

## **Carillon Beach Institute / Association**

Board Meeting Minutes / June 14<sup>th</sup> at 9:00am / Meeting House (Approved at July 10<sup>th</sup> Board Meeting)

### **Carillon Beach Institute Meeting Agenda**

1. Call to Order – T. Clark – 9:00am
2. Call of Role / Establishment of Quorum – T. Clark – All Directors present in room
3. Proof of Due Notice of Meeting – R. Braniff – Submitted proof of posting and emailing agenda outside of 48 hrs.
4. Approval of Minutes from May 21st Board Meeting – T. Clark – Motion: R. Coad moved to approved minutes from May 21<sup>st</sup> BOD Meeting Second: S. Nail Vote: 5-0 in favor
5. Meeting House Repairs – R. Braniff – Presented A bid from Wayne Smith for Meeting House repairs and updated that we are still waiting on further bids by Restore One and from LJB Construction. The Board concurred to continue the process
6. Adjournment – T. Clark – Meeting was adjourned at 9:08 am

### **Carillon Beach Association Meeting Agenda**

1. Call to Order – T. Clark – 9:08am
2. Call of Role / Establishment of Quorum – T. Clark – All Directors present in room
3. Proof of Due Notice of Meeting – R. Braniff – Submitted proof of posting and emailing agenda outside of 48 hrs.
4. Approval of Minutes - Meeting Minutes for May 21st BOD Meeting – T. Clark – Motion: R. Coad moved to approved minutes from May 21st BOD Meeting 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) – General Housekeeping comments regarding the potentially lengthy meeting
  - B) Financial Report: (S. Nail) – Comments were given about the transition in becoming treasurer and that we would provide a budget overview/analysis at next meeting

- C) DRB / Construction: (R. Coad) – No DRB meetings since last HOA meeting so no new updates
  - D) Flood Prevention and Mitigation / Social Media: (G. Smith) – G. Smith recapped recent rain event and pumping associated with event (slide presentations). T. Smith presented a demo presentation on the website upgrade. Featured was the Homeowner Portal with greater ease of access and community docs
  - E) Landscaping / Social Events / Weddings: (S. Nail) – Comments about the recent Landscaping Annuals turnaround , discussion later in agenda on wrap-up of Homeowner Weekend and no new wedding news
  - F) Manager’s Report (R. Braniff) – Further comments on Landscape Annuals, Palm Trees trimming progress, increased maintenance in common elements due to summer crowds and Bay County Officer Detail on Highway 98
6. Board Areas of Focus – T. Clark – The only change that happened on Board is for new Board Director S. Guidry, to immediately take on Landscaping, Social Events and Weddings as focus areas and for S. Nail, as new Treasurer to handle all association finances and office/administrative controls
  7. Walkway Prototype (Green Earth) Final Update – G. Smith – Gary gave update on final makeup of Walkway/Alley French Drain prototype, with the only item left to tweak is the collector box covers. (DO WE WANT TO PUBLISH HOMEOWNER COMMENTS ABOUT THIS?)
  8. Annual Meeting / Homeowner Weekend Review – T. Clark – Gary gave a slide presentation on Homeowner Weekend and general discussion about all related events
  9. Bonfire Policy – (Rules Summary tweak if passed) – R. Coad – Discussion of a new Carillon Beach Policy on Campfires. Motion: R. Coad to include at next meeting for a formal vote after satisfying the FL Statute 720 policy noticing requirements. Second: S. Nail Vote: 5-0 in favor
  10. Carillon Roads Paving Project Finalization – G. Smith – Gave an updated presentation on revised scope and pricing (with the goal to reduce costs further after contract). Motion: G. Smith to do a 1 Phase entire community paving program at \$990k, including permeable pavers (subject to DRB approval). Second: T. Clark Vote: 5-0 in favor Motion: G. Smith moved to levy a \$1,500.00 Special Assessment, for the road paving project, in two installments, w/ penalty provisions, one on 9/30/19 and the other on 1/31/20, funding for the project to be paid out of CB Reserves. Second: S. Guidry Vote: 4-1 in favor (THIS SECOND MOTION WHICH INVOLVES A SPECIAL ASSESSMENT CANNOT STAND AS IT REQUIRES A 14 DAY NOTICE, WHICH WILL BE TAKEN UP AT JULY 10 MEETING)
  11. Capital Projects Plan – T. Clark – Discussed earlier in Meeting / Will discuss in Committee with S. Nail and R. Braniff and bring revisions to July 10<sup>th</sup> Board Meeting

12. Warren Averett CPA Firm / Visit – S. Nail – Accounting Firm visited and gave a presentation at the meeting. The follow up would be a quote for all related services to be submitted to the Board
13. Construction Impact Fees – R. Coad – Presented a deposits revision proposal for all DRB related construction jobs. Motion: R. Coad moved to adopt the suggested deposit increase for construction jobs in the community, as per Exhibit A. Second: S. Nail Vote: 4-0 in favor (S. Guidry had to leave meeting)
14. Signage at Community Entrance – G. Smith – General discussion about signs in the community and outside the gates at entrance. Church representative C. Coad said Church sign is getting upgraded and R. Coad said would ask DRB about a policy
15. Wedding Block Out Dates (Holidays) Review – R. Braniff – No changes were made at this time for any particular dates, but that review needed to happen to ensure there was no overlap with Wedding rehearsals relative to event dates. See below comments on calendar
16. Procedures for Booking HOA Assets – R. Braniff – Discussion on how reservations are made for all common elements. R. Braniff asked T. Smith to help create a more visible calendar to be put on the CB website.
17. Construction Hours Review (Holidays & Weekends) – R. Coad – R. Braniff will ask Board about special events and holidays ahead of time as to what the plans for construction hours will be, then implement them in communications as timely as possible to contractors, on a case by case basis.
18. Pools Usage / Controls – R. Braniff – Discussion on the need for greater emphasis for our Property Patrol team to scrutinize pool guests and utilize pool sheets for data purposes.
19. Owner Gate Automation – R. Braniff (by request of Pinnacle Port) – PP has plans (with our cooperation) to automate the Owner Gate. A committee was formed with R. Braniff, G. Smith and S. Guidry to discuss with PP Committee and our gate vendor in the near future.
20. Owner Comments: (Limited to 15 minutes, and 2 minutes per person) Happened earlier in meeting
21. Adjournment – meeting was adjourned (after executive session) at 3:42 pm.

Next Meeting Date: July 10<sup>th</sup>

Executive Session: Staffing/Legal