

Spicebush  
Board Meeting Minutes  
October 8-9, 2017

The board met at the Spicebush pool at 1:00pm on Sunday, October 8. Present were Paul Anderson, Theresa Thomas, Cherri Disque, Helmut Knipp, and Kaleb Froehlich from the board. Also attending were Mark King, Scott Connal and Andy Sutton from The Club Group.

Scott briefly discussed the tennis court project. The board then moved into 576. Scott had prepared a display board showing the color selections for the living room furniture. Scott also had samples of the potential hard flooring surface in the unit. The board discussed the flooring before moving into the Master Bedroom.

Scott pointed out the proposed yellow bedspread for the master bedroom king bed as well as two accent pillows and shams. The board approved the yellow bedspread and appropriate bed skirt but also wanted to make sure that the chair cushions were addressed to coordinate with the new bedspread. The board also approved putting the full length mirror on the back of the Master Bedroom door. The board discussed mounting the TV to the wall but deferred making a final decision. Helmut noted that once mounted, the TV should be high on the wall. He was concerned that if placed too low, you would not be able to comfortably watch TV while lying in the bed.

The board then moved to the Guest Bedroom to look at the proposed twin bed set change. The board did not like the blue color and instead opted to leave the existing bedspread in place until a later time. Cherri did ask that CGL look into replacing an accent pillow on the Guest beds. Andy asked the board to look at the ceiling in the Dining Room as we would be discussing the aging popcorn ceilings later in the meeting.

The board then convened to the Yacht Club board room.

Paul Anderson officially called the meeting to order at 2:15pm.

The board made a motion, seconded and approved the May 7-8, 2017 meeting minutes as presented.

Scott reviewed the Property and Exchange reports. Paul asked that CGL include a summary of the Spicebush Owners Comment Cards so the board can get a better understanding of the issues. Scott noted that the appliances are the main issue in "Did things work properly" and "condition of appliances". This can also have a negative effect on "handling of maintenance requests". The main issue was the washer/dryer, though other appliances will also have issues from time to time. Andy stated that all of the appliances were replaced in the 2007 kitchen remodel except for the washer/dryers so the other appliances are going on 10 years old and the washers/dryers were older than that. Helmut made a motion to approve moving the 2018 Appliances replacements into 2017 to replace all of the remaining washers/dryers to avoid any further complaints. The motion was seconded and passed unanimously.

Andy discussed the report from Hurricane Irma. Fortunately there was little damage to report though CGL did update the board on the effects of the storm on the rest of the Island. Andy also pointed out to

the board the “Significant Discussions Document” and that this would be provided in board books going forward.

Andy then reviewed the August 31, 2017 financials. Andy pointed out several variances to the budget, both over and under budget thru August. Overall, once an adjustment is made, the Operating results are better than budget. Paul asked if CGL planned on spending the remainder of the Reserve funds budgeted and Andy felt there was a good chance that we would wind up being under budget for the year but that several of the projects are dependent upon seasonality and so will be spent in the last quarter of the year. Of note, the tennis court will be starting yet in October. The parking lots, though budgeted in 2017 will actually be started the first part of January, 2018.

Andy briefly reviewed the budget for 2018 and asked if there were any questions. The board did not have any and a motion was made and seconded to approve the budget as presented. The motion passed unanimously.

Andy then reviewed the HOA owned units as well as the delinquency list. Andy reminded the board of the collection and legal process. There was some discussion regarding an owner wanting to deed back their ownership. The board reiterated that CGL had some discretion in working through the details of each case but had the general guidelines provided by the board. Helmut asked for a custom chart that would show the combined HOA and Delinquent weeks on a grid. Andy said he would look into it.

Scott reviewed the 2017 and 2018 projects. For 2017, the tennis court was supposed to start mid-October and Scott was waiting to hear the final date. This process should take about 2-3 weeks but wouldn't be terribly intrusive on guest stays. The parking lots could not be scheduled in 2017 and so would drift into January, 2018. This process would start January 5, 2018 and should be completed by January 31. The contract allows the project to go until February 15 for weather delays but there is a \$500 per day penalty if the project is not completed by February 15. The new doors and locks are scheduled to begin installation on November 3, 2017. CGL should be complete by mid-January. The bedspreads would be completed by year end 2017 as well as the approved full length mirror on the back of the Master Bedroom doors. Mounting the TV on the Master Bedroom wall was put on hold for the time being. The Club Group will notify owners and guests in advance if their stay may be affected by these projects.

Scott reviewed the 2018 projects. Scheduled for 2018 were the interior painting and the living room furniture. Scott pointed out that when changing some of the major components in a piecemeal fashion, the board should also consider additional elements that would be changed later. For instance, trying to match the furniture with the existing carpet may not be the best choice if the board is also considering changing the carpet to vinyl plank flooring in 2019. Scott also pointed out to the board that the popcorn ceilings were becoming more and more of an issue. Andy reminded the board of the budget for interior paint (scheduled for the 4<sup>th</sup> quarter 2018) and discussed briefly the estimates CGL had received. Unfortunately, even by cutting out the two bedrooms and bathrooms, the budget was going to be insufficient. Due to the issues with the popcorn ceilings, CGL also got some estimates to remove all of the popcorn ceilings. This was not in the budget and would cost about \$100,000 based on preliminary estimates.

Helmut stated that the best thing to do when doing renovations is to do it all rather than doing it piecemeal. Mark stated a way to do that would be to do entire units in phases rather than trying to the

entire project at one time. The board discussed at length the direction this project should go. Mark asked that the board give CGL some direction on the style of furniture which Scott had pulled together and their feeling on a hard surface versus soft surface for flooring and the board's appetite to address the popcorn ceilings. The board provided CGL some guidance on the look and feel of the display board Scott pulled together. The board was interested in seeing if the popcorn ceilings could be addressed. Paul wanted to exercise caution when changing some things around too drastically like the flooring. Paul suggested as CGL provides a better picture of how this project could work both from a time frame and cost standpoint, there might be a way to get some owner involvement. The board directed CGL to put together a conceptual plan with options to be presented at the May board meeting. The last item for 2018 projects was the pool furniture. Given the other things going on, the board directed Scott to move forward with simply repairing the pool furniture instead of replacing it.

There being no further business, the meeting was adjourned for the day.

The meeting was reconvened at 8:30am on Monday October 9th.

Mark discussed the marketing for the Spicebush owned and delinquent weeks. The board liked the short promotional emails that had been going out.

Scott discussed the pool access. Scott passed out a brief sketch of a potential coded gate access entrance. While the board liked the design, the estimated cost of approximately \$6,000 per entrance concerned the board given the other projects at hand. The board asked Scott to revisit the design and see if there isn't a way to reduce the cost of implementing a coded gate access.

The board then discussed the remodel in a little more detail from the previous day. Helmut was concerned that the project should possibly include all of the unit whereas Andy had stated that the flooring considerations had only contemplated the living space and did not include the bedroom levels. Helmut wanted to get that "wow" factor. The board wanted to focus the attention on the living space since this was the first part of the unit you saw when coming. Helmut agreed that for budgetary reasons, focusing on the living space would probably be best at this time.

Paul thanked Cherri for her time on the board. Cherri had served 2 terms and was coming off the board. Her eye for detail was invaluable to the board.

The board tentatively set the dates for the Spring board meeting for May 6&7, 2018 and the Fall board meeting for October 14&15, 2018 with the Annual Meeting being on October 15<sup>th</sup> 2018.

The board voted for Paul to remain President, Kaleb would be Vice President, Helmut would be Treasurer, and Theresa would be Secretary.

The board determined reconvening after the Annual Meeting would be unnecessary. There being no further business to discuss, the meeting was adjourned and the board moved to the Annual Meeting.