

**The Cove at Briar Bay  
2010 Board of Directors  
Meeting Minutes  
Wednesday August 25 2010**

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**Meeting Called To Order At: 6.31pm by Lynn Cartee**

**Roll Call:** Present: Lynn Cartee; Lucia Escobar; Alicia Summers; Christine Bright; (By Phone) Benjamin Green (Property Manager; Atlantic & Pacific) – Apologies: Tom McInerney (Out of Town)

**Approval of Minutes:** Motion to approve the May 26 2010 Board Meeting Minutes; Christine Bright; Seconded; Lynn Cartee –AIF

- **Security Cameras: Gates & Pools** – Envera Systems
  - Liaise with Envera re: Camera Position – **Action:** Property Manager
  - ATT IP Address – To be installed September 1 2010
  - Project Plan and Completion Date – September 10 2010
- **Water Intrusion**
  - Cobra Seal Reports – Reports to be forwarded by Cobra Seal – No Date
  - Research Alternate Vendor for Initial Inspections – **Action:** Property Manager
  - Homeowner Letters forwarded to Alex Sirulnik –Non Collection Association Attorney - Paperwork has been forwarded by Property Manager
  - Emergency Water Intrusion – Quotes obtained – Investigate Insurance or Warranty Claim – **Action:** Property Manager
- **Insurance Renewal** – November 15 2010
  - Property is due an Appraisal – **Action:** Property Manager
  - Andrea Northrop to shop for alternate insurance quotes
  - Provide Criteria for a Comparison Quote – **Action:** Property Manager
- **Landscaping** – Perfectionist Lawn & Landscaping Services set to start September 1 2010 – Review Property Improvement at next Board Meeting
- **Cove Pools:**
  - New Regulations – Cove Association Impact – Review at the next Board Meeting
  - Cove I - Leak repair – Completed
  - Cove II – Pool Gate Damage – Repaired two weeks ago – Damaged Again – **Motion to Hold repair/replacement until after camera installation – Christine Bright – Seconded Lynn Cartee - AIF**
- **Towing** – Panther Towing Agreement – Renewal Contract signed 8/25/10 - for continued service of “Ticket then Tow”

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- **Condo Violations** – Board Member to accompany Property Manager to note violations – **Action:** Property Manager – Alicia Summers
  
- **No Trespassing Notices – Motion to reposition signs to perimeter fence – Christine Bright; Seconded; Lynn Cartee – AIF** – timeframe at Property Manager's discretion
  
- **Cove I and II Gates: Motion to leave the entrance gate at both Cove Locations open until the Cameras have been installed - Christine Bright; Seconded; Lynn Cartee - AIF**
  
- **Street Lighting:** - All Repaired
  
- **Builder Lawsuit**
  - Update requested from CDG Lawyers 8/23/10 by Christine Bright – CDG Responded and advised that an update would be forthcoming the week ending September 3 2010
  - Evidence of Latest Building problem emailed to CDG – 8/25/10

**Financial Update:**

**APM**

- June 2010 APM Report - \$639,539.12 Delinquent
- Request APM Delinquency Report be sorted by building & unit # and include the # of delinquent units. – **Action:** Property Manager
  
- **Budget Meeting**
  - **Motion to hold Budget Meeting Wednesday October 10 2010 – Lynn Cartee; Seconded; Lucy Escobar – AIF**
  - Copy of 2010 to Property Manager – **Action:** Christine Bright
  
- **Audit** – Send Mark Siegel details to Property Manager to follow up – **Action:** Christine Bright
  
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**ALLIANCE:**

Not present at the Board Meeting – Request update per list below – **Action:** Property Manager

- Are All Legal Files now with Alliance?

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- **Board Request Following Reports:**

- # Units Rented by Alliance
- Income to the Association
- Payments made to the Master Association
- Income to Alliance
- Amount Collected in regard to delinquent accounts from May 2010
- # Bank Foreclosures
- # Association Foreclosures
- Reports sorted by Building & Unit#

**New Business:**

**Bulk Trash** – Maintenance Man is reducing large items; where possible and placing in the dumpster. No additional charge to the Association.

Investigate purchase of equipment to disassemble larger items – **Action:** Lynn Cartee - Property Manager.

**Motion to remove signs from dumpsters due to incorrect information; Lynn Cartee; Seconded; Lucy Escobar – AIF** – Timeframe at Property Manager Discretion.

- **Next Meeting Date:** Budget Meeting & Board Meeting – Wednesday October 20 2010 – 6.30pm Briar Bay Clubhouse.

**Motion to Adjourn:** 7.24pm – Lynn Cartee; Seconded; Alicia Summers - AIF