

Carillon Beach Institute / Association / **Approved Minutes**

Board Meeting Agendas / July 31st at 8:30am / VIRTUAL ONLY

Carillon Beach Institute Meeting Agenda

1. Call to Order – T. Clark **8:31am on Go To Meeting Platform**
2. Call of Role / Establishment of Quorum – T. Clark **All five Board Directors Present**
3. Proof of Due Notice of Meeting – R. Braniff **Meeting Noticed outside of 48hrs, both electronically and on kiosk**
4. Approval of Minutes from June 11th Meeting – T. Clark **M: (R. Coad) To Approve Minutes from the June 11th Mtg / 2nd: (R. McMillan) / Vote: 5-0 in favor**
5. CBI Financials – S. Nail **(5 min.)** Power Point presentation on May/June Financials and a general healthy state of finances over the last years. Did point out that a number of needed CBI projects were not forecasted financially and would report on those through this meeting.
6. Meeting House Renovations: Estimate & Source of Funding – S. Nail **(10 min.)** Presentation on Mtg House repairs and how this project might be funded. The estimate could be \$400k. The emphasis was on the fact that the CBI could not fund these repairs out of operational funds. Discussion continued on various scenarios where CBI and CBA could potentially enter into a sale and then lease back the properties, to a conventional Loan. Next steps include 1. Determining actual value 2. Getting 3 estimates for repairs/renovations 4. Determine path forward for repairs/renovations and 4. To work through scheduling repairs/renovations
7. Bell Tower Repair: Estimate and Source of Funding – S. Nail **(5 min)** Presentation on Bell Tower repairs and how this project might be funded. The estimate could be \$250k. The emphasis was on the fact that the CBI could not fund these repairs out of operational funds. Discussion continued on various scenarios where CBI and CBA could potentially enter into a sale and then lease back the properties, to a conventional Loan. Next steps include 1. Determining actual value 2. Getting 3 estimates for repairs/renovations 4. Determine path forward for repairs/renovations and 4. To work through scheduling repairs/renovations
8. Anchorage Food Drive Review – T. Clark **(5 min.)** Thanked all donors and volunteers and read a letter of thanks from Anchorage regarding the success of the drive and our community partnership.

9. New Business Chris Coad discussed with the Board regarding her plan to organize a Holiday Gathering (COVID-19 Style) in November. The board encouraged her to do this and report the plans at an upcoming meeting.
10. Adjournment – T. Clark 9:17am

Carillon Beach Association Meeting Agenda

1. Call to Order – T. Clark 9:18am
2. Call of Role / Establishment of Quorum – T. Clark All five Board members Present
3. Proof of Due Notice of Meeting – R. Braniff Meeting Noticed outside of 48hrs both electronically and on kiosk
4. Approval of Minutes from June 11th Meeting – T. Clark **M: (S. Nail) / 2nd: (R. McMillan) / Vote: 5-0 in favor**
5. Action Items Review from June 11th Meeting – R. Braniff Reviewed all action items from the last meeting and gave status of their completion or if something still needed to be carried over.
6. Officer, Staff, and Areas of Focus Committee Reports (may include, but may not be limited to):
 - A) President's Report: (T. Clark) **(5 min.)** Spoke on Growing Pains in the community, including increased garbage, annexation issues coming up, renter demands and a different way of life for all in Carillon Beach
 - B) Financial Report: (S. Nail/M. Walker) – **(5 min.)** Power Point presentation on May/June financials, which showed increased net revenue for both months. CBA has also slated approximately \$91k in capital reserve improvements in 2020. Discussed AR and noted that the roster of receivables were in good condition. Also discussed that the 2019 Annual Audit was still being conducted.
 - C) DRB / Construction / Compliance: (R. Coad/M. Hunnicutt) **(10 min.)** Reported on construction jobs in the community, and also the evolution and continuing transition with the new Town Planner. Also discussion regarding the upcoming beach nourishment project coming up for Bay County and its impact on Carillon Beach.
 - D) Landscaping/Social Events: (S. Guidry) **(5 min)** Report on ongoing care of village green and other areas. Also, a reiteration of all social events cancelled.
 - E) Manager's Report: (R. Braniff) **a) Maintenance Reports b) O'Connell 2020 Condition Survey c) Annual Meeting Update (5 min.) a) Continued transition with the Maintenance Contractor and evolution of weekly projects, tasks and maintenance report b) Talked about the conversation with O'Connell Engineering regarding the**

- 2020 Annual Condition Survey and the meeting with them in the next weeks with Mike Hunnicutt to discuss what we've done so far to code retro-fit, what may be grandfathered in, and what we need to do on the lists. **C)** Gave all pertinent dates relative to the Annual Meeting, confirmed First Notices going out, deadlines for intent to run, 2nd/Final Notice, Electronic Consent and Evoting Opt Ins, etc...
7. Roads Project Financial Summary – R. Braniff **(5 min.)** Report on finances of road project coming in under budget, the completed punchlist and the 10% Retainage invoice awaiting compaction and asphalt test results and the final ok from Harper/Buchanan before funds can be released.
 8. Annexation Rights & DRB Transfer Summary – A. White **(10 min.)** Presentation on aspects of upcoming and impending developer rights, annexation potential and dates of these items and about potential impact in the community
 9. Maintenance Review / Village Facility Services – H. Owens **(10 min.)** Presented on general state of maintenance and staff in the community, focusing on garbage demands and challenges in the staffing for certain specialty areas, with plans to build these areas up. The Board addressed various concerns regarding all of these issues, the state of the community and asked Heath to report out as improvements in processes are addressed/met.
 10. Annual Meeting Format/Components – T. Clark **(5 min.)** Re-iterated how the Annual Meeting would be conducted with our Go TO Meeting platform
 11. Pool Usage – R. McMillan **(10 min.) (Owner Comments 10 min.)** Power Point presentation on an analysis of increased use of Carillon Pools due to increased renters and of Homeowner Only amenities in other similar communities. The presentation ended with options on how to address this in Carillon, with the potential of a homeowner only pool or to do nothing. Board discussion ensued with comments made both for and against the idea of a Homeowner Only Pool. The floor was opened to Homeowners and there were various comments both for and against the same. **M: (R. McMillan) Effective no earlier than 1 September and no later than 1 October, to designate the Beach Club Pool as a Homeowner Only (plus family and guests) Pool / 2nd: (T. Clark) / Vote: 4-1 in favor**
 12. Golf Cart Usage/Renter Owned Carts – R. Coad **(10 min) (Owner Comments 10 min.)** Brief conversation about eliminating guest owned golf carts in the community due to unregulated standards on these vehicles.
 13. Parking Limitations – R. Coad **(10 min.) (Owner Comments 10 min.)** Brief conversation about limiting parking for guests in the community due to crowding.
 14. Rental Properties Garbage Surcharge – R. Coad **(5 min.)** Brief conversation about increased garbage consumption in rental homes and the potential for a surcharge.

15. Homeowner Comments: Limit 2 minutes per person and 10 minutes total Various Homeowner Comments and an opportunity to address Green Earth General manager Brandon Henderson
16. Adjournment 12:17 pm