

# CLOISTER OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

May 12, 2016

The Board of Directors met at 3:00 p.m. on Thursday, May 12, 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 David 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 Dixie Frederiksen, 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 the last month's meeting, of April 21, 2016.

*Motion was made by Sue Hegland, and seconded by Judith Smith, to approve the Minutes. Motion carried.*

The President then introduced the representatives of Landscaping Services, Inc. (LSI), Michael Riley, Tim Hollis and Rigaberto, who gave an over-view of their program and then explained the details of their services. In addition to mowing, they are in the process of making a site assessment of the entire community. At the conclusion of the assessment they will present their audit, which will include beautification, as well as an arborist to assess care of trees, and which will also include recommendations for improvements.

The President then turned the meeting over to Committee Reports:

## COMMITTEE REPORTS

### Communications Committee – Chairman Brenda Butler

1. Newsletter: a) Rick Sanjek continues as interim editor for a limited time, and in the meanwhile a permanent volunteer editor is needed; b) Reminder that the deadline for newsletter submissions is the 25<sup>th</sup> of each month; c) Communications Committee will assume responsibility of getting minutes in the newsletter.

2. **Website restructure:** a) The re-structure is going well; b) We continue to recruit new ideas for the on-going update; c) The Cloister logo picture has been loaded on the website under photos; d) COA specifications for all variance and maintenance requests will be provided; e) The forms are being redone and updated; f) Training sessions will be provided when the new re-organization is complete.

3. **Directory:** The online April version is now uploaded and is now available, and will be uploaded quarterly. The next upload will be July 1<sup>st</sup>.

4. **Homeowners Manual Rewrite:** The Committee chairs have now received a draft file today for review, for process changes, etc. Hopefully each committee can address their sections this month and perhaps finalize and distribute in June. Both Rick Sanjek and Sue Jones have been a great help with the editing.

5. **Comcast Cable TV Report:** There is still nothing to report, as we are advised that the proposal is moving through additional approval channels, and we are hopeful that we will have a response soon.

#### **Infrastructure Committee** – Chairman Dixie Frederiksen

1. Dixie reported that the annual premium for our present policy is \$59,607. State Farm has quoted an annual premium of \$112,000. After several meetings, Travelers refused to quote saying that the current agent cannot be underbid. At that point David Floyd interjected that he had insurance “covered”.

2. With three exceptions, the repeated attempts have failed in obtaining we about: a) Repair and re-building of infrastructure to date; b) Specifications for repair and re-building of infrastructure; and c) Specific infrastructure items currently of concern which are being monitored;

3. Exceptions to this are that the committee now has a) List of all work done on walls; b) List of specifications for the re-building of fences, and c) There is word that the wall at 718 Mt. Carmel needs to be replaced.

4. Currently the focus of the Committee is expanded to include specific properties that seem to not be in order. The units at 518 Loyola Drive and 209 Cana Circle have been neglected for many years and are in serious disrepair. We have little option but to proceed with cleanup and repairs and billing the unit for the costs. If payment is not received in sixty days, then the Board can order a lien placed upon the property.

5. There have been chipmunk problems, with the chipmunk tunnels leading to many unstable slabs. Birdseed is an important food source for chipmunks and since slab repair costs tens of thousands of dollars per unit, it is recommended to not feed the birds at this time.

**Finance Committee – Chairman Peggy Hollis**

1. The Finance report for today will be brief because of inadequate time to get the report together earlier in the month. A full report will be available for the Planning Board meeting next week.
2. The April Income and Expense are in line with the budget. The Cash on Hand is more than \$500,000, which is after payment of \$40,000 for the termite contract.
3. The maintenance fees are not to be increased this July, and are deferred until October. A reserve study will be required prior to a final decision on the increase, which will hopefully be made by October.

**Facilities Maintenance Committee – Chairman Ann Green**

1. It is noticed that there was a cost of \$2,700 charged for snow removal this year, and that snow removal was charged to Building & Siding Repair. David Floyd replied that there was currently no line item for snow removal, but there should be a separate snow removal category.
2. Our biggest achievement has been procuring the termite contract and termite removal. There were three separate infestations. The company workers are continuing and have already been on the premises four or five times. There have been a few hic-cups, such as some gates were not open. Today the swarmers are out and active, which is the expected result, and the contractor has been notified.
3. The deck washing project was put on hold, and J.C. Power Washing Company will come next week to wash and seal two decks with the homeowners paying for the over-sized decks prior to having this done

**MOTION**

Motion is made to have power washing for two decks, two patios, and one driveway, with the homeowners paying for over-sized portion of decks prior to having the work done. *Motion was made by Sue Hegland, and seconded by Judith Smith, that the power washing work will be done according to COA specifications. Motion carried.*

**Beautification Committee -- Chairman Julia Armstrong**

1. LSI has begun working under their new mowing contract, and as to be expected, a variety of problems were encountered the first week. However, after a walk-through of the problems, they did try to correct all problems, and the second week went more smoothly;

2. It is requested that we be kept informed of any problems that follow, and at this point it is requested that anyone with problems should contact Julia Armstrong at 615-513-0232, or David Floyd. I am looking forward to the results of the LSI site assessment, so that we can make plans to address overall problems with our property.

3. I will be writing an article for the newsletter to report on the first few weeks.

**Safety and Emergency Readiness Committee – Chairman Judith Smith**

I have been busy on the Good Neighbors Committee, working with that committee and helping with shopping for the Neighborhood Brunch. Will soon start a Safety Committee and have a list of safety ideas to present.

**Life Enrichment & Community Activity Committee -- Chairman Sue Hegland**

1. In June there will be two Movie Nights, with the first showing to be “Best In Show”, which is a take-off on dog shows. We will make a list of films for the future to be available.
2. We would like to grill out, and have hamburgers and hot dogs for perhaps the Fourth of July.
3. There will also be a Game Day planned for June.
4. Consideration is being given to having day trips available.
5. It is recommended that arrangements be made for assisting the indigent residents, and assisting in ride sharing

**Property Management Report -- David Floyd, Association Manager**

1. Three property insurance quotes have been received: Philadelphia Insurance @ \$65,693, CAU Insurance @ \$70,843; Middle Oak Insurance @ \$63,703. The conclusion is that Middle Oak Insurance is the best, with almost \$7,000 annual savings. For instance, if we change deductible to \$5,000 we can save \$13,000 and if we change to \$10,000 we can save almost \$19,000. The sum of \$5,000 will result in a return premium of \$4,116 with a new annual premium of \$57,011; and \$10,000 will result in a return premium of \$9,459 with a new annual premium of \$51,668.

**MOTION**

Motion is made that the COA insurance contract with Middle Oak Insurance Company be renewed at an annual premium rate of \$51,668.00, with a \$10,000.00 deductible, to be paid in installments.

*Motion was made by Sue Hegland, and seconded by Judith Smith, that the insurance contract be renewed. Motion carried.*

2. The slab raising to lift the floating slab, for exterior and interior, at 402 Siena Drive, is necessary, at an estimated cost of \$24,750.00 which has been received. This, however, does not include the deck repair work.

### **MOTION**

Motion is made to lift the floating slab, both exterior and interior, at 402 Siena Drive, at an estimated cost of \$24,750.00, which does not include the deck repair work.

*Motion was made by Sue Hegland, and seconded by Dixie Frederiksen, that the slab work be done, according to COA specifications. Motion carried.*

Additional discussion then pursued, resulting in the following motion:

### **MOTION**

Motion is made to amend the immediately previous slab raising motion at 402 Siena Drive, pending an assessment of the roofmate property slab at 400 Siena Drive.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the slab raising assessment be done.. Motion carried.*

3. There is still no resolution to the issue of the manhole covers located on Marquette Drive, following discussions in February with the Metro Legal Department relating to the need by Metro Water Department to re-route, due to the intrusion of sewage into the home located at 802 Marquette Drive.

4. Other Issues: a) The engineering evaluation of 722 Mt. Carmel Place, shows that the basement and foundation walls remain stable and structurally sound; b) The removal of the four foot section of speed bumps have been completed at a cost of \$600.00; c) The pool permit has been received from the Metro Health Department; d) The parking lot striping, which will be less than \$2,000.00, is pending with Gibbs Bros.; e) Engineering services are being shared with Charles Hilton and Tony Locke, and others.

### **OTHER BUSINESS**

- The responsibilities of the members of the Board are changing this year, and the Board is looking at things differently than in the past. And in the future all Board meetings will be reversed in order to prevent duplication of issues. Therefore, the Regular Board meeting is to be held on the second Thursday of each month, and the Planning Meeting is to be held on the third Thursday of each month.

**CONDO RESALES:**

- **Sophia Keller stated that there are twelve units that are vacant units, and reported that the following units are currently on the market:**

|                         |                |                     |
|-------------------------|----------------|---------------------|
| <b>718 Mount Carmel</b> | <b>B Model</b> | <b>\$269,900.00</b> |
| <b>200 Miles Court</b>  | <b>C Model</b> | <b>\$199,900.00</b> |
| <b>447 Siena Drive</b>  | <b>C Model</b> | <b>\$240,000.00</b> |

**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**