

# Carillon Beach Institute / Association **APPROVED March 5<sup>th</sup> BOD MTG**

Board Meeting Minutes / **January 23<sup>rd</sup>** at 8:30am / Meeting House

## Carillon Beach Institute Meeting Agenda

1. Call to Order – T. Clark **Meeting Called to Order at 8:30am**
2. Call of Role / Establishment of Quorum – T. Clark **All Board Members Present in Room**
3. Proof of Due Notice of Meeting – R. Braniff **Meeting Noticed outside of 48 hours both on Association Kiosk as well as sent electronically.**
4. Approval of Minutes from November 19<sup>th</sup> Budget Meeting – T. Clark **Motion (R. Coad) To approve November 19<sup>th</sup> CBI Board Meeting Minutes / 2<sup>nd</sup> (S. Guidry) / Vote: 5-0 in Favor**
5. CBI Financials – S. Nail / M. Walker **Presentation of CBI Financials for 2019 Year End. M. Walker said Warren/Averett will send YTD w/ variance reports monthly in Excel Format w/ commentary for 2020**
6. Meeting House Renovation / Capital Campaign – T. Clark / R. Reynolds **R. Reynolds led the Board through a Capital Campaign presentation, suggesting the board set a budget for the campaign and develop a committee to lead. After presentation the Board did not arrive at a decision in terms of how to approach the renovation fundraising, and the topic was tabled.**
7. 2020 Wedding Forecast Report – S. Guidry **Reported that 2019 ended up with over \$100k in revenue and that projections for 2020 would potentially end the same. However, M. Walker at Warren/Averett suggested we should keep our 2020 Budgeted \$70k and roll over any surplus to CBI Reserves. Discussion also included no transfer of funds from CBI to CBA for CBA venues happened in 2019 Financials. M. Walker of Warren Averett said they would look into this.**
8. Church Contract – G. Smith **Gave a presentation on costs of operating the Meeting House, suggesting a re-negotiation of the contract between CBI and CB Chapel, to offset the cost of operations. The potential arrangement could go from \$1 monthly to \$3,250.00 Annually. Also discussed in the presentation was the standardization of rental rates for Member Rental of the Meeting House.**  
  
**Motion (G. Smith) To send to the CBI Chapel Board the discussed re-negotiation of current Meeting House Rental Contract with CBI, with the objective of increasing annual rental to a price of \$3,250.00, subject to negotiation. / 2<sup>nd</sup>: (S. Nail) / Vote: 5-0 in Favor**

Motion (G. Smith) To establish a CBI Meeting House Homeowner Rental/Usage Policy, at the rate of \$100 (for set-up/clean-up), and subject to availability and proper application. / 2<sup>nd</sup>: (S. Nail) / Vote: 4-0 in Favor (one board member absent during this portion)

9. Adjournment (T. Clark) adjourned CBI Meeting at 11:32am

## Carillon Beach Association Meeting Agenda

1. Call to Order – T. Clark Meeting Called to Order at 11:32am
2. Call of Role / Establishment of Quorum – T. Clark All Board Members Present in Room
3. Proof of Due Notice of Meeting – R. Braniff Meeting Noticed outside of 48 hours on both Association Kiosk as well as sent electronically.
4. Approval of Minutes from November 19<sup>th</sup> Budget Meeting – T. Clark Motion (R. Coad) To approve November 19<sup>th</sup> CBA Board Meeting Minutes / 2<sup>nd</sup>: (G. Smith) / Vote: 4-0 in Favor (one board member absent during this portion)
5. Officer, Staff, and Areas of Focus Committee Reports (may include, but may not be limited to):
  - A) President's Report: (T. Clark) a) 2020 Board Meeting Structure w/ Action Items
  - B) Financial Report: (S. Nail / M. Walker) - 2019 Financials / 2018 Audit M. Walker presented year end financials and gave updates on the transition in the following areas: a) Looking into old bad debt with Aaron White b) depreciation standardizing for CBI/CBA c) Board adoption of a resolution regarding the Intent and Use of the Special Assessment and a following adjustment to shift funds from operating to reserves.
  - C) DRB / Construction: (R. Coad) Reported on general status of DRB and also a variance request by one homeowner regarding the installation of gutters on a new roof (which will be decided at an upcoming DRB meeting)
  - D) Flood Prevention and Mitigation / Social Media: (G. Smith) a) Roads Project Update (Completion Status, Financial YTD/Forecast, Gravel Restoration, Stop Sign Campaign, Punch List and Cleanup) b) Website Update (Status of rollout of New Site) New Site with standardized Homeowner Log-in will be up in two weeks.

After road project update, the Board discussed the planned speed hump and stop sign placement in the community and decided to make a formal motion:  
Motion (R. Coad) To have 8 Speed Humps installed at Strategic locations throughout the community in addition the standardized stop sign campaign / 2<sup>nd</sup>: (S. Nail) / Vote: 4-1 in Favor

- E) Landscaping / Social Events / Weddings: (S. Guidry) a) Holiday Décor Review **Nothing but great feedback among board, homeowners and others in the area on the look and excellence of Carillon Beach for this effort. All décor is now down and will continue, as per agreement for the next 2 seasons with some enhancements** b) Tree Lighting Events Review **Event came in under budget and reviews were incredible across the greater Carillon community.** c) Winter Gathering Review **Event came in under budget and reviews on décor, food, music were great and many said it was one of the best the community has had.** d) Upcoming Events **Easter, Homeowners Weekend, and that we will start looking into caterers and other details over the next weeks. ALSO, that the calendar administration is being handled by Rob and that we don't have any conflicts for these events** e) Budget
- F) Manager's Report (R. Braniff) a) Community Update **Reported on a couple things being concentrated on at this time: a) pool fences being painted b) walkovers being pressure washed c) treet trimming at village green, promenades and at cottage court** b) Annual Meeting Important Dates **1<sup>st</sup> Notice (60 Day) Monday 3/2, Final Notice (30 Day) Wednesday 4/1** c) Groovin' Progress **(did not update but sponsors in and schedule being finalized)** d) Pickleball Striping Install **(first couple attempts to install by American Tennis Courts rained out. Hopefully will happen by end of January or first week of February** e) Rob/Aaron White discussed the potential of Electronic Voting for the future and the Board was in favor of further exploration. If we are able to do this for the 2020 Annual Meeting, the Board would have to adopt a resolution at a meeting with a 14 day notice. Details will be investigated and reported to board.
6. Carillon Beach Parking – G. Smith **Discussion on the potential of overcrowding of vehicles in the community, and specifically in the Carillon Beach gravel beds, especially high rental seasons. With no Hearing and Fining system in place and with DRB parking specs in new construction, the topic was tabled.**
7. Association Insurance Review – S. Nail / B. Bell **B. Bell presented on association insurance in all major categories (Hazard, Wind, Flood), and then answered questions from the Board. He presented some optional coverages on certain areas to consider. He also talked through the use of the Sedgewick Bi-Annual Evaluation reports, and the suggestion of looking into going to annual report as opposed to our current bi-annual. B. Bell recommended CBA's reserves be set at \$1.3 but need to understand and comprehend items that are uninsurable. (Pool furniture, Landscaping, Debris cleanup, etc.)**
8. Village Environmental Services / Waste & Maint. Solutions – S. Nail / R. Coad **Discussion on alternative Maintenance and Garbage solutions. This was centered around an unsolicited proposal from Village Environmental Services as well as an alternatives**

discussion with our current Garbage contract, Waste Management. Further discussions will continue w/ no proposed decisions at his time.

9. O'Connell Engineering Contract – S. Nail / T. Clark (Reserve Study 2020, New 3 Year Contract, Annual Condition Survey) Reporting on the upcoming renewal need for a Reserve Study and the status/response to the Annual Condition Survey (which comes at the end of each year inside of contract. The Board concurs that we will compile all Condition Surveys and define corrective actions (be they immediate or placed on our Long Range Capital Projects Worksheets).
10. Carillon Strategic Plan – T. Clark This discussion was tabled with the addition of a presenter for a future meeting
11. Rob Braniff 2020 Goals – R. Braniff After sending these goals to Board, which were derived from personal inventory and also the 2019 Board Year End Review, Rob stated he would update the Board as each Goal was met (or not) at the expiration of his self-determined goal deadlines.
12. Owner Comments: (Limited to 15 minutes, and 2 minutes per person) No Homeowner Comments
13. Adjournment (after Executive Session) Meeting was adjourned at 5:02pm

Next Meeting Date: Thursday, March 5<sup>th</sup> 8:30am