

***Sandpiper Cay Condominium Owners Association
Board of Directors Meeting
October 17, 2011***

The Sandpiper Cay Condominium Association Board of Directors met on Monday, October 17th 2011 at the office of Village Realty. Steve Kinnier, Pat Ambrose and Tom Watkins were present. Linda Craig participated via teleconference. Ansley Miller was present representing Village Realty. Owners representing eleven units were also present. Board member Liz Puma was absent.

Mr. Kinnier called the meeting to order at 1:09pm and asked everyone to introduce themselves.

Owners Forum: Hank Sprenger thanked the Board and Village Realty for their efforts in dealing with some tenants in their building.

Susan Beavers thanked Village Realty for their assistance in getting a resident to start cleaning up after their dog. She also discussed some parking issues at her buildings and asked if the Board had considered assigned parking spaces. Mr. Kinnier replied that the Board has discussed it, but decided against it. Ms. Beavers suggested possibly marking some spots visitor spots. The Board stated that they would discuss this and asked Ms. Miller to put another parking reminder in the newsletter.

Jim Coughlin thanked the maintenance department for the quick response in fixing a leak at one of the water meters at his building.

Jim Ballard discussed his concerns with the cedar shakes. He has some missing and had contacted Ms. Miller about them. Ms. Miller had informed him that currently the shakes are being replaced on a schedule with the first repairs to the critical areas where numerous areas of tar paper are exposed. Mr. Kinnier added that all the damage shakes will be addressed, but we must first focus on the exposed areas.

Approval of Minutes: The Board reviewed the minutes from August 15th, 2011. On a motion by Ms. Ambrose and a second by Mr. Watkins, all were in favor of approving the minutes as submitted.

Financial Report: A current Balance Sheet, Income Statement, General Ledger Detail Report and Accounts Receivable Report were presented. Mr. Kinnier also presented a 2011 Income and Expense spreadsheet with actual expenses for January through September and projected expenses for August through December. He stated that there was a new account shown on the Balance Sheet for a new reserve CD that was opened with OBX Bank. He asked Ms. Miller to set up a GL account for the interest earned on the CD and accrue an approximate amount each month.

Management Report: Ms. Miller presented the Management Report.

- **Annual percentage yield:**
 - Checking Account: August-.21%, September -.15 %
 - Money Market Account: August -.59%, September -.55%
 - Reserve Money Market Account: August -.58%, September - .50%
- **Website:** The website was updated following the last meeting.
- **Financial Reports:** The August financial reports were emailed to the Board and the September financial reports were included in the meeting packet.
- **Roofs:** The updated roofing spreadsheet was included in the meeting packet.
- **Septic Tanks:** The updated septic tank and drain field spreadsheet was included in the meeting packet. The only change in the spreadsheet from the last meeting was that the septic tank for 1107/1108 was pumped on 9/1/11 and the drain field was replaced shortly after.

- **Hurricane Irene Cedar Shake Repairs** – A siding vendor was contacted to replace the critical areas of the cedar shakes that were missing following Hurricane Irene. A list of the critical areas was created by maintenance. The critical areas were those where the OSB board behind the tar paper was showing and the areas where numerous areas of tar paper was showing.
- **Owner Requests:**
 - An owner is considering purchasing hurricane shutters and requested that the Board create a policy on acceptable hurricane shutters for the community. A brochure of the different styles is included in the meeting packet. The “roll-down” style has been approved in the past. The owner informed management that this style is very expensive and wondered if the Board would consider allowing either the “bahama” style or the “colonial” style.

The Board asked Ms. Miller to create a list of all the hurricane shutters that are currently in the community and to take pictures. The Covenants Committee can look into creating a policy.

- An owner has requested that the Board create a policy on having the clubhouse available for owners to use during a hurricane if necessary. It was suggested by the owner before Hurricane Irene that the clubhouse remain unlocked, but management advised against this. Management strongly recommends against leaving any common areas unsecured during a storm or allowing anyone to stay in the clubhouse. In the event of an evacuation order, owners and tenants should be advised to heed the advice of emergency management personnel and leave the area.

Mr. Kinnier stated that legal counsel has advised against this for both legal liability and insurance purposes.

- **Bankruptcy** – Management confirmed that a lien could be filed on the owner who had filed for bankruptcy and a lien has been filed.
- **CD Options:** A reserve CD in the amount of \$75,000 was opened with OBX Bank.
- **Sod** – Beach Mowing installed sod in the areas that were approved by the Board at the last meeting.
- **Terminix** – The paperwork for changing from the termite bait station plan to the termite liquid protection plan has been completed and provided to Terminix. Terminix has completed the new treatment on some of the building and will continue until all of the buildings have been treated with the liquid. A fact sheet on the liquid, Prothor, was emailed to the Board as requested at the last meeting.

Mr. Ballard stated that his building had already been treated and that the brick is now loose where they drilled. Ms. Miller stated that she would have maintenance look at this and will also contact Terminix about the issue.

- **Sample Landscaping Contract** – Management was not able to find a sample contract from Community Association Institute (CAI), but did locate one online that was emailed to the Board.
- **Flood Insurance:** A sample copy of the Residential Condominium Building Association Policy was emailed to the Board as requested at the last meeting. The quotes are as follows:
 - Garden Style buildings would each have an annual premium of \$4,267 per building

- Townhouse Style buildings would each have an annual premium of \$4,848 per building
- Williamsburg Style buildings would each have an annual premium of \$4,951 per building.

The Board discussed that this was very expensive and decided against purchasing flood insurance at this time since it is not required due to the fact that the community is in an X-flood zone.

Unfinished Business: None

New Business:

2012 Annual Meeting - There will be two positions up for election at the meeting, which will be held in March. The terms of Mr. Watkins and Ms. Craig will be expiring. Mr. Kinnier appointed Ms. Puma to be the head of the Elections Committee with Betty Peet and Ron Bushar as Committee members. The Board asked Ms. Miller to include something in the newsletter about the election.

2012 Budget Discussion – Mr. Kinnier has provided the Board with a draft of the 2012 budget and will provide a final draft at the November meeting for approval. Mr. Ballard asked if the budget allowed for painting and power washing of the buildings. Mr. Kinnier stated that the Board would look into this.

Committee Reports:

Landscape Committee – Mr. Watkins presented a report. Mr. Kinnier asked the Board to have a list of requirements for the Request for Proposal (RFP).

Social Committee – Ms. Lawrence presented a report for the Social Committee. She stated that the Committee would not be having as many events next year due to poor attendance.

Mr. Kinnier stated that at the last meeting he had reported that the association's attorney had informed them that they were in the process of preparing for a trial in early October. This has been postponed due to the court docket being too full on the scheduled date. A new date has not been set.

The next meeting date was set for November 11th at 1:00 at the Village Realty office.

There being no further business, the regular meeting was adjourned at 2:39pm. Following the regular meeting, the Board met in Executive Session. No actions were taken.

Respectfully Submitted,

Ansley Miller
Assistant Property Manager