

## **Carillon Beach Association**

Board Meeting Agenda / Friday, December 22<sup>nd</sup> / 9:00 am / Online Platform

### **MEETING MINUTES- Approved at May 24, 2024 Board Meeting**

#### **Carillon Beach Institute Meeting Agenda**

1. Call to Order – R. Dunn- 9:00am- Meeting called to order with general opening comments

2. Call of Role / Establishment of Quorum – R. Dunn- Quorum was established- 5 Board Members Present- R. Dunn, B. Thomas, K. Ross, S. Schrefer, J. Zimmerman

3. Proof of Due Notice of Meeting – R. Braniff- Meeting notice was posted and noticed outside of 14-day notice at mailbox kiosk and e-mailed to all owners electronically

4. 2024 CBI Budget Approval- J. Zimmerman- John commented on revenue items of weddings & Institute Fee from homeowners. Expenses are maintenance and upkeep on the properties; discussed increases of expenses with insurance and utilities. Slight net income at the end of year expected. We are proposing a 10% increase for CBI Institute dues.

CBI Budget Approval Vote- J. Zimmerman motion: Motion to move that the Board adopt the proposed 2024 CBI Budget as proposed. S. Schrefer second.

R. Braniff read motion into the record- To approve the 2024 CBI Budget as presented. Vote- 5-0 favor.

5. Owner Questions / Comments (Limit of 10 min. / Limit 2 min. per person)- No owner questions

6. Adjournment- 9:05am

#### **Carillon Beach Association Meeting Agenda**

1. Call to Order – R. Dunn- 9:06am

2. Call of Role / Establishment of Quorum – R. Dunn- Quorum was established- 5 Board Members Present- R. Dunn, B. Thomas, K. Ross, S. Schrefer, J. Zimmerman

3. Proof of Due Notice of Meeting – R. Braniff- Meeting notice was posted and noticed outside of 14-day notice at mailbox kiosk and e-mailed to all owners electronically

4. Approval of Minutes from October 7<sup>th</sup>, 2023, Board Meeting – R. Dunn- Motion to approve- S. Schrefer, J. Zimmerman 2<sup>nd</sup>- Vote 5-0 favor

R. Dunn- Carillon 2023 Highlights- Lake Carillon ownership gifted to Carillon Beach, Wetlands gifted by Bill Biggs, Meeting House Renovations, Homeowner Events.

5. Establishment of Guest Fee Policy- R. Braniff/ R. Dunn- Discussed expenses are on the rise, labor, accounting, utilities, and maintenance costs increasing on property as well as individual homes costs. Home sales are down with fees associated going down for revenue. Rationale for Guest Fee discussed to help community with revenue and allow homeowner dues to not increase to meet the budget needs and fuel reserves. Renting guests should help support the funding and maintenance of our amenities and help support keeping the community safe. We need to take care of our community with a sound financial well-being strategy. 2 way to accomplish this- raise homeowner dues or institute a Renter/Guest Fee to generate an additional fees from renters and contractors. Running Carillon is operating a business; nothing happens for free, and revenue is needed to supplement the budgetary needs. The Board will sanction a community vote to reach out to homeowners for their vote. \$30 per day is a small fee per car equivalent to \$250k for revenue. Nominal fee compared to other surrounding communities. He will send a letter to the community tomorrow to explain the next steps for the community vote. We will leave the vote open for 10 days minimum. If it fails, we will have to go back to the drawing board to amend the budget and discuss increasing HO dues. Motion to approve: S. Schrefer- I move that we approve the draft amendment to Article XI, 11.2 (c) of the Declaration of Easements, Covenants and Restrictions of Carillon Beach, which provides the Association with the authority to impose a rental fee, for submission to the ownership for vote by written ballot to be sent out on or before Jan 3, 2024. Vote 5-0 favor. E-mail is set up for questions and opinions- [guestfee@carillonbeach.com](mailto:guestfee@carillonbeach.com).

6. 2024 CBA Budget Approval- J. Zimmerman- Budget is reflective of community that is 30 years old. Revenue top line perspective, homeowner dues will be increased 10%. We are trying to diversify our revenue, so we have less of a

burden on homeowners. We have beach service revenue with our new vendor. Guest Fee income of \$250k will be a new revenue stream. Estoppel fees are down due to home sales decreasing. Expenses continue to increase on CBA side with insurance, maintenance, utilities. The maintenance and infrastructure of a coastal community is also increasing as our amenities age. Property patrol increase due to Bay County Sheriff addition to give us additional safety. Reserve contributions are around \$1.2M so we have it available. We would like to continue contributing to Reserves. Guest Fee income is included in the budget. The budget is dependent on it to us to be successful. If the vote is not approved, there are only 2 levers in our budget- expenses and revenue that can be adjusted. This is the most scrutinized budget that JZ has worked on since he has been on the Board.

Board Budget Motion- J. Zimmerman- I move that we adopt the proposed 2024 Budget, with the understanding that it contains income from the rental fee agreement that is pending approval by the ownership and, if the vote fails, an amended budget will need to be adopted by the Board of Directors immediately thereafter. S. Schrefer 2<sup>nd</sup>.

B. Thomas comment- If the Guest Fee is approved, the estimated revenue of \$250k of be considered to help contribute a portion of it to Reserves.

Budget Vote 5-0 favor.

7. Owner Questions / Comments (Limit of 10 min. / Limit 2 min. per person)- E. Clevenger- thanking Board and the work. Question about catching an insurance captive for future exploration. Rob explained the Insurance Appraisal Study we complete that is outside of our insurance provider.

8. Adjournment- 9:31am