

# CLOISTER OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

July 21, 2016

Termite  
Damage

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

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 hours with the flexibility, if necessary, to extend the meeting as needed.

*Motion was made by Julia Armstrong, and seconded by Dixie Federiksen, 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 June 09, 2016.

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

## TREASURER'S REPORT

### Reserve Fund Study:

ONSITE ENGINEERING sent the requested Reserve Fund Study to David Floyd (as Property Manager) on July 14, 2016. The finance committee members received copies on July 17<sup>th</sup> and the committee met yesterday (July 20<sup>th</sup>) for an initial meeting to assess how this information can guide the Board toward fulfilling their fiscal responsibilities.

The 63-page document is comprehensive for the CAPITAL responsibility of the Board (that means all financial aspects except ongoing operating expenses). It is a 30 year study of anticipated capital replacements and repairs to maintain the infrastructure and our homes. Over the next couple of months the Finance Committee will host a number of "town hall" meetings about the contents of this study and its recommendations.

### A few key points:

- Covers Capital expenditures only;
- Recommends that Reserve Fund reach and be maintained at a 60% level (currently our fund is 29%) of our maximum reserve;

- Gives comprehensive detailed descriptions and recommendations for repair and/or replacement items, for instance, stone walls, sidewalks, roofs, siding, etc.
- This document can/should be used for year-by-year planning/repair/replacement of capital projects. It can mean that future boards have a formula to follow without having to determine what needs to be done next;
- Andrew Hart (the primary author of the study) is available to discuss with the Cloister, once it is decided how best to utilize his time;
- This study offers three (3) options for the Board to consider regarding reaching and accomplishing the recommended reserve.

The Finance Committee's first request is that each board member project their expenditures for the remainder of 2016 on the form provided. This will help to understand where the "starting point" is for the reserve fund. This number will impact recommendations for future funding (Association Dues).

The Finance Committee has committed to have a recommendation by October 1st on the previously approved Association Fee increase that was to take effect July 1st, 2016, which was deferred pending the results of this study. Many more meetings and open discussions will be necessary between now and October 1<sup>st</sup>.

## PROPERTY MANAGEMENT REPORT

- Reserve study, going back thirteen years, regarding stone wall reports, drainage reports, etc., shows that \$5,258,758.83 has been spent on capital expenditures.
- The web site will now require a new password for all who are currently on it.
- Distributed list showing that there have been 53 Variance requests made for 2016, with 40 approved, 12 pending (primarily to be done globally) and 1 declined.
- Distributed list showing 82 Maintenance requests for 2016, with 65 completed, and 17 referred for completion.

## COMMITTEE REPORTS

### Facilities Maintenance Committee – Chairman Ann Green

- Things have been running smoothly: 1) the clubhouse carpet has been cleaned; and 2) the clubhouse phone will be changed from AT&T business line to Comcast resident, resulting in a big savings; and 3) the ladies shower room is no longer littered with "noodles", which are now neatly stored in a cart for easy transporting to pool.
- Termite Control! The company has continued off and on with on-site contact, and will throughout this month, and has fixed some snafus, drilled and plugged some units that had

- been by-passed earlier, and they have been asked for an update on the Cana Circle units that have not been treated.
- **Decks and Fences:** This project has been put on hold temporarily due to the extreme heat.
- This committee has been working with Communications Committee in revising the Maintenance and Variance Request forms, Private Party guidelines, and check-out list.

**Infrastructure Committee – Chairman Dixie Frederiksen**

- There are serious problems regarding the stone walls at 718 Mt. Carmel Place, requiring immediate attention, and requiring the following motions:

**MOTION**

Motion is made that the Board approve the maintenance request for \$19,580.21 to construct an engineered 5'x2.3'x12" concrete footer for a new wall at 718 Mt. Carmel Place.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$24,766.25 a 6'x22.3'x12" a new retaining wall at 718 Mt. Carmel Place.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$4,237.16 to install drainage behind the new wall at 718 Mt. Carmel Place.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$6,041.75 to install drainage across the front of the new wall at 718 Mt. Carmel Place.

*Motion was made by Dixie Frederiksen, and seconded by Julia Armstrong, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$4,286.20 to replace the 428.62 sq.ft. driveway at 718 Mt. Carmel Place.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$2,500.00 to grade and sod the lawn areas at 718 Mt. Carmel Place.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

- There are also sidewalk and drainage repairs needed.

**MOTION**

Motion is made that the Board approve the maintenance request for \$8,208.00 to repair 912 sq.ft. of damaged sidewalk running from the step landing behind 215-217 Cana Circle to the junction with Cana Circle at 235-237 Cana Circle.

*Motion was made by Dixie Frederiksen, and seconded by Julia Armstrong, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$2,055.00 to repair 137 sq.ft. of damaged sidewalk running from Cana Circle to the Cloister Clubhouse.

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$1,080.00 to repair 72 sq.ft. of damaged sidewalk between 502 and 504 Loyola Drive

*Motion was made by Dixie Frederiksen, and seconded by Sue Hegland, that the motion be approved. Motion carried.*

**MOTION**

Motion is made that the Board approve the maintenance request for \$762.00 to correct the drainage at the rear of 409-411 Siena Drive.

*Motion was made by Dixie Frederiksen, and seconded by Julia Armstrong, that the motion be approved. Motion carried.*

- There have been three bids obtained, in the amounts of \$40,000.00; \$74,837.00, and \$72,144.00 for painting of the 30 buildings and/or 60 units in each of the four sections.

**Beautification Committee -- Chairman Julia Armstrong**

- Treatment of the Ash trees from the Emerald Ash Borer has now been completed.

**MOTION**

Motion is made to approve \$1,999.00 on treatment for Emerald Ash Borer by Davey Tree Company.

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

*Motion carried.*

- Plans are ongoing for implementation of some of the recommendations in the Site Assessment plan provided by LSI. In particular, there is being compiled a list of trees that are dead and need to be removed this year. This list will include the dead tree at the entrance, and the only delay is to identify other trees that need to be removed at the same time, in order to reduce the costs of removing each tree.

- Judy and Bob Lawrence collaborated with LSI and came up with a list of pre-approved healthy and non-invasive trees that can be safely planted without the submittal of a variance request. However, following discussion the following motion was made:

#### **MOTION**

Motion is made that the Board approve a list of non-invasive trees which can be planted in the Cloister front or rear yards with a simplified variance request form, showing the type and variety of trees and the proposed planting location.

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

*Motion carried.*

#### **Life Enrichment & Community Activity Committee – Chairman Sue Hegland**

- There were two Friday Night Movies in June, and one Game Day last Tuesday. In August there will be two more movie nights, "Tootsie" on August 5<sup>th</sup>, and "Bridge Over the River Kwai" on August 16<sup>th</sup>.
- We are going to place an Announcement board in the Clubhouse lobby showing activities and events of the week.
- There will also be Game Day in the month of August.

#### **Communications Committee – Chairman Brenda Butler**

- Thanks to the Committee members for meeting twice this month, and for working outside meetings on multiple projects.
- **Directory:** The new Directory has been distributed. There will also be the on-line version, and the decision was made to print out an updated version every six months for distribution and for posting.
- **COA Forms:** All of the relevant forms have been re-done and are being reviewed.

- **Comcast:** Responses have been received from Comcast that they have entered our contract in their system, and residents can now begin calling to check their account, taking advantage of new offers.
- **Web Site:** All new users are requested to register. Also it is necessary for everyone to reset password if already registered on old website. There will be information in the Newsletter directing access to the site.
- **Homeowners' Manual:** Have completed about 2/3 of the Manual. The rest is on hold pending about another thirty minute meeting of the Board. There have been a few changes such as the COA responsibility for treating homes for termites both interior and exterior, and for repairing exterior damage, and the following motion is made:

#### MOTION

According to the current Homeowners' Manual (page 16) the COA is responsible for treating the Cloister property for termites, both inside and out, and is also responsible for repairing exterior damage. I move that the COA assume responsibility for interior termite damage as well as exterior damage.

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

#### OTHER BUSINESS

In the absence of Sophia Keller, Betty Lingerfelt gave the report of Units for sale as of July 21, 2016:

718 Mount Carmel	C Model	\$269,900.00	Under Contract
447 Siena Drive	C Model	\$240,000.00	
217 Cana Circle	C Model	\$242,000.00	

There being no further business to come before the Board, on motion made by Sue Hegland, and seconded by Julia Armstrong, the meeting was adjourned at 4:45 p.m., and the floor opened for questions and/or comments.

Respectfully submitted,

Mickey Beazley  
Association Secretary