

**The Cove at Briar Bay
2010 Board of Directors
Meeting Minutes
Wednesday April 28 2010**

Meeting Called To Order At: 6.33pm by Lynn Cartee (President)

Roll Call: Present: Lynn Cartee; Lucia Escobar; Tom McInerney; Alicia Summers; Christine Bright; Benjamin Green (Property Manager; Atlantic & Pacific)

Approval of Minutes: Motion to approve 3/31/2010 Meeting Minutes – Christine Bright; Seconded; Alicia Summers – AIF

- **New Management Company:** Atlantic & Pacific: Property Manager: Benjamin Green – Presented the Management Plan for the Cove which consisted of:
 1. 30 Day Vendor Evaluation with accompanying 3 Bids to present to the Board at the next meeting.
 2. 30 Day Savings plan to monitor budget spending
 3. 30 Day plan to implement vendor change smoothly
 4. 30-60 day Property Improvement on VISUAL items such as: touch up painting, landscaping and overall “curb appeal” - Progress to be assessed at the next Board Meeting.

- **A&P Website Link:** Link from Cove Website to A&P Website for payment – link from A&P Website to Cove Website (Leasing Package; Cove Specific Information) – **Action** – Property Manager - will be in operation from Friday May 7th.
- **www.TheCoveatBriarBay.com** - **Action** – Web Master (Nigel Bright) - will be updated with new information and available Monday May 3rd 2010

- **Notification to Homeowners:** Welcome Package has been mailed by Atlantic & Pacific. Coupon Books are on order and will be forwarded to Homeowners as soon as they are received. **Motion to waive late fees for May 2010** – Christine Bright; Seconded; Lynn Cartee – AIF

- **Mandatory Homeowners Insurance:** Not mailed with welcome package – will be noted on the website front page – **Action** – Webmaster – May 3rd 2010

- **Cove Pools:** Pools reopened Wednesday April 21 2010 – Pool Maintenance Contract Under review – update at next Board Meeting

- **Cove I and II Gates:** Motion to leave gates open until the installation of security cameras has been investigated; Christine Bright; Seconded Lynn Cartee – AIF

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- **Security Camera Information: - Action** – Christine Bright to forward information on Security Camera Vendors to Property Manager by 4/30/2010
- **Roofing Contractor: - Action** – One Homeowner has reported a problem – Property Manager to check with A&P HQ Re: Preferred Roofing Vendor – update by email as soon as information available
- **Property Pressure Washing: Action** -Property Manager will negotiate pressure washing to be included in new Janitorial Contract.- Update at next meeting
- **Large Trash Pickup: Action** - Property Manager to arrange pick up by 5/7/2010 – process for large trash collection to be defined at next meeting; after Janitorial Contract has been reviewed
- **Street Lighting:** One defective light only - no action at this time
- **Builder Lawsuit** – Property Inspection by CDG/Slider Engineering/Lynn Cartee/Pride Home Counsel/Opposing Counsel Experts: April 19 2010
- **Action** -Christine Bright to email Chris Mammel (CDG) for situation update – 4/28/10
- **Engineering Inspection Company – Builder Lawsuit Process:**
 1. Homeowner reports water intrusion and suspects an exterior Common Property fault.
 2. Schedule Inspection by Engineering Company; to determine actual cause
 3. Receive Engineering Company Report
 4. Deliver report to Board and Homeowner
 5. If Applicable; schedule General Contractor to Remediate to the extent that the Association is liable (exterior up to interior drywall)
 6. Advise Homeowner that interior defect is the Homeowner's responsibility and Homeowner's insurance must be used to remediate
 7. Forward all records of Inspection and Remediation Costs to CDG for inclusion in The Cove vs Pride Homes Lawsuit.
- **Action** – Christine Bright will forward details of Howell Engineering previously used for unit inspection by Monday May 3rd 2010
- **Storage Room Keys: Pool Keys: – Action** – Property Manager to check collected Cove Files for keys.

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- **Gate System Keys and System Update:** – **Action** – Property Manager to check collected Cove Files for spare Gate Access Keys and for details on Gate System update
- **Hurricane Shutters:** - **Action** – Property Manager to locate shutters in storage rooms and secure vendor to install/take down shutters in the event of a Hurricane – update at next meeting
- **Condominium Insurance Renewal Quotes:** - **Action** – review at the next meeting

Financial Update:

- As at time of meeting - No final Management Report received from J&L (March/April 2010)
- Alliance Assistance – Unit Analysis delivered to the Board
- Alliance to forward Profit/Loss Balance sheet to the Board at each month end
- AFS proposal for Loan against the 6 month or 1% that the Association can expect to recover when a unit Forecloses – Motion to have Hilley Wyant Cortez cease all work on Cove Files and have Alliance CAS move forward with the loan to pay off Hilley Wyant Cortez plus set aside extra monies from the loan for Board projects; Christine Bright; Seconded; Lucy Escobar - AIF
- **Next Meeting Date:** Wednesday May 26th 6.30pm – Briar Bay Clubhouse

Motion to Adjourn: 8.00pm Lynn Cartee; Seconded; Tom McInerney - AIF