

HOA MEETING MINUTES: Jan. 25, 2017

The meeting was called to order at 5:30 pm. All Board of Director members were present.

The meeting began with a presentation by Ameritech, the new Property Management Company as First Service terminated their contract early. Several companies were evaluated and a contract with Ameritech was signed effective Feb. 1, 2017.

Ameritech: Presentation by Sharon Van Winkle, Marketing Director

- Invited all to visit their corporate headquarters at Sunset Point. Promised that service is their #1 priority and will be available by phone to residents and BOD.
- Introduced Phil Collatis, Director of Operations and Jenny Schoenfeld as Catalina Cove's Community Manager.
- New HOA payment coupon books were distributed and the process was explained. BB&T is the new bank. Residents can pay at BB&T directly or mail their payment in, or set up autopay with First Services and Union Bank. You can also pay with credit card.
 - Union bank was cancelled before Feb. 1, so if you had autopay, mail the February check in or pay at BB& T bank and set up autopay for March. Call X 250 for help setting up autopay or x226 for accounting.
 - The packets were handed out to attending residents, and the rest will be mailed.
- Ameritech has been in business for 20 years.
- Ameritech will provide a website Catalina Cove HOA, take photos, at no charge, build it, for the first year for hosting it. Posted will be meeting minutes, unit for sale; transfer all the docs, rules and regulations. It will be ready by the next meeting. We customize it.. The relevant docs and financials delinquencies and the like will be password protected. BOD will decide what records should be posted up online, will the website .
- Ameritech was to get all First Service documents on the website now in a flash drive and post them to the new website as well as pick up the boxes of documents.
- Question was raised: Who is providing the 2016 financials?
 - Discussion that First Service should provide that end of year financials. **Need to follow-up as to whether they sent the December financials.**
 - Discussion about who will be doing the 2016 taxes. **Need to follow up.** Ameritech offered to have the CPA do them and the 1099 forms.
 - The previous president said that she signed the form for First Service to do the 1099 as they had to be postmarked bay Jan. 31st. Jenny was going to send an email. **Need to follow up.**
- Ameritech will provide a book on preferred vendors and contractors. It will also be on the website. These will be distributed as door hangers to us. Individual owners can choose who they want to make individual repairs.
- Ameritech will report to the board and get bids if asked by the Board. The Board decides who comes to do the work. Only the BOD, not the residents, direct the CAM.
- One resident was unhappy with the lawn service. It was pointed out that the Board will look into other services for various projects going forward.

MEETING REPORTS & UPDATES

Secretary Report: Meeting minutes from Dec. 21 were passed out and approved. A motion was made to waive reading the minutes and that was approved.

Treasurer's Report: This was postponed, as First Service had just sent the financials that night and BOD wanted time to review.

Management Report: There was none as First Response was excused. Jenny will make the report at next meeting.

Pond Project: Everyone received an email update. The old grass plantings will be transplanted to the pool side of the pond and pine needles will be placed around the new plantings by Luke Brothers.

Pool Resurfacing Project: As there is a contract signed by the previous BOD with Island Way Pavers, the new BOD is in the process of meeting with them to go over contract, and renegotiate and do something differently than what was originally planned as well as get explanations as to what needs to be done. The BOD will meet with county pool inspector and contractor and decide what to do in house and what to upgrade with the contractor. S

NEW BUSINESS

Irrigation Update: There have been issues with the sprinklers and these are being addressed and fixed. Henry and Don did some of the work themselves. Jason has the contract currently for this. The BOD instructed Jason to check the sprinklers every month, every sprinkler head and to provide a report every month until the BOD is satisfied.

Lawn Service: There have been issues with trimming and the BOD has spoken with Jason and walked the property and sent him daily emails.

Tree Trimming Spring: A price has been requested from Jason.

Improvement Forms: Have been provided to submit to the BOD for community-related improvements or repairs or architectural updates to units.

Parking and Architectural Committees: The President asked a resident to form a committee and assess and document discrepancies/compliance with HOA regulations that need to be addressed. A written report was to be presented to the BOD by March 1 and the BOD will decide, what, if any action, needs to be taken by the BOD. Residents are not to be approached by anyone but the BOD or Ameritech regarding compliance.

Membership & Occupancy: One unit is pending for sale. A discussion of background checks in advance of sales or rental and the cost was discussed (\$150?? by First Response). **Jenny will report back on the cost to the HOA or applicant (renter/owner).**

- BOD approves the sale/rental in advance. All the BOD, not just one person.
- Do we do state, national checks? Will Ameritech handle this in the future.
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Road Repair In Front of Trash Dumpsters: It was pointed out that the hole caused by the previous trash company trucks could be a falling hazard. Tara Cay is paving their portion of the road from the mailboxes over. They should also pave the one and half spaces near the dumpster that they own. BOD will look into splitting the cost with Tara Cay (Jack/President) for repaving .

Member Survey: Was emailed and posted. BOD asked residents to provide the items they want to see fixed or addressed in a meeting. Items that are currently on the project list include:

1. The stairs here on the waterside,
2. The fence behind
3. The road by the pool
4. Tree trimming
5. Fountain in the pond
6. Removing the lightpole
7. Management company is contacting the unit owners on the Tradewinds side regarding resident death and in another unit, broken window by resident.
8. The new dumpster has no side door. The top of the door is really heavy., look into getting a side door. **(This was done in January 2017).** Mike Botner 813 569 8583 is the new trash company contact for BOD.
9. Rental units are at capacity.
10. The wood pile down at the dumpster, we will get rid of it.
11. Grasses will be planted in the next two weeks

12. Repair light #23..here yesterday, parts are ordered.
13. Light 11 is leaning. BOD or resident will call the the power company and they will fix it
14. Resident complained about lack of light on the sidewalk near her residence and Don/Henry looked at them after the meeting and made recommendations.
15. Illuminate Catalina Cove sign.
16. To be posted on the new website: Which lights residents need to call Duke Energy about and which ones we need to fix. BOD will look at electric contractors in addition to Yarborough Electric. About three days for Duke to fix.

Non-Residents Using Trash Bins: If you see someone dumping, take a picture of the license plate and report to BOD.

Board Expenditures: A discussion of what the BOD can spend. \$1,000 or less, can be approved by the president, without board consideration. If it's a reserve fund for, the board approves that and they do not need the hoa association. That is a necessity.

Next HOA Meeting February 22, 2017 at place TBD. Meeting was adjourned.