

CLIFFTOPS PROPERTY OWNERS ASSOCIATION

MEETING DATE

May 18, 2008

Board of Directors

Approved Minutes

Board Members

Present

Henry Blizzard (2010)
Dale Cermak (2010)
George Goodwine (2009)
Earnie Lumpkins (2008)
Howard Smith (2009)
Louis Smith (2008)
Bob Thomas (2008)

Also Present

Ty Burnette, Property Manager

CALL TO ORDER & APPROVAL OF MINUTES

The meeting was called to order by President Henry Blizzard at 2:00 pm at the Clifftops Lake Club. He noted that Property Manager, Ty Burnette, has been with Clifftops for six months. Dale Cermak moved that the Minutes of the March 9 regular meeting be approved. Seconded by Earnie Lumpkins. Motion passed.

TREASURER'S REPORT

Earnie made the Treasurer's Report. See attached.

COMMITTEE REPORTS

Ty Burnette reported for the Architectural Control Committee, indicating that three minor improvement projects have been completed and two new homes are under construction. A third new construction project is just getting started. ACC met last week and discussed signage and activity within Clifftops. He invited members to advise him if they see signs of construction in Clifftops and believe the ACC has not yet reviewed the plans.

Dale Cermak reported for the Strategic Planning Committee. See Attached.

Dale reported that she is resigning as chair of the SPC and that Greg Magavero has agreed to assume this role, effective immediately. Dale will continue on the Committee. Greg has served on the Committee since its inception. Henry welcomed Greg to this new role and thanked Dale for her leadership.

Louis Smith reported for the Lake Committee. See Attached.

Louis moved that the Board authorize an expenditure of not more than \$4000 to design and construct a new lake discharge system. Seconded by Bob Thomas. Passed.

Louis further moved that the Board approve an amount not to exceed \$1250 for a complete analysis of vegetation, water quality, fish species identification and size, to be done by Dr. Jeff Schlipke. The study needs to be done in May or June and is needed for future budget planning. Seconded by Bob. Howard Smith moved to table action for 2009. Seconded by Dale. Motion to table failed. Main motion was approved with the vote of the President.

Howard reported that the Gate Committee met earlier this month. It reviewed implementation of the changes in gate staffing completed in February and heard a report from the Strategic Planning Committee about its recent survey as that related to Gate Committee concerns. Because of the University commencement weekend and the Memorial Day weekend still in May, the Committee decided to postpone making any further recommendations until an early June meeting.

Judy Magavero reported for the Pool Committee. See attached.

Henry stated that if laws have been instituted that require changes to our pool drain system, the Board will need to act promptly to authorize such work and insure safety. Ty said that there is pending legislation, but no laws have yet been passed.

Judy moved for the Committee that Clifftops buy and implement a self-locking latch system for the pool entrance to enhance security in the pool area. This will necessitate purchase and distribution of keys for property owners. The insurance carrier has recommended this step. Motion seconded by George and passed.

Elaine Goleski reported for the Social Committee on plans and reservations for the May 24 Memorial Day social event and the July 5 Fourth of July event. There will be no First Friday in July. She encouraged all property owners to sign up for e-mail delivery of Clifftops notices, newsletters and social events in order to reduce costs. She also reported that, to date, no one has agreed to lead a July Fourth float committee and unless someone steps forward, we will not have a float this year.

Jim Poteet reported for the Trails Committee. To date, there have been three trail hikes on the Saturdays following a First Friday social event. In spite of inclement weather, there have been five participants each time and a hike is planned for June 7. It will be a "Figure 8" hike through trails in Clifftops.

PROPERTY MANAGER'S REPORT

Ty gave the Manager's report. The pool has been opened on schedule. Attention to this task has slowed the mowing effort but that work is ongoing. He is not hiring summer seasonal staff which also may affect the frequency of mowing. Road repairs have been made on Sarvisberry and work on other roads is planned. The stockpile of culverts at the Stables has been moved to be less visible. Pavement surrounding trees at the Lake Club has been cut away from the trees in the driveway. Implementation of the SunTrust banking services authorized by the Board has been completed.

Ty also reported that we need to purchase additional cold patch for ongoing blacktop repairs, at an estimated \$1500. He said that the ACC committee has recommended removal of the horse

crossing signs. Clifftops has obtained handicapped parking signs for installation at the two clubs and the office. Finally, a computer back-up drive has been purchased and is in use.

OLD BUSINESS

Henry reported that we have received two bids for the needed Office repair work. A Clifftops resident, who is a carpenter, has offered to consult and oversee the work, which may result in a lower cost. No action required at this time.

Ty reported on a Club rental policy that the Board asked him to research and present. See attached. Included in his recommendations was a revised schedule of fees for Hosted and Sponsored use of a Clubhouse, as well as rules concerning commercial use of a Clubhouse. He recommended that the Social Committee form a sub-committee to determine applicable rates when necessary. Dale moved and Earnie seconded a motion that we accept the new policy and recommendations. Motion passed.

Henry reported that the authorized termite inspections have been completed and no infestation was discovered. Clifftops buildings, except the stables, are now under termite contracts.

NEW BUSINESS

George moved that normal Gate staffing hours be set at 8 hours a day, five days a week, effective the Tuesday after Labor Day. Seconded by Bob. Passed.

Bob moved that we obtain at least two bids for annual maintenance checks on HVAC units owned by Clifftops. The Board authorized a contract for these checks based on the best bid, not to exceed \$65 per unit. Seconded by Louis. Passed.

Henry reported that SunTrust has advised us that with a SunTrust Brokerage account, Clifftops can purchase Certificates of Deposit from other banks in order to assure that all Clifftops funds are FDIC insured. Bob moved that the Board authorize a Brokerage account with the President of the Clifftops board as the authorized signor. Seconded by Dale. Passed.

Henry reported that he, Ty and Bobby Rose had recently examined the paving along Clifftops Avenue and Castle Rock. It is apparent that the pavement is breaking away on the shoulders at some places, due to erosion of the shoulder or the ditch being located too close to the pavement. Left untreated, this condition will significantly reduce the life expectancy of the pavement. George moved that Ty mark areas along Clifftops Avenue that are most in need of attention and that we purchase \$3000 of rock for as much repair as possible. Based on this sampling, a better estimate of the cost for needed repairs can be made and a decision made whether to complete the work with Clifftops staff or an outside contractor. Seconded by Dale. Passed.

Henry advised the Board that with the February adjustment in gate staffing hours, patrols of Clifftops Clubhouses and roads at the end of gate staffing each day has been suspended. After discussion, the Board took no action.

George moved that Clifftops four signs "No Passing in Clifftops" be purchased and affixed on posts below speed limit signs throughout Clifftops. Seconded by Louis. Passed.

George moved that the Manager send a letter to Property Owners within 30 days requesting that all owners complete an (enclosed) authorization form for electronic debiting of their accounts to pay Clifftops dues. Seconded by Louis. Passed.

Bob introduced the topic of paying for Property Checks. Instead of making a motion at this meeting, he read a statement which he asked be included with the minutes. George moved that the statement be attached to the minutes. Seconded by Bob. Passed. Howard then read a separate statement about this issue. Both statements are attached.

George moved that a fixed operating budget of \$20,000 a month, excepting such items as taxes and non-recurring expenses, be implemented. He then withdrew the motion. Howard moved that this topic be referred to the Finance Committee to be reported back to the Board with their recommendation to control growth of the operating budget. Seconded by Dale. Passed.

George raised possibility of reducing Clifftops dues to \$100 a month. He then decided to postpone presenting this motion to another meeting.

George moved that a Beautification Committee be named by the President to consider opportunities for beautification around Clifftops. Seconded by Bob. After discussion, Howard moved that the motion be tabled. Seconded by Dale. Passed.

Henry reported that two Members had sent him correspondence that have been considered by the Board. Marjory Lyman raised concerns about the Strategic Planning Survey and process. Mike Johnson suggested that contractors should leave Clifftops property by 4:30 on workdays. No action was taken.

ADJOURNMENT

There being no further Board business, Howard moved that the meeting be adjourned. Seconded by Dale. Passed. Meeting adjourned at 4:10 pm.

.Discussion among the board and property owners who were present continued.

Henry Blizzard, President

Howard Smith, Secretary

Attachments: Treasurer's report
Strategic Planning Committee report
Lake Committee report
Pool Committee report
Club Rental proposal
Property Check statement from Bob Thomas
Property Check statement from Howard Smith