

CHEROKEE BLUFF COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
November 1, 2010

The Board of Directors of Cherokee Bluff Council of Co-Owners met in a rescheduled session at 6:00 p.m. in the clubhouse with the following board members in attendance: Robbie Pope, Ted Lundy, Rick Miller, Sandy Weaver, and Vickie Norton. Board member Michael Nolan entered the meeting during the Physical Plant Committee report. Mary Branson, site manager, and Deanna Hill, FMS representative were present. Robert Moon, resident, was also present. This meeting was originally scheduled for October 26, 2010 but had to be rescheduled due to a lack of a quorum at that meeting.

Call to Order

The meeting was called to order at 6:05 p.m. by Treasurer, Robbie Pope.

Approval of Prior Meeting Minutes

Motion: Approve minutes from the September 28, 2010 meeting.

Made by: Ted Lundy

Seconded by: Rick Miller

Approved unanimously

Committee Reports

Physical Plant – Sandy Weaver

- **Motion:** Approve the proposed Request for Proposal (RFP) for a re-imagination and recreation of a landscaped berm area at the community's main entrance.

Made by: Sandy Weaver

Seconded by: Ted Lundy

Approved with 4 affirmative votes

Rick Miller voted no

- Ms. Weaver reported the clubhouse was dirty and in need of improvements. Management was asked to compile a list of who rented the clubhouse, what area they rented, and what event they held at the clubhouse.
- **Motion:** Authorize Sentinel Builders to replace deteriorated siding at the front of units 2019 and 2021 at a cost of \$450 and \$850 respectively.
- Proposed asphalt overlay of office horseshoe area was tabled due to lack of a motion.

Made by: Sandy Weaver

Seconded by: Ted Lundy

Approved unanimously

Architectural Review – Ted Lundy

No report.

Finance/Compliance/Audit – Michael Nolan

No report.

Appeals – Vickie Norton

- An appeal, submitted by a third party, on behalf of unit 1854 was not acted upon. Third-party persons do not have the authority to submit appeals.
- **Motion:** Grant the appeal of unit 1871 with regards to parking in front of the unit. Contractors received the parking violation tickets without the owner's knowledge.

Made by: Vickie Norton

Seconded by: Ted Lundy

Approved unanimously

Rules and Regulations – Rick Miller

- Pet Sub-Committee – Stephanie Wayland
Chair not present. The sub-committee previously presented proposals to the BOD for pet issues. No action was taken, pending receipt of feedback from the BOD regarding the proposals.

Planning – Mike Mynatt

Ted Lundy reported he would like to see the parking south of unit 1939 expanded from five (5) parallel spaces to approximately eighteen (18) straight-in spaces.

Officer Reports

President – Mike Mynatt

Officer not present

Vice President – Michael Nolan

No report

Treasurer/External Relations – Robbie Pope

- The September 2010 financial treasurer's reports were distributed. The September net operating cash flow was \$6,386 or \$676 above budget for the month. The positive variance was due to income at \$2,492 above budget. The ending balance in the management account on September 25 was \$62,300. The ending balance in the reserve account on August 31 was \$294,486.
- The interim report from Wells Fargo regarding the reserve account for October 2010 reflects \$6,114 in year-to-date income, \$578 in accrued interest, and \$9,715 in unrealized gains. The account's present value is \$297,189.
- First Management Services has presented a draft budget for 2011 to the treasurer. Information will be shared and discussions held prior to the next BOD meeting.
- Hold the next BOD meeting on December 7, 2010. The meeting will be in place of both the November 23 and the December 28 meetings.

Secretary – Vickie Norton

No report

Management Report

- Two (2) clubhouse reservations were made this month.
- There have been twenty-nine (29) citations issued so far this month.
- Ike Rains is continuing his scheduled power washing of the community's walkways. He also installed exterior light fixtures at 1851 and 1853.
- The annual interior termite inspection was held October 14, 15, and 16. No termite activity was discovered in the 109 units that participated. The make-up date for the remaining 27 units will be held on Saturday, November 13.
- The quarterly exterior termite inspection was conducted on October 28 and 29. No termite activity was discovered.
- Comcast Cable still has not begun replacement upgrades on marked underground lines.
- Breeden's Tree Service removed the dead pine tree beside the tennis court and removed the tree at unit 2017 and trimmed limbs off of the community entrance sign.
- Fred Harvey repaired roof leaks in units 1881 and 1857. Ike Rains repaired a roof leak at unit 1859. Several loose roofing shingles were secured in various locations on November 1.

- Non-compliance letters were sent to units 2006 and 2001. Both units have since removed the items that were in violation of community policies.
- **Motion:** Ratify the interim e-mail vote taken on October 7 authorizing Mold Tox to perform mold remediation work in unit 1878. The e-mail motion was made by Robbie Pope. Seconded by Mike Mynatt. Affirmative votes were received from Vickie Norton, Michael Nolan, Rick Miller, and Ted Lundy.
Made by: Ted Lundy Seconded by: Michael Nolan **Approved unanimously**
- Mold Tox completed the authorized work in unit 1878 on October 28.
- Management has received eleven (11) signed Resident Curbside Recycling Agreements. A minimum of twenty (20) must be received prior to the HOA engaging in an agreement between Cherokee Bluff and Waste Connections of Tennessee, Inc.
- Management answered questions regarding current liens held on delinquent units.

Unfinished Business

- The discussion of the garage door of unit 2012 was tabled until the next BOD meeting, due to a lack of a motion pending further discussions with the unit owner.
- The Request for Proposal of the community entrance was discussed earlier in the meeting.

New Business

Rick Miller expressed concern at the lack of a written procedure for Cherokee Bluff residents to follow in case of emergency in an unoccupied unit. Mr. Miller asked Michael Nolan to prepare a draft procedure for board consideration. Management was directed to distribute an updated resident contact list to the BOD on a quarterly basis.

Open Forum

No issues were raised.

Adjournment

- The meeting was adjourned at 7:30 p.m.
- The next Board of Director’s meeting is scheduled in the clubhouse at 6:30 p.m. on Tuesday, December 7, 2010.

Respectfully submitted by: First Management Services, Inc.
On behalf of the Secretary
For Cherokee Bluff Council of Co-Owners

Approved by Board of Directors _____

Date _____