

Clifftops Property Owners Association
Board of Directors Meeting
January 10, 2010

Board members present:

President: Howard Smith
Vice President: Henry Blizzard
Secretary: Jack Furman
Treasurer: Baker Walker
Director: Gayle McKeen
Director: Dale Cermak

Board members absent:

Director: Henry Chase

Also present: Ty Burnette - property manager

Call to Order:

President Smith called the meeting to order at 2 PM with a quorum of directors present.

Approval of minutes:

The president called for approval of the minutes of the last board meeting of September 13, 2009. Director McKeen moved for approval as distributed, seconded by Treasurer Walker. Motion approved.

Actions of the Board Approved by Unanimous Consent - Attachment #1.

Since the last board meeting, three actions were approved by unanimous consent of the board.

1. Authorizing any two of the four officers of the board of directors to invest in CD's for the CPOA.
2. The property manager, in conjunction with the president, was authorized to make expenditures for CPOA of up to \$2500 on items previously in the current year's budget.
3. The property manager and president were authorized to procure an engineering firm to study and make recommendations regarding the traffic and design problems of our front entrance.

Treasurer's Report:

Treasurer Walker stated that yearly revenues exceeded expenses by \$20,000, with revenues \$5000 over budget- therefore expenses were \$15,000 under budget. As of December 31, 2009, CPOA has \$526,000 in cash: \$83,000 in checking, and \$443,000 in CD's. Receipts are highest in December and January, as 24% of members pay annual dues in advance.

The finance committee will meet in January to review and make recommendations for future investments.

At present, two members are seriously tardy in payment of dues but Treasurer Walker is optimistic regarding their collection.

Vice president Blizzard commented on the report and expressed appreciation for Treasurer Baker's diligent and conscientious work.

Acceptance of the Treasurer's report was moved by Director Cermak, seconded by Director McKeen. Motion approved.

Capitalization Policy. A policy to capitalize all expenditures for items which have a useful life of three or more years and exceed \$5000 in cost was presented by Treasurer Baker, and discussed. The Treasurer moved for approval, seconded by Director Cermak and approved by the board. Attachment #2

Committee Reports:

Architectural Control Committee.

Property Manager Burnette reported for Architectural Control Committee that this is a slow time of year without new applications. Two homes remain under construction.

Manager's Report:

1. Rules and Regulations: Updates and minor wording changes were explained by Vice-President Blizzard, who, after discussion, moved for adoption, subject to any editorial changes that may be required. Second was by Director Cermak and the changes were approved.

Attachment #3.

2. Entrance Engineering Study: Four firms have responded, and one will be selected in coordination with the Entrance and Road Committee of Strategic Planning 2, to study and make recommendations concerning our problems at the front entrance to Clifftops.

3. Roads: The official report from Aquaterra has not yet arrived, but the oral report shows that the coring samples of Serviceberry and Hickory Place share the same problems as Winterberry, which is inferior base and paving thickness. These will require reworking of the road bases before paving can be done. Azalea Court, a chip and tar road, is in good shape and Castlerock's base can be repaired in isolated, deficient areas before repaving. President Smith stated that this engineering report will be very helpful to the road committee and board in planning how to proceed with these road problems.

Old Business: None

New Business:

1. Committee Memberships; Attachment #4.

Director Cermak read the names of the committee chairmen for our standing and ad hoc committees and after several corrections of committee membership, Director Cermak moved for adoption, seconded by Director McKeen. The board approved the report.

2. Conflict of Interest Policy: Attachment #5

Vice-President Blizzard stated that he served on a committee of SP2, chaired by Susan Thomas, which has considered the orientation of new board members, and that our policy for conflict of interest was found inadequate. The committee formulated a new policy, which has been distributed to board members, and each board member would be required to sign an annual statement supporting the policy. After discussion, Vice-President Blizzard moved for adoption, seconded by Director Cermak. Motion approved.

3. Gate Breakage;

Most gate breakage has been accidental; however the most recent event was malicious, and recorded by our video camera. The assailant could be identified, and criminal charges have been filed by the association. Because gate-bar breakage has occurred more frequently with the wooden cedar bars, the manager is returning to the use of the more expensive aluminum bars.

4. Dogs not under control of owners;

In spite of CPOA policy, dogs continue to roam freely, and in the absence of a county animal control officer, the board's power to control this is limited. President Smith stressed that we depend on neighbors to be neighborly, and that we should all be alert to the problem. The property manager and the President are willing to help with problems that are difficult to resolve neighbor to neighbor.

Director Cermak suggested that the next Cliffnotes appeal to the members for cooperation with the CPOA policy.

5. Dumpster;

When installed nine months ago, it was anticipated that its use would be mainly by part-time residents. However all residents have embraced its presence. The present dumpster is too small, so a larger eight yard container will be obtained.

It was noted that the dumpster is to be used only for bagged household trash. Other items should be taken to the county refuse area.

Judy Magavero questioned whether the board had considered recycling; the President responded that it had, but that it is not feasible at this time.

6. Community Meeting;

The Community Meeting will be February 7, 2010. The format of this meeting is committed to the interaction and communication between the board and the members of the CPOA. A discussion of our financial situation will be high-lighted by Treasurer Walker.

There being no further business before the board, the President called for a motion to adjourn, which was made by Director Cermak, seconded by Director McKeen and passed unanimously. The meeting adjourned at 2:45PM. Board members remained for discussion with the membership.

Howard Smith, President

Jack Furman, Secretary

Attachments:

1. Actions of the Board Approved by Unanimous Consent
2. Capitalization Policy
3. Rules and Regulations
4. Committee Memberships
5. Conflict of Interest Policy