

Carillon Beach Institute / Association / Approved Sept. 6th Mtg

Board Meeting Minutes / August 9th at 8:30am / Meeting House

Carillon Beach Institute Meeting Agenda

1. Call to Order – T. Clark **Called meeting to order at 8:30am**
2. Call of Role / Establishment of Quorum – T. Clark **All Present / Quorum Established**
3. Proof of Due Notice of Meeting – R. Braniff **Noticed both Electronically and in HOA Kiosk**
4. Approval of Minutes from July 10th Board Meeting – R. Braniff **S. Nail: Motion to Approve Minutes / R. Coad: 2nd / Vote: 5-0 in Favor**
5. Meeting House Repairs – R. Braniff / R. Coad **Presentation of findings given by R. Coad, R. Braniff and M. Hunnicutt / S. Nail: Motion to allocate up to \$10k to investigate and repair SW Corner Door and related woodwork (both exterior and interior) and to report condition before continuing work. / R. Coad: 2nd / Vote: 5-0 in favor (SEE BOARD ACTION ITEMS ADDENDUM)**

(Mike Hunnicutt Consulted / Wayne Smith Bid / LJB Const. Bid)
6. Adjournment – **T. Clark adjourned the meeting at 8:52am**

Carillon Beach Association Meeting Agenda

1. Call to Order – T. Clark **Called meeting to order at 8:53am**
2. Call of Role / Establishment of Quorum – T. Clark **All Present / Quorum Established**
3. Proof of Due Notice of Meeting – R. Braniff **Noticed both Electronically and in HOA Kiosk**
4. Approval of Minutes - Meeting Minutes for July 10th BOD Meeting – T. Clark **R. Coad: Motion to Approve Minutes / S. Guidry: 2nd / Vote: 5-0 in favor**
5. Officer, Staff, and Areas of Focus Committee Reports (may include, but may not be limited to):
 - A) President's Report: (T. Clark) **General Comments**
 - B) Financial Report: (S. Nail) 1) Warren Averett Update **Matt Walker & Kevin ? addressed Board in the transition progress** 2) Reserves Study and Insurance Coverage Update **S. Nail talked about continuing to monitor and update Long Range**

- Projects list and to meet with Insurance Representative to assess coverages (SEE BOARD ACTION ITEMS ADDENDUM) 3) Reserves Investment Opportunity S. Nail talked about looking into investment opportunities and statutory requirements 4) CBA/CBI Financials S. Nail updated general status of financials and Warren Averett said they would have some transitional financials for us by mid September
- C) DRB / Construction: (R. Coad) a) Design Code R. Coad updated the Board on new DRB Design Code b) Project Updates R. Coad gave an update to the Demolition of the home at 367 Beachside Dr.
- D) Flood Prevention and Mitigation / Social Media: (G. Smith) 1) Status of CW Roberts Paving Kick-off Meeting G. Smith gave a presentation on the status of the details and start date of the paving project (still slated for right after Labor Day Weekend) which also included some revisions to scope of work 2) Community Notification of Special Assessment (including date details) G. Smith discussed tweaked language of Special Assessment initial communication. It was also decided to wait until Warren Averett is actually ready for the assessment to send this communication. 3) Stormwater Piping Program viability vs. Pavers (Seahill/Sandyshore) As a part of earlier presentation, G. Smith outlined the addition of piping infrastructure and some re-configuring of the paving areas adjacent to Cottage Court/Tennis Courts and by adding gravel beds near the courts to further mitigate stormwater. Subject to pricing that would remain inside of approved spending for the entire project. (SEE BOARD ACTION ITEMS ADDENDUM) 4) New Website Roll-out (including Owner Access Area) G. Smith updated that Website is almost finished but there is still work to do on Calendar, Documents Storage and accessibility.
- E) Landscaping / Social Events / Weddings: (S. Guidry) a) Green Earth mtg. on Village Green Over-seeding and Smart Water Project S. Guidry reported on a meeting with R. Braniff and J. Durgan of Green Earth which included a proposal to oversee the Village Green with Rye Grass and to enhance irrigation coverage as well. At the same meeting there was discussion over a proposal to bring into the community a Smart Water system for irrigating that would give the community big savings. Full

proposals to be on the September Mtg agenda. (SEE BOARD ACTION ITEMS ADDENDUM)

F) Manager's Report (R. Braniff) Deferred because of time constraints (SEE BOARD ACTION ITEMS ADDENDUM)

6. Carillon Beach Patent & Trademark - R. Braniff R. Braniff updated the Board on the discovery of and coming expiration of the association's Trademark. G. Smith: Motion to fund \$1000 to continue the trademark process for Carillon Beach to be paid out of Operating / R. Coad: 2nd / Vote: 5-0 in favor (SEE BOARD ACTION ITEMS ADDENDUM)
7. Christmas Decorations Outsourcing – S. Guidry S. Guidry/Cami nail gave updates on bids from 2 vendors for partially outsourcing Christmas Decorations. S. Guidry: Motion to hire The Lighting Co. to decorate Carillon Beach for the holidays as per a 3 year contract, at \$16,000 yearly, to paid out of operating. / S. Nail: 2nd / Vote: 5-0 in favor (SEE BOARD ACTION ITEMS ADDENDUM)
8. Pickleball Striping Tennis Courts – R. Braniff R. Braniff presented the idea to stripe the Tennis Courts to now include Pickleball lines. (SEE BOARD ACTION ITEMS ADDENDUM)
9. Ed's Beach Service Contract – R. Braniff R. Braniff presented to the Board the upcoming expiration of our Beach Service Vendor, Ed's Beach Service. It was decided to compete the contract in the near future. (SEE BOARD ACTION ITEMS ADDENDUM)
10. Alligator/Reptile Signs – R. Braniff R. Braniff proposed to the Board to place Caution signs at the Village Green and at Lily Pad Park as per potential risk after a finding that Reptiles could be present. (SEE BOARD ACTION ITEMS ADDENDUM)
11. Owner Comments: (Limited to 15 minutes, and 2 minutes per person) One owner made a comment thanking the Board for the work they were doing in the roads project to help mitigate stormwater at targeted areas.
12. Adjournment T. Clark adjourned the meeting at 12:30 pm

Next Meeting Date: Friday, September 6th

Board Action Items Addendum

1. CBI Agenda Item #5: a) Rob Braniff/Rich Coad - To meet with Wayne Smith to set scope and schedule for beginning repairs on Meeting House. b) Rob Braniff - To follow up with Coastal Metal Roofing on Sept. 1st on coming out to inspect roof of Meeting House
2. CBA Agenda Item #5-C-2: Steve Nail/Rob Braniff – To meet with Bob Bell on insurance coverage for the association
3. CBA Agenda Item #5-D-3: Gary Smith/Rob Braniff – To share with Paving Committee and Board the scope and additional cost associated with CW Roberts Water Mitigation Efforts in the Paving Project
4. CBA Agenda Item #5-E: Stephen Guidry/Rob Braniff – To get all costs, including additional cutting associated with overseeding the Village Green, and to consolidate the entire Yearly Village Green Plan items for presentation at next meeting.
5. CBA Agenda Item #5-F: Rob Braniff – To gather options/solutions for outsourcing/re-competing aspects of maintenance in the community including but not limited to, Garbage, Pool Maintenance, General Maintenance, to be presented at next meeting
6. CBA Agenda Item #6: Rob Braniff – To contact David Caballo (Patent & Trademark Attorney) to begin form submittal, etc...
7. CBA Agenda Item #7: Stephen Guidry/Rob Braniff/Cami Nail (committee) – To iron out scope of work with details, to scrutinize agreement for a non-performance out-clause and to begin planning with selected vendor
8. CBA Agenda Item #8: Rob Braniff – To talk to Pinnacle Port (and other associations) regarding sound nuisances and other aspects of introducing Pickleball into the community. Also to price out conversion/addition.
9. CBA Agenda Item #9: Gary Smith/Rob Braniff – To create a Competitive Bidding Document for our future Beach Service Contract
10. CBA Agenda Item #10: Rob Braniff – Purchase Caution Reptile Signs in waiting for final customized signs to be ready for proofing/purchasing