

# CLIFFTOPS PROPERTY OWNERS ASSOCIATION

## MEETING DATE

January 13, 2008

## Board of Directors

### Approved Minutes

#### Board Members

##### Present

Henry Blizzard (2010)

Dale Cermak (2010)

Earnie Lumpkins (2008)

Howard Smith (2009)

Louis Smith (2008)

Bob Thomas (2008)

##### Absent

George Goodwine (2009)

#### CALL TO ORDER & APPROVAL OF MINUTES

The meeting was called to order by President Henry Blizzard at 2:00 at the Clifftops Lake Club. Earnie Lumpkins moved that the Minutes of the November meeting, previously distributed, be approved. Seconded by Louis Smith. Motion approved.

#### TREASURER'S REPORT

Earnie made the Treasurer's Report as follows:

As of December 31, 2007, we have received **\$385,292.87** in Revenue. Our Expenses, ending December 31st were **\$368,795.55**, resulting in a positive balance of **\$ 16,497.32**.

At the close of business on December 31, 2007 we had cash on hand as follows:

<b>Operating account</b>	<b>\$77,078.25</b>
<b>Petty Cash</b>	<b>\$250.00</b>
<b>Savings Accounts</b>	<b>\$15,045.86</b>
<b>Certificate of Deposit</b>	<b>\$70,515.31</b>

Total Cash on Hand **\$162,889.42**

Earnie expressed her thanks, and that of the Board, for the generosity and kindness of those people who have given a gift to Clifftops.

Earnie reported some good news for the new year. We have 31 members who are now paying their dues by automatic deduction set up through their banks, and 35 lots have been paid in full. We also have one member at the 60 days past due.

## **COMMITTEE REPORTS**

Henry indicated that the Architectural Control Committee report will be part of the Manager's report later in the agenda.

Dale Cermak reported for the Strategic Planning Committee. She indicated that the Committee is planning to survey Members/property owners concerning their needs and priorities for Clifftops for the next ten to twenty years. The survey will be introduced and updated at the February 10, 2008 community meeting and distributed following that date. At the Community meeting, people will be asked to suggest topics to be included in the survey.

Louis reported for the Lake Committee and indicated that we now know what needs to be done regarding the discharge facility for the Lake so that water is drawn from below the water's surface. We also know something about how it can be done. What we still don't know is who will do the work. Louis hopes to have a further report at our next meeting.

Howard Smith reported for the Gate Security Committee as follows:

The following recommendations are for implementation on February 11, 2008:

- a. Normal staffing hours for Gate operation
  - i. Gate staffed weekdays from 7:00 am to 7:00 pm
  - ii. Gate staffed Saturdays from 10:00 am to 10:00 pm
  - iii. No gate staffing on Sundays
- b. New list of Approved Visitors to be obtained from Property Owners
- c. Two traffic lanes at Gatehouse; one for those with clickers/gate cards and one for visitors/those needing permission to enter
- d. Gate Pass for admission of those without clickers/gate cards and who do not use Sentex phone system

Howard moved adoption on behalf of the committee. Seconded by Earnie. Approved unanimously.

## **NEW BUSINESS**

Henry reported receipt of request from a member that we publish a directory of Clifftops members by Clifftops address, that employee nametags be introduced and that additional directional signs be installed in Clifftops. The request was considered by the Board, but no motion was made and no action taken.

Henry presented a proposal for renewal of the lease of the log building owned by Clifftops near the entrance. The lease is with Sweeton Construction. Motion by Earnie to renew lease for one year, seconded by Bob Thomas. Motion approved.

## **PROPERTY MANAGER'S REPORT**

Henry introduced Ty Burnette as Clifftops Property Manager. Ty's appointment was effective November 2007. Ty was welcomed by all present and reported on the following areas:

Architectural Control Committee: 2 new construction projects (for lots 147 and 124) have been approved, and 3 renovations/additions also are being undertaken.

Ty has attended meetings of the Monteagle Town Council, Planning Committee and Emergency Water Committee since he began at Clifftops and has advised Henry as needed about matters presented at these meetings.

Ty reported that the dam has been inspected and approved for 2008.

He also has given Monteagle Fire Chief a tour of roadways to be sure they provide adequate clearance for fire trucks. The chief gave accolades to Clifftops for the roadways and for implementing blue road reflectors to mark where fire hydrants are located. Ty said that individual property owners may want to invite the Fire Department to inspect clearances for their driveways within Clifftops if they have concerns about such clearances.

The maintenance staff have replaced the fence around the stables and at the Lake Club, has cleared leaves and brush from the sides of roadways, and has constructed a temporary grate/cover for the Lake drain. Staff also have begun clearing leaves from drains and culverts and have installed low-energy bulbs throughout Clifftops. Sand and salt was applied to the roads one day so far this season.

## **NEW BUSINESS, CONTINUED**

Henry reviewed steps leading to the formation of an ad hoc Banking Committee to explore new banking technologies and services that would benefit Clifftops. Dale chaired the committee and reported.

Dale said the committee contacted five banks to make proposals in response to a list the Committee had prepared for various services. Four proposals were submitted and reviewed by the Committee. One was deemed not competitive. Where the Committee needed additional information for clarification, Dale contacted the bank. The proposals were compared with each other for comparable services and costs to Clifftops. As a result of the process, the Committee recommends that the primary banking relationship for Clifftops be shifted to SunTrust Bank.

Dale moved that the CPOA move its primary banking relationship to SunTrust Bank, with the implementation timetable to be determined by the Treasurer with input from the Bookkeeper. Seconded by Earnie.

After discussion, Louis moved that the motion be tabled until further study is done on the various SunTrust fees and questions raised about the banking relationship. Bob seconded the motion. Motion to table was defeated 3 to 2.

Discussion on the primary motion continued. The motion to accept the SunTrust proposal was approved 3 to 1, with Bob abstaining.

Henry indicated that a new Position Description for the Clifftops Property Manager had been developed. Earnie moved that the position description be approved; seconded by Dale. After discussion, the motion was approved.

Henry called on Dale to present the revision to the full-time, non-exempt employee benefits packages. This proposal creates two classes of non-exempt employees: "S" for security and "M" for maintenance, defines holidays and personal days, and makes other changes. After discussion, Earnie moved approval of the report; Dale seconded; motion approved.

Bob Thomas raised the topic of property checks. He moved that we survey the non-resident Members to determine their willingness to pay a monthly fee for property checks. Based on the number of people willing to do this, a monthly fee per member lot subscribing to property checks would be determined. Money already budgeted by CPOA for this purpose would be placed in a reserve to accumulate. Motion died for lack of a second.

Bob moved that Henry draft an amendment to the CPOA By-Laws to require bank draft payment of CPOA dues. A special meeting of the Membership would be called to consider the amendment. Seconded by Louis. Discussion followed. Motion was defeated 3-2.

## **ADJOURNMENT**

Earnie moved that the meeting be adjourned; seconded by Louis. The meeting adjourned at 3:10 pm.

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Henry Blizzard, President

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Howard Smith, Secretary

Attachments: Property Manager's Job Description  
Non-Exempt Employee Benefits