

Cottages at Waterside Village Owners Association, Inc.

Board of Directors Meeting Minutes

Thursday, April 15, 2021

- A. Call to Order:** President Cindy Ursu called the meeting to order at 4:05 p.m.
- B. Quorum Check and Proof of Notice:** The following Board members were in attendance via teleconference: Cindy Ursu, Juanita Strickland, and Beverly Kroiss. The following owners were in attendance via teleconference: Jeri Clark, Keith Milner, Fred Tanner and Mike Dellinger. Adrian Welle and Susan Kotelman from 4our SeaSuns attended the meeting, and Adrian Welle recorded the minutes.
- C. Approval of Agenda:** On a motion by Cindy Ursu and a second by Beverly Kroiss, the Board unanimously approved the agenda.
- D. Approval of any Unapproved Minutes:** On a motion by Cindy Ursu and a second by Beverly Kroiss to the Board unanimously approved the minutes of the March 18, 2021 Board Meeting.
- E. Financial Report:** Adrian Welle presented the following financial report as of April 15, 2021 there was \$50,284.84 in operating and \$22,690.67 in reserves. In addition, there is \$93,152.54 in the special assessment. There is a pending transfer of \$5,818.20 from Reserve to Operating from the management transfer. Adrian provided an update on delinquent dues accounts: 2 unit owners (3224 and 3226) are currently outstanding on Quarter 2 Dues. Adrian indicated that special assessment repair and maintenance expenses (\$22,770.00 and \$1901.00) need to be taken out of the operating report and shown on a special assessment report. The Board asked for a P & L report for the HOA special assessment account. Juanita Strickland provided a special assessment budget spreadsheet. Adrian asked the Board if they would like bank statement reconciliation and the Board said yes it would be helpful.
- F. Old Business**
- 1. Landscaping Renovation:** Cindy Ursu provided an update regarding the kick off of the landscape plan by Green Earth in the 4-6 weeks at a cost of \$29,244.07. Discussion of the board ensued regarding an interim landscape company to control the weeds growing until the landscaping project is started and complete. Adrian is working to get quotes for an interim lawn care quote. As soon as Adrian gets a quote he will send it out to the board. A homeowner asked if the Green Earth proposal included removing the irrigation pvc and other conduit. Cindy indicated that the proposal included debris removal one to two feet underground. Owners in attendance suggested that the HOA put together a list of drought resistant plantings as irrigation system replacement may not be affordable.
 - 2. Insurance for Common Areas:** Adrian provided an update to the board that he has been unable to obtain a quote or policy for the HOA common elements at this time. Insurance has been tabled unless something comes along. Cindy Ursu suggested revisiting a reserve account at the end of the year after projects were completed to determine if transferring operating funds or special assessment funds to a reserve account was viable.

3. **Lighting Renovation** Duke Energy will begin street lighting repair in the next 2-3 weeks. The deposit of \$1,901.00 has been paid. Cindy has gotten some of her crew to remove and dispose of the old light fixtures. An owner asked if LED lighting will be used and Adrian indicated he assumed so.
4. **Gate Purchase:** Adrian has received 3 different quotes for a new gate. Quality Gates provided a quote at \$46,590, Sims Fencing \$35,675 and Bracewell at \$15,700. Discussion of the board ensued. Cindy will reach out to the condos and see what their plans may be as the consensus was that it does not make sense for our HOA to make this an immediate priority if the Condos are not in a position to go forward.
5. **Exterior Status of Hurricane Damaged Homes:** Cindy mentioned that this item is on the agenda as a place to continue to update the process of unfinished units. Members on the call that had updates on their individual units spoke to the board. 3216 indicated they are in the process of trim replacement, lighting changes and paint color determination to submit to the HOA for approval. Lengthy discussion ensued about all units that have not been 100% completed. We are awaiting updates from 3226, 3208, Adrian will attempt to reach out to them and send them the HOA Exterior Architectural Policy to mitigate future issues. An owner indicated a paver issue in the parking area between 3216 and 3218

G. New Business

1. **Mailbox Purchase:** Adrian informed everyone on the call that a new mailbox pedestal has been ordered in the amount of \$2,765.47. The mailboxes are silver speck and the order was placed April 7 with a lead time of 4-5 weeks. Every owner will get 3 keys to their box. Installation is not included and will be addressed.
2. **New Trash Protocol:** Adrian updated the board and members on the call that the City would start picking up trash at the garages as they did pre Hurricane Michael, providing that people do not park in the lane of traffic. Adrian will send a notification to homeowners so they are aware of the change and parking protocol effective April 19, 2021
3. **Pool Opening and Keys:** Adrian updated the board that the keys to the pool bathrooms have been mailed and at this time there is no keypad on the gate to the pool at this time.
4. **2nd round Boardwalk Repair:** Cindy updated everyone about some boardwalk issues on the east end. Adrian received a quote to fix the areas of concern. The boardwalk quote received is \$4,200 from S & A Handyman Services. Motion by Cindy Ursu and seconded by Juanita Strickland to approve the quote from S & A Handyman Services in the amount of \$4,200 to do boardwalk repairs. Motion carried unanimously. Adrian will reach out to vendors to consider full replacement estimates for the boardwalks.

H. Owner Comments:

Keith Milner thanked the board for their time and efforts.

Bev Kroiss requested an updated owner list and contact information spreadsheet. Adrian will send an updated list to the board.

Bev Kroiss also raised concerns regarding the landscaping irrigation and that it was not being planned. No decisions have been made at this time, however it is not in the short term plan.

- I. **Schedule Next Meeting:** The next scheduled meeting will be Thursday, May 13, 2021 at 4:00 p.m. Central Time.

J. Adjournment: With no further business to discuss, the meeting was adjourned at 7:07 p.m. on a motion by Cindy Ursu and a second by Juanita Strickland.