

Carillon Beach Institute / Association / Minutes Approved Aug. 9th 2019

Board Meeting Minutes / July 10th at 8:30am / Meeting House

Carillon Beach Institute Meeting Agenda

1. Call to Order – T. Clark **at 8:30am**
2. Call of Role / Establishment of Quorum – T. Clark **All Board Directors Present**
3. Proof of Due Notice of Meeting – R. Braniff **Meeting posted outside of 14 Days by email, mail, as well as posted on community board**
4. Approval of Minutes from June 14th Board Meeting – R. Braniff **Motion: R. Coad / Second: S. Nail / Vote 5-0 in favor**
- 4B **Chris Coad showed a Church Sign proof and the Board Moved to accept. Motion: R. Coad to approve Church sign to be put out in front of Guard House in entrance at Noon on Saturday and to be picked up by noon on Sunday. / Second: G. Smith / Vote: 5-0 in favor**
5. Meeting House Repairs – R. Braniff **Presented bids by both Wayne Smith and LJB Construction. The Board asked for more opinion and the action item is to include Mike Hunnicutt**
6. Adjournment – **T. Clark adjourned the meeting at 8:51 am**

Carillon Beach Association Meeting Agenda

1. Call to Order – T. Clark **at 8:51am**
2. Call of Role / Establishment of Quorum – T. Clark **All Board Directors Present**
3. Proof of Due Notice of Meeting – R. Braniff **Meeting posted outside of 14 Days by email, mail, as well as posted on community board**
4. Approval of Minutes - Meeting Minutes for June 14th BOD Meeting – **T. Clark Motion: R. Coad / Second: S. Guidry / 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) Deferred as to being out on vacation and glad to be back
 - B) Financial Report: (S. Nail) Gave a status on his walking through the beginning processes of discovery as the Treasurer, and that the association finances at mid-year were looking good and on track for a successful budget goal.
 - C) DRB / Construction: (R. Coad) Gave a DRB report about Design Code changes coming up and discussed the changes in particular regarding outdoor kitchens (grills)
 - D) Flood Prevention and Mitigation / Social Media: (G. Smith) Gave a presentation on a potential trade-off of pavers in the paving restoration project coming up and instead possibly adding a piping solution in those same areas.
 - E) Landscaping / Social Events / Weddings: (S. Guidry) gave a general update as a new Board Director that he had meetings set up with Rob Braniff as well as principals at Green Earth and Carillon Weddings as well. Also reported out regarding the Homeowner BBQ and 4th of July Celebrations
 - F) Manager's Report (R. Braniff) Deferred to Executive Session
6. Approved Roads Paving Project / Funding & Special Assessment – G. Smith ***Pursuant to FL Statute 720, this being a Proposed Policy Adoption, this meeting was Noticed outside of 14 Days of meeting Date/Time Motion: G. Smith / For the CBA Board to approve a one time Special Assessment in the amount of \$1000 per unit and pro-rated by voting share (for condo and Inn units) payable not later than September 30, 2019. Funding for Carillon Beach Paving Rehabilitation project to be funded out of CBA Reserve Account. / Second: S. Guidry / Vote: 5-0 in favor
7. Campfire Policy – R. Coad (Rules Summary tweak needed if passed) ***Pursuant to FL Statute 720, this being a Proposed Policy Adoption, this meeting was Noticed outside of 14 Days of meeting Date/Time Motion: R. Coad To approve the presented Carillon Beach Campfire policy and Permit Application. To review after one year to determine success or failure. / Second: S. Nail / Vote: 5-0 in favor

8. Owner Comments: (Limited to 15 minutes, and 2 minutes per person) **No Comments**
9. Mid-Year Budget Review / Year to Date / Year End Estimate – S. Nail **Done in Report out**
10. Reserve Study Long Range Projects / Review & Update – S. Nail **Done in Report out**
11. Review of 2018 Annual Audit – S. Nail **(not ready yet)**
12. HOA Financial Controls Review – S. Nail **Report on adding a few things to controls forms**
13. Warren Averett Bookkeeping/ Accounting Firm – **Motion: S. Nail, To hire Warren Averett to assume full bookkeeping/accounting function for the HOA. In the amount not to exceed \$50k annually and a set-up fee not to exceed \$10k. / Second: G. Smith / Vote: 5-0 in Favor**
14. Adjournment – **After executive session the meeting was adjourned at 3:05pm**

Next Meeting Date: August Meeting Not Set yet

Executive Session: Staffing/Legal