service installed in the Clubhouse and, while the Committee is neutral that she, as an individual, recommends motion to accept.

Following discussion, it was determined that a three year option is not as good a deal, however consideration will be given to determining penalty for cancellation, with sixty days notice, prior to the five year termination date. David Floyd recommended that the Board

agree to proceed with the contract with a provision that a clause be included for cancellation option by the Committee in the event of the advent of superior progressive opportunities.

MOTION

Motion is made to accept the Comcast five year contract offer, with the provision that the Committee would have the option to cancel in the event of superior progressive opportunities.

Motion was made by Brenda Butler, and seconded by Peggy Hollis, that the Comcast contract offer be accepted with the inclusion of the cancellation clause. Motion carried.

The President then turned the meeting over to Committee Reports:

COMMITTEE REPORTS

Property Management Report – David Floyd, Managing Agent

1. Slab Raising: 402 Siena Drive – Approved except for compensation suggested for displacement at extended stay rate;
2. Slab Raising: 435 Siena Drive – Approval recommended;
Sidewalk Repair: 435 Siena Drive – Approval recommended;
3. Driveway/Stoop Repair: 221 Cana Circle – 223 Cana Circle – 700 Mt. Carmel – Approval Recommended with sealing included in all quotes;
4. Privacy Fence Repair: 225 Cana Circle – Approval recommended with Cloister to pay \$1,100, Owner to pay \$1,996.85;
5. Sewage Back-Up: 802 Marquette Drive – Approval Recommend up to \$5,000, with insurance in place, and approach Metro for 100% reimbursement;
6. Clubhouse Air Conditioner Replacement: Meeting room unit – Approval recommended
7. 200 Miles Court – A diagram of what the owner wants changed has been obtained, however, approval of the adjoining homeowner must first be obtained.

MOTION

Motion is made to have a called meeting as part of the Planning Meeting to be held on the following Thursday, specifically to vote on the recommendations included in the management report dated June 09, 2016, rather than to delay for another month.

Motion was made by Peggy Hollis, and seconded by Dixie Frederiksen, that the called meeting be approved. Motion carried.

Infrastructure Committee (Summary) – Chairman Dixie Frederiksen

- 1. There are two drainage issues that are currently being addressed:**
 - (a) the grid on the storm drain behind the pool that is rusted out and dangerous. This has also been referred to the Safety Committee where arrangements are being made to make immediate corrections at a cost of \$600.00; and**
 - (b) The swale between 101 Emma Neuhoff Court and 411 Siena Dive which holds standing water following a rain. A meeting is to be held with Mr. Vaughn and it is expected that he will redirect the runoff at a cost of \$1,200.00.**

- 2. Attention has again been given to the common area sidewalks, and it is expected that repairs can begin soon.**

- 3. Attention is being given to the list of painters provided by the Better Business Bureau and bids are currently being received for painting the exterior trim on 30 buildings (or 60 units). One bid has already been received in the amount of \$40,000. The onsite need for someone to supervise all maintenance and infrastructure work could become an urgent matter.**

- 4. It is requested that residents please call or write to this committee Chair with issues and/or observations relating to Infrastructure.**

- 5. The history of all slab issues as well as walls, decks, etc., is necessary in order to give consideration as to which ones are to be most concerned about. Charles Hilton has agreed to provide a prioritization list , following which the focus will be to approach Tony Locke for specifications, drawings and filings which will be placed in files in the office and on line.**

Beautification Committee -- Chairman Julia Armstrong

- 1. Landscaping Services, Inc. (LSI) gave their site assessment report prior to the June 9th Board Meeting. Their recommendations will be evaluated by the Board and the Beautification Committee, after which the Board will set priorities as to which projects to address.**

- 2. The Committee has been working on a list of pre-approved trees for planting in the Cloister. Progress is being made, and hopefully will be completed prior to the Fall planting season.**

- 3. The Committee will be discussing the revision of the Homeowner’s Manual and will provide to the Board recommendations that relate to the Beautification Committee.**

Safety and Emergency Readiness Committee – Chairman Judith Smith

Judith explained that it has been five months since the water/sewage intrusion in her home at 802 Marquette Drive, and there is a desperate need that the problems, plus the rerouting of the sewer lines due to the closeness of the wall behind her home, be brought to a conclusion.

MOTION

Motion is made that the necessary action be taken to bring to a conclusion the problems related to the water/sewer intrusion in the home at 802 Marquette Drive. *Motion was made by Judith Smith, and seconded by Peggy Hollis, that the motion be approved. Motion carried.*

Facilities Maintenance Committee – Chairman Ann Green

1. **Miscellaneous:** (a) Things are running smoothly with the Clubhouse, and the carpet cleaning is being scheduled; (b) the opening and closing of pool schedule is working well; (c) The flood lights, are a safety issue, and must stay on all night; (d) Two broken benches have been removed and the Committee will evaluate replacement;

2. **Termite Control:** We've had our ups and downs. Shannon Hall, in a meeting on Tuesday, said initially the workers were told to knock on doors and not to drill without resident's OK. He will have the list of unfinished homes completed. The unsightly plugs at a couple of homes were results of careless workers and will be re-done, including applying aggregate paste to cover.

3. **Decks and Fences:** Most of the "worst" decks or fences are in need of replacement, so washing and sealing are being done to the newer ones, as the "worst" ones need replacing. As of today there have been 4 decks washed and sealed with owner expense shared; 1 large fence completed; 1 patio and 1 driveway washed and sealed at owner's expense, with 2 more decks and 2 large fences now scheduled, and more to come.

4. **Rebuilding Fences and Decks:** One house on Siena, for safety purposes, will need to have the steps (previously removed) replaced. It is suggested to use composite material instead of wood. A Task Force is recommended to gather more information and make recommendation on this issue.

5. **House Washing:** A quote has been received of \$650 per building (2 units) to wash the houses. As a result of some of the worst looking structures having rotten woodwork and bad oxidation, there will be a prototype selected, with history of last painting and efforts will be made to determine if there is a process to be followed which is cheaper than replacing siding, and information is being gathered to determine an assessment of how many houses need washing .

6. **Sidewalks:** A bid from PC Power Washers for washing sidewalks has been obtained: There are over 39,600 feet of sidewalks @ .20 per sq. ft – total cost of \$7,920. If job is divided into fourths, it would be four different jobs covering 9,900 sq. ft. at a cost of \$1,980 each.

David Floyd thanked Ann Green for obtaining the sidewalk bids and reporting back to the Board the amount it will cost the Association.

Life Enrichment & Community Activity Committee -- Chairman Sue Hegland

1. The Friday Night Movies have been scheduled for June, and will continue in July.
2. Consideration is given to starting a Bible group in August.

Finance Committee – Chairman Peggy Hollis

1. Peggy Hollis stated that due to the reorganization of the Board, there remains confusion relating to outsourcing of issues, and it is unclear as to what is to come back to the Board, and what things need to be brought forward to be done with the consensus and input of the Board.

2. The results of the Reserve Study will be available in July.

3. The fee increase in the amount of \$11,000 has been collected from Flagstone on the unit at 811 Marquette Drive.

MOTION

Motion is made for all projects of services whereby the expenditures are in excess of \$5,000 and which are let out for bid, a retainer of ten percent (10%) will be withheld from the final payment pending approval by the Board of Directors and/or the Managing Agent.

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

Communications Committee – Chairman Brenda Butler

1. Brenda thanked all for contributing to the Newsletter, and encouraged suggestions.
2. The Website software is being upgraded and is still under construction, so patience is requested.
3. The Committee has worked tirelessly on the Homeowner’s Manual, and will defer a report on that to next week.

OTHER BUSINESS

- Sharon Richardson was invited to speak before the Board regarding the creation at the Cloister the program “Grief Share”, a thirteen week non-denominational support group for persons who have experienced the loss of a loved one, beginning Thursday, September 8th. Sue Hegland stated that her Committee will consider doing a pilot run on this non-Board sponsored Grief Share program.
- Peggy Self Hollis presented to the Cloister Board of Directors her Letter of Resignation effective as of the date of the instant meeting, June 09, 2016, and further stated that since the By-Laws specify that the secretary and treasurer are not required to be elected board members, that she stands ready to continue serving as Treasurer. President Stansberry, on behalf of the Board, accepted, with regret, the resignation.
- In the absence of Sophia Keller, Betty Lingerfelt gave the reported the following report setting forth the units that are currently on the market:

718 Mount Carmel	B Model	\$269,900.00
102 Cloister Drive	B Model	\$200,000.00
447 Siena Drive	C Model	\$240,000.00
809 Marquette Drive	D Model	\$229,900.00

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