

Minutes

CAPE CONROE PROPERTY OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

CAPE CONROE

January 8, 2020

7:00 p.m.

- I. **Meeting called to order: 7:00 p.m.**
- II. **Those in attendance:** Frank Skyvara, Sidne Eagan, Roseann Zolka, Kerri Bushman, April Wallin, James Mauch, Paul Rex also attending Jennifer Skinner from IMC. Not in attendance: Jim Allen, Robert Rosenfield, Amber Kyser, and Simone Bandza.
- III. **Public Comments:** No property owners in attendance.
- IV. **Approval of Board of Directors' Meeting Minutes for December 2019:** Kerri Bushman motions to approve the minutes as presented, Frank 2nd motion, motion carries.
- V. **Treasurer's Report:** Frank went over the financials. Kerri Bushman motions to approve the financials as presented, April 2nd motion, motion carries. Frank discussed the audit, pointing out various items that have been completed around the community that are found in the reserve study. Items he suggested to remove from the audit; roof shingles and monument refurbish. He stated that it would be good to have another reserve study done next year. Several board members noted that the cost of bids in the reserve study were not accurate to current costs. The board discussed taking time to review the audit and discuss further before approving.
- VI. **Legal:** One property owner was sent to legal regarding excessive deed violations.
- VII. **Committee Reports:**
 - a. **Architectural Control-** Justin Bateman reported one request was made in December that was declined. Paul stated that all builders now have dumpsters in place for their projects.
 - b. **Maintenance/Special Projects-** Frank will remove the fence running along the clubhouse. Paul stated he is getting a bid for the camera system replacement as well as bracket replacement for the pool cameras which have worn and are not aimed correctly due to the bracket wear. Paul also stated that one of the light pole bolts were loosen causing the light to tip. He tightened the bolts and it is upright.
 - c. **Security –** Paul stated that someone was able to open the lockbox with the pool remotes inside and put them in the pool. The code was changed. The police are enforcing speed limits and stop signs successfully throughout the community.
 - d. **Community Relations-** Justin Bateman thanked the people who donated the Christmas lights this year and will store them in the closet for next year. Cookies with Santa was a huge success and the realtor, Angie Coumbe, with Realtor ONE Group sponsored the backdrop, chair and photographer were excellent. Justin requested the POA host an Egg Hunt on April 4th at 10:00 a.m .and would like \$300 for supplies and food. Frank Skyvara motions to host the Egg Hunt and provide \$300 for the supplies and food, Kerri 2nd motion, motion carries.

- e. **Utilities and Roads** – Frank is still waiting for a response to the demand letter regarding the poles needing repair by Entergy. Paul said he would call Brian to check on the status.
- f. **Pool/Clubhouse and Playground/Pavilion** – April stated that the sand was being delivered for the filters, but no one was going to be present to receive it so she cancelled it. Frank reported that the little building was given to the pool company to house their chemicals safely. They will move it.

VIII. **New Business:**

- a. **Newsletter** – April Wallin motions for the newsletter to be sent out after corrections are made, Frank 2nd motion, motion carries.

IX. **Old Business:**

- a. **Audit Committee** – Board discussed whether an audit committee would be needed in addition to the current annual audit that is completed. Kerri Bushman motions to not form an audit committee, Frank 2nd motion, motion carries.
- b. **Website** – Paul asks for discussion on giving Kerri and Simone access to the website through Tammy to review and assess updates needed to the website. Various aspects of the access to the website were explained and discussed. Many board members discussed not wanting online voting citing concerns for duplicate votes from one owner, need to change by-laws, reduction in attendance at Annual Meeting, and renter's possibly voting. April motioned that Kerri and Simone be given access to the website and ability to change pictures and font colors/type, however any changes to verbiage and adding features/links must be approved by the board of directors, Jim 2nd motion, motion carries.

This meeting could adjourn to an executive session on any topic.

X. **Adjournment : 8:03 p.m.**