

## Carillon Beach Institute / Association

Board Meeting / March 5<sup>th</sup> at 8:30am / Meeting House

### Approved Minutes (at May 4<sup>th</sup> Mtg)

#### 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 Present (4 in room/1 on phone) / Quorum Established
3. Proof of Due Notice of Meeting – R. Braniff Meeting posted on HOA Kiosk and sent electronically outside of 48 hrs of meeting
4. Approval of Minutes from January 23<sup>rd</sup> Meeting – T. Clark Motion: (G. Smith) To approve minutes from Jan. 23<sup>rd</sup> CBI Meeting / 2<sup>nd</sup> (R. Coad) / No Further Discussion / Vote: 5-0 in favor
5. \* CBI Financials – S. Nail (5 min.) Presentation January Financials and general financial status of CBI, including \$51k in reserves, which were distributed by Warren-Averett by email previously. Mention of impending insurance renewals upcoming. (3 min.)
6. \* Meeting House Rental Agreement with Carillon Chapel – G. Smith (10 min.) Chapel representative presented general position of chapel and a willingness to fairly re-negotiate the CBI/Carillon Chapel contract. Board discussion ensued and it was stated that G. Smith would continue negotiations with them and present findings to the Board for consideration and final vote. (15 min.)
7. \* Meeting House Renovations Update – M. Hunnicutt (10 min.) Presentation of Meeting House renovations with revised totals, now arriving at the \$376k - \$414k range. Board discussion and homeowner comments ensued, with a goal for M. Hunnicutt to present further plans to owners at the Annual Meeting (15 min.)
8. \* Bell Tower Stucco Repair & Leak Detection – R. Braniff (5 min) Presented findings at Bell Tower based on inspections with M. Hunnicutt and Chris Perry of CDP Stucco, and an ensuing estimate from CDP, which showed the need for leak detection from apparent water intrusion in tower. The board okayed hiring Destin Detection Consulting to do a leak study on tower. No need to vote as initial monies are in the Bell Tower Budget line item. (5 min.)
9. \* 2020 Carillon Tour of Homes – T. Clark (5 min) Joyce Clark presented the plan for the 2020 Carillon Tour of Homes. The event will be held in conjunction with the Annual Meeting Weekend, and held on Sunday, May 3<sup>rd</sup>. Motion: (T. Clark) To split 50/50 profits from Tour of

Homes to Anchorage Children's Home/Titus 2 / 2<sup>nd</sup> (R. Coad) / No Further Discussion / Vote: 5-0 in favor **(3 min.)**

10. Adjournment Meeting was adjourned at 9:15am

## Carillon Beach Association Meeting Agenda

1. Call to Order – T. Clark Meeting was called to order at 9:15am
2. Call of Role / Establishment of Quorum – T. Clark All Present (4 in room/1 on phone) / Quorum Established
3. Proof of Due Notice of Meeting – R. Braniff Meeting posted on HOA Kiosk and sent electronically outside of 48 hrs of meeting
4. Approval of Minutes from January 23<sup>rd</sup> Meeting – T. Clark Motion: (R. Coad) To approve minutes from Jan. 23<sup>rd</sup> CBI Meeting / 2<sup>nd</sup> (S. Guidry) / No Further Discussion / Vote: 5-0 in favor
5. Action Items Review from Jan. 23<sup>rd</sup> Meeting (no review per T. Clark, done electronically)
6. Officer, Staff, and Areas of Focus Committee Reports (may include, but may not be limited to):
  - A) \* President's Report: (T. Clark) Board Director Replacement Procedures **(5 min.) No report given**
  - B) \* Financial Report: (S. Nail) – **(10 min.)** Presented January financials and general status of CBA, which were distributed by Warren-Averett by email previously. Discussion on ageing report and impending late notices/fees ensued. M. Walker of Warren-Averett said February financials coming soon. **(11:00 min.)**
  - C) DRB / Construction: (R. Coad) **(Deferred to later in Meeting...see below)**
  - D) \*Roads Project Wrap-up / Gravel Re-nourishment Contract: (G. Smith) – **(10 min)** Power Point presentation of roads completion status and budget target under-runs. Board and homeowner comments ensued **(25:00 min)**
  - E) \* Social Events Update: (S. Guidry) a) Easter b) Town Hall / Annual Meeting / Homeowner Dinner c) Groovin' on The Green d) July Homeowner BBQ / Parade, etc... **(10 min.)** Presentation of the status/details of all Carillon events upcoming, and that all events are at or under budget **(5:30 min.)**
  - F) \* Manager's Report: (R. Braniff) a) Annual Meeting Update b) Maintenance Update c) Rob Goals Update **(10 min.)** Gave status of annual meeting & election required noticing (First Notice sent) and updates on Electronic Voting rollout and Electronic Consent database **(5 min)**

7. \* Website Roll-out Update - T. Thomas-Smith **(5 min.)** Presentation of new Owners Page element of the site and a user demo. Site was live as of that date with an owner email blast with instructions. This also included demo of Carillon Home Rentals sections, etc... **(10 min.)**
8. \* O'Connell Condition Survey Update – M. Hunnicutt **(10 min.)** Gave report from inspection with R. Braniff & R. Coad, specifically aimed at Walkovers. He will be sending his recommended repairs to the offices/board to be carried out. **(18 min.)**
9. \* Village Environmental Services – H. Owens **(10 min.)** Presented on the transition as new Maintenance Services vendor, including waste removal, pools, cleaning, maintenance staff and protocols, and maintenance tasks portal which will track tasks (between the hoa office, vfs and staff), with board discussion ensuing **(16 min.)**
10. \* Outdoor Grilling – G. Smith **(5 min)** **Tabled for a future meeting**
11. \* Design Review Board – R. Coad / V. Williams **(10 min.)** T. Clark opened discussion with background on HOA/DRB history and also on parameters of the forthcoming owner comments. R. Coad presented on the status of the DRB and of future goals of the group, including more community involvement. V. Williams presented on community builds new builds and renovations status, and gave a preferred process parameters summary. Homeowner comments ensued with 7 owners talking for extended periods of time. All owners were allowed to considerably exceed their allotted time to talk. V. Williams responded to some comments, then R. Coad and T. Clark gave closing comments **(1:10:00 hour and mins.)**
12. Adjournment Meeting was adjourned at 12:05pm

Next Meeting Date: **April 9<sup>th</sup> (2020 Town Hall & Annual Meeting Planning ONLY)**

**NOTE: \* = Open for Owner Comments (Limit 2 minutes total per agenda item)**