

## Carillon Beach Institute / Association

Board Meeting / September 6<sup>th</sup> at 8:30am / Meeting House

### Approved Minutes (at Oct. 23<sup>rd</sup> Mtg)

#### Carillon Beach Institute Meeting Agenda

1. Call to Order – T. Clark 8:30 am
2. Call of Role / Establishment of Quorum – T. Clark All Board Directors Present / Quorum
3. Proof of Due Notice of Meeting – R. Braniff Agenda Posted on Kiosk and E-mailed 9/3/19
4. Approval of Minutes from August 9<sup>th</sup> Board Meeting – T. Clark M: (R. Coad) To approve Minutes from Aug. 9<sup>th</sup> BOD Mtg / 2<sup>nd</sup>: (S. Nail) / Vote: 5-0 in Favor
5. CBI Financials – S. Nail (reserves update) S. Nail presented Reserves of \$30k in CBI
5. Meeting House Repairs – R. Braniff / R. Coad Discussion by Mike Hunnicutt and all in attendance on findings during/after exploratory work done by Wayne Smith. / M: (T. Clark) For Mike Hunnicutt (Architect) to draw and scope plans for Meeting House renovations (to be utilized in putting work out for bidding) w/ expansion options, not to exceed \$10k, to be paid out of CBI Reserves. / 2<sup>nd</sup>: (R. Coad) / Vote: 5-0 in favor
6. Adjournment T. Clark at 9:21am

#### Carillon Beach Association Meeting Agenda

1. Call to Order – T. Clark 9:21am
2. Call of Role / Establishment of Quorum – T. Clark All Board Directors Present / Quorum
3. Proof of Due Notice of Meeting – R. Braniff Agenda Posted on Kiosk and E-mailed 9/3/19
4. Approval of Minutes from August 9<sup>th</sup> BOD Mtg. – T. Clark M: (R. Coad) To approve Minutes from Aug. 9<sup>th</sup> BOD Mtg / 2<sup>nd</sup>: (G. Smith) / 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 comments regarding the amount of work going on at this point in the history of the community and that we will need to focus as we navigate the next season

- B) Financial Report: (S. Nail) a) Warren Averett Update Conversation on early basic reports sent out by Warren Averett. Consensus is that we are on solid ground in terms of meeting Budget as we approach 4<sup>th</sup> Quarter. Matt Walker in attendance updated the Board on reporting thus far and the progress of transition to fully outsourced.
  - C) DRB / Construction: (R. Coad) R. Coad updated the Board on DRB Code, status of various construction sites/projects and Builder related activities
  - D) Flood Prevention and Mitigation / Social Media: (G. Smith) a) Status of CW Roberts Paving Kick-off G. Smith talked about (and gave a presentation on) the Roads paving Project and the status of stormwater mitigation efforts inside of the project itself, and that there would be a meeting with the paving project contractors later in the day to discuss kick-off details
  - E) Landscaping / Social Events / Weddings: (S. Guidry) a) Green Earth in meeting b) Holiday Decorating Contract/pending install date c) 2020 Weddings Forecast d) Christmas Tree Lighting committee/details (C. Coad meeting) e) Winter Gathering date? Committee? S. Guidry updated the Board on the final contract on Holiday Decorating, along with Sunshine Maint. activities associated with this. Also, gave preliminary numbers on weddings for 2020. Chris Coad reported out on plans for the Christmas Tree Lighting for the Friday after Thanksgiving. Discussion on the Winter Gathering turned into an exploration about whether to do our traditional Winter Gathering on Dec. 29<sup>th</sup> or to do a New Years Eve event on the 31<sup>st</sup>.
  - F) Manager's Report (R. Braniff) a) Community Update b) Office Update c) Groovin' wrap-up d) Action Items Update e) Patent & Trademark Update f) 30A CAM Meeting g) Maintenance Help Update R. Braniff a) updated the Board on general community activities. b) Also reported on office transition status with Warren Averett, as well as how things are going without an admin person sharing homeowner services duties. c) Gave a general Groovin year end review, and will be prepared with Groovin financials to be used at Budget prep time at next meeting d) Reported out that Patent & Trademark work had already been initiated and the expense that was approved at the last meeting would not be necessary at this time. f) reported about a new 30A Cam Alliance that he joined and had been to one gathering already and will continue to network for the community g) Also reported that will be receiving a proposal soon for a Maintenance Outsourcing solution, which would embrace Rene and any other workers that we can retain.
6. Pickleball Striping Tennis Courts – R. Braniff R. Braniff presented a proposal from American Tennis Courts on striping one of our tennis courts to be used for pickleball which would create two pickleball courts and also include two removable nets. T. Clark

and Rob would continue seeing other nearby communities that have done this before bringing back to the board for a final approval

7. Beach Service Contract – R. Braniff / G. Smith (Competitive Doc and roll-out details)  
Discussion on the actual value of the Beach Service contract relative to the perceived value by a few industry people. This led to the decision to develop a contract negotiation with the current vendor that would add value should business increase in the future (fixed rate / plus percentage on growth).
8. Green Earth Smart Water Proposal – S. Guidry / Jeremy Durgan (G.E.) Jeremy Durgan of Green Earth presented a proposal on installing a Smart Water system in two phases in Carillon that would drastically reduce our Water Utility Bills. The decision was made to do a bill analysis and develop an ROI forecast, to be done by the next meeting
9. Village Green Full Program – S. Guidry / Jeremy Durgan (G.E.) Jeremy Durgan presented a full program estimate, for the Village Green, adding Rye Grass overseeding and taking other yearly components and adding them into the current contract. / M: (G. Smith) To fund the Green Earth addendum to the current CBI contract to install Rye Grass to Village Green program as proposed, for Fall and Spring and then to analyze after a full season. / 2<sup>nd</sup>: (T. Clark) / Vote: 4 in favor 1 against, Motion Carries
10. 2020 Budget Planning – S. Nail Presented general numbers and worked through Capital Projects lists that go on into the next three years. This would be carried into the next Board Meeting for budget preparation
11. Green Earth Spending Analysis – S. Guidry Handout to Board to better understand Landscape contracts and repairs/projects spending
12. Owner Comments: (Limited to 15 minutes, and 2 minutes per person) no comments of record
13. Adjournment Meeting Recess at 1:30pm, reconvened at 3:00pm and adjourned at 4:20pm

Next Meeting Date: Two Day Meeting Oct. 17<sup>th</sup> & 18<sup>th</sup> (times to be decided)