

APPROVED MARCH 22, 2018

**Carillon Beach Association
115 Market Street – Suite 212
Carillon Beach FL 32413**

Minutes of Board of Directors Meeting

February 23, 2018

Held at 115 Carillon Market Street, Suite 212

Carillon Beach FL 32413

Call to order

The meeting was called to order by Tom Clark, Board President, at 8:12 am.

1. Call of Roll, Establishment of Quorum

Tom Clark and Rich Coad were present in person; Gary Smith, Peter Kircher and Steve Nail were present by speakerphone. With all Board members present, a quorum was established. Also present in person were Don Jones/HOA Manager and Nicole Fendley/HOA Administrative Assistant. Present during all or part of the meeting were owners Chris Coad (378 Beachside Drive), Doug Durden (286 Beachside Drive), Greg Nye (114 Carillon Avenue), Lisa Fisher (110 Carillon Circle) and Marie Paschal (296 Beachside Drive). Mike Hunnicutt, Compliance Officer, joined the meeting in progress.

2. Proof of Due Notice of Meeting

D. Jones presented notarized affirmation that the meeting Notice was posted according to Florida Statutes.

3. Approval of Meetings' Minutes

R. Coad made a motion to waive the reading of the Minutes of the meetings of December 29, 2017 and January 30, 2018 and to accept them. The motion was seconded by P. Kircher, and it passed unanimously.

4. Financial Report

Treasurer P. Kircher reported that the Association budget is on track. With approximately \$517k in the operating account and \$1.5M in reserves, CBA is in a sound financial state. He noted that expenses are in line with the budget. He also mentioned that more owners are paying for the full year up front rather than quarterly.

5. General Manager's Report

D. Jones reported that there had not been any significant Property Patrol issues. He provided the Board with a list of accomplishments of the maintenance team since the last meeting. The Board was reassured that Spring Break preparations were well underway with re-strapping of lounge chairs, re-staining the teak furniture at the Beach Club Pool and pressure-washing and re-painting the walkovers. He noted that pine straw has been ordered for delivery/installation on/about March 14th. He was asked to pursue ideas for improving the overall look of Carillon Avenue.

6. Strategic Areas of Focus

R. Coad advised that the restroom renovations are 99% complete. He said that work on Lily Pad Park itself was almost complete and that GreenEarth had begun preparing to connect the sidewalks east of Lily Pad Park/across the street from the Beach Club Pool. He noted that additional signs had been ordered, two for Lily Pad Park stating "Parking for Golf Carts Only" and two "Slow, Children at Play" signs, since bicycles would begin being parked at Lily Pad Park.

Mr. Coad advised that the Design Review Board was continuing to prioritize consideration for measures to enhance storm water issues.

P. Kircher reported that the ipe installation at Walkover #3 would be completed by March 7th at which point, the ipe installation at all walkovers will be completed.

Social Media

Via phone, Tammi Thomas gave an overview of the accomplishments of the social media efforts. In summary, the section of the website where owners and/or rental companies can advertise their rental properties has been very successful generating approximately \$6k in revenue.

Storm Water Mitigation

G. Smith provided a detailed analysis of the various aspects of the issue of storm water mitigation.

Below is a summary of his report:

- 253 Home sites were assessed for driveway drain compliance
 - 126 Homes **(49.8%) were preliminarily assessed to need drains installed**. Of these, 20 homes (7.9%) require more detailed review to validate the need for a drain.
 - 127 Homes **(50.2%) were assessed as not requiring drains**
- Carillon Beach homes are largely “non-compliant” with the drain installation requirement. **Only 38 of 126 (30.2%) homes requiring drains have drains installed**
- A significant percentage of Carillon Beach homes that have drains installed are however compliant to the DRB spec. **Approximately 32 of 38 (84.2%) of installed drains are compliant.**
- A large percentage of Carillon Beach homes are not effectively maintaining their drains free of debris, sand, rock, and plant materials. **18 of 38 (47.3%) of installed drains are excessively filled with debris and 6 of 38 (15.8%) are marginal.**
- At least one home requiring drains has been recently modified with new pavers but failed to comply with the outstanding requirement to add drains during the upgrade

Recommendations

1. Driveway drains are a small but critical element in the CBA flood mitigation program, the requirement is unambiguous, and must be fully re-instated and homeowners should be notified of non-compliance and provided a reasonable time to come into compliance.
2. Work with DRB to immediately reinforce the driveway drain requirement and determine what variances, if any, are being provided to this requirement.
3. Reevaluate the 20 homes that were assessed as marginally requiring driveway drains and adjudicate the requirement with the Compliance Officer and/or the DRB
4. Work with DRB / Compliance Officer to quantify impact of alternative flood mitigation strategies (exfiltration systems) and whether those systems might supersede the downhill drain requirement and improve overall storm water mitigation.
5. Notify all homeowners who are non-compliant of the long standing drain requirement. Provide an objective date of 180 days to comply with the requirement.
6. Notify all homeowners with installed drains of the requirement to maintain the drains clear. Provide 45 days to comply and then enforce the drain cleaning and charge them for the task.

Gravel Replacement

In 2017, the HOA spent approximately \$42k on gravel replenishment. While this did not solve the storm water accumulation issue, it is believed that the replacement of the gravel has had a positive impact. In addition, G. Smith reminded the Board that in November 2017, approval had been given to fabricate some ‘pumping stations’ to facilitate more rapid set-up time when the pumps are required to be put into use. Gary is currently working with GreenEarth on a prototype to be tested before more are ordered.

G. Smith made a motion to authorize GreenEarth to submit a proposal for replenishing an additional 2,000 linear feet of gravel before Memorial Day (if at all possible) at an estimated cost of \$30k - \$35k. The motion was seconded by P. Kircher, and it was unanimously approved.

G. Smith also made a motion to approve a contract with Southern Earth Sciences to perform the following:

A. Field Testing:

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| 1. Site Visit, Boring layout, and coordinate utility locates;
Estimate 3 trips at \$150/trip | \$ 450.00 |
| 2. Mobilization of men and equipment | \$ 300.00 |
| 3. Core drill charge; \$150/day, estimate 4 days | \$ 600.00 |
| 4. Asphalt coring/patching at \$50/ea (39 + 5 additional, if necessary) | \$ 2200.00 |
| 5. Hand auger borings at \$75/ea (39 + 5 additional, if necessary) | \$ 3300.00 |
| 6. Excavation Beneath Curbing (base checks); Estimate 15 locations | \$ 300.00 |

B. Laboratory Testing:

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| 1. Natural Moisture contents at \$15/ea | |
| 2. Minus 200 sieve tests at \$35/ea | |
| 3. Organic Contents at \$30/ea | |
| 4. Atterberg Limits at \$75/ea | |
| Laboratory Estimate: | \$ 1750.00 |

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| C. Engineering Evaluation and Report: | \$ 2250.00 |
| - Additional meetings; Estimate 2hrs at \$125/hr | <u>\$ 250.00</u> |

TOTAL: \$11,400.00

The motion was seconded by S. Nail, and it passed unanimously.

Events

S. Nail reviewed the events planned for 2018 which include the following: Easter egg roll, Town Hall meeting, Annual Owners' Dinner, Tour of Homes, July 4th Barbecue and parade, Groovin' on the Green concerts, children's movie night, holiday tree lighting, and holiday gathering. The Wacky Wednesday event and the 5K Run/Walk have been eliminated this year due to poor attendance last year.

T. Clark made a motion that the half of the proceeds from the Tour of Homes be donated to Titus #2 Partnership, Inc. and the other half to the Anchorage Children's Home. The motion was seconded by R. Coad, and it passed unanimously.

T. Clark made a motion that the all of the proceeds from the Sharing Tree campaign be donated to the Anchorage Children's Home. The motion was seconded by P. Kircher, and it passed unanimously.

Miscellaneous

R. Coad made a motion that the CBA Construction Agreement be amended to delete the existing wording of paragraph 6 and replace it with the following:

6. Given the importance that the gravel plays in mitigating storm water control in the Community, at the sole discretion of the Carillon Beach Compliance Officer, any gravel in the vicinity of the house (including in front of the house in question and/or neighbors on either side or across the street) that is compromised can be replaced using funds from the refundable portion of the deposit. The Association will coordinate, inspect, approve and make payment for any such work as might be required.

The motion was seconded by P. Kircher, and it passed unanimously.

R. Coad made another motion that the classification referred to as "Limited Renovations" in the CBA Construction Agreement be eliminated. The motion was seconded by P. Kircher, and it passed unanimously.

7. The next meeting of the CBA Board of Directors will be on Thursday, March 22.

8. The meeting was adjourned at 12:15 pm.