

CHEROKEE BLUFF COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
January 25, 2011

The Board of Directors of Cherokee Bluff Council of Co-Owners met in regular session at 6:30 p.m. in the clubhouse with the following board members in attendance: Mike Mynatt, Robbie Pope, Sandy Weaver, and Michael Nolan. Mary Branson, site manager, and Deanna Hill, FMS representative were present. Stephanie Wayland, homeowner; Eric Mecherle, homeowner; Duane Johnson, homeowner; Danny O’Keeffe, homeowner; and Carol Ann Shipley, resident were also present at the meeting.

Call to Order

The meeting was called to order at 6:39 p.m. by President, Mike Mynatt.

Approval of Prior Meeting Minutes

Motion: Approve minutes from the December 13, 2010 meeting.

Made by: Robbie Pope

Seconded by: Michael Nolan

Approved unanimously

Committee Reports

Physical Plant – Sandy Weaver

- Discussion was held regarding the concrete patio and stone wall veneer at unit 1865, but the topic was tabled until the February meeting after more information obtained.
- **Motion:** Authorize CertaPro to make noted repairs to unit 1938. Otis Termite will pay \$1,500 toward the repair, and the HOA will pay \$2,425 toward the repair.
Made by: Sandy Weaver Seconded by: Robbie Pope **Approved unanimously**
- Management was directed to obtain cost estimates for providing carpenter ant protection to the community.
- Ms. Weaver reported that ten (10) RFP’s had been received for the community entrance feature. The property committee will meet and refine the proposals to better suit the community’s needs. Three or four top designers will be asked to meet later with the BOD.

Architectural Review – Ted Lundy

Chair not present.

Finance/Compliance/Audit – Michael Nolan

- Mr. Nolan relayed that he was still gathering information regarding emergency procedure protocol.

Appeals – Vickie Norton

- Chair not present.
- **Motion:** Deny the appeal of unit 1944 regarding fines incurred for having a dog on the premises without a leash.
Made by: Vickie Norton, via e-mail, on behalf of the appeals committee
Seconded by: Robbie Pope **Approved unanimously**

Rules and Regulations –

- Pet Sub-Committee – Stephanie Wayland
The sub-committee presented proposals to the BOD regarding pet issues. The proposals included the requirement to complete and sign a pet agreement, welcome packages to new pet owners, installing educational pet waste stations, and trying a new location for pet exercise. Discussion also included the use of DNA testing of pet waste to identify folks who fail to pick up after their pets. The committee will refine their recommendations and make a more formal presentation to the board, including costs and proposed forms, at the next BOD meeting.

Planning – Mike Mynatt

The committee did not meet this month.

Officer Reports

President – Mike Mynatt

No report.

Vice President – Michael Nolan

No report

Treasurer/External Relations – Robbie Pope

- The December 2010 financial treasurer's reports were distributed. The December net operating cash flow was (\$4,407). The unfavorable variance was due to income at \$5,657 below budget while expenses were \$5,843 above budget for the month. The ending balance in the management account on December 25 was \$39,225.
- The annual 2010 net operating cash flow was \$13,892 above budget. During December, \$16,600 was transferred from operations into the reserve account, per the budget. Additionally, estimated excess cash flow of \$11,350 was also transferred from operations into the reserve account. The reserve funds earned just under \$9,000 during 2010, which was substantially more than was earned in the last few years. On January 24, the reserve balance was \$323,587.

Secretary – Vickie Norton

Officer not present

Management Report

- One (1) clubhouse reservation was made this month.
- There have been twenty-four (24) citations issued so far this month.
- Ike Rains removed the fallen limbs from the walkways and drives following the December 6th ice storm.
- Snow and ice removal amounted to \$3,730 during the month of December.
- An Intent of Lien letter was sent to units 1802 and 1907. The owner of 1907 has since paid their balance current.

Motion: Direct Management to file a lien on unit 1802 if still warranted on January 28, 2011.

Made by: Robbie Pope

Seconded by: Michael Nolan

Approved unanimously

- Unit 1962 paid their account current, so the lien held by Cherokee Buff will be released.
- Varmint Busters trapped and removed three squirrels from the attic at unit 1820. They located, and closed up, three entry holes at the unit's roof line.

- Fred Harvey repaired a roof leak at 1851. He also replaced a defective thermostat in the maintenance shed and repaired a ceiling light in the clubhouse.
- McReynolds Roofing repaired roof leaks at units 1935 and 1855. They are currently working to resolve a roof leak at unit 1952.
- CertaPro performed repairs on the clubhouse front corner guttering and on the side clubhouse entry door.
- Repair work approved by the BOD in December was undertaken at unit 1910. Once the siding was removed, additional deterioration was evident. Robbie Pope and Sandy Weaver approved the additional \$1,200 of repair work so the project could be completed.
- The 2011 HOA budget was distributed to all homeowners during December with a note advising them the monthly service fees would not increase.
- Knoxville Utilities Board (KUB) approved a wastewater rate increase, effective during the April billing cycle. KUB estimates the average increase will be reflected at \$4.44 per month per household.
- Volunteer Paving has been contacted about being awarded the job to repair the depressed area in the parking lot at unit 1974. However, they are waiting until warmer weather to begin the project.
- Annual Meeting packets were mailed to all homeowners on January 18, 2011. Twenty-one (21) proxies have been returned thus far.
- An e-mail vote approved the architectural request of unit 1926 to install a front storm door with brown framing, similar to others already installed. Ted Lundy made the motion to approve the request. Michael Nolan seconded the motion. Affirmative votes were received from Sandy Weaver and Robbie Pope.

Motion: Ratify the e-mail vote taken on January 25, 2011 to approve the ARC of unit 1926.

Made by: Michael Nolan Seconded by: Robbie Pope **Approved unanimously**

- An e-mail vote approved the architectural request of unit 1881 to complete extensive remodeling, including the removal of two (2) interior walls with studs to remain as posts and including the installation of a roof and deck over the existing sunroom similar to one already installed at unit 1883. Motion was made to approve by Ted Lundy, seconded by Sandy Weaver, and affirmative votes were received from Michael Nolan and Mike Mynatt.

Motion: Ratify the e-mail vote taken on January 21, 2011 to approve the ARC of unit 1881.

Made by: Sandy Weaver Seconded by: Michael Nolan **Approved unanimously**

- An e-mail vote approved repairs to the clubhouse deck support beams to be performed by Fred Harvey for \$2,100. The motion was made by Ted Lundy, seconded by Vickie Norton, with affirmative votes by Robbie Pope and Michael Nolan.

Motion: Ratify the e-mail vote taken on January 7, 2011 to approve the clubhouse deck repairs.

Made by: Robbie Pope Seconded by: Michael Nolan **Approved unanimously**

- An e-mail vote approved additional repairs to the clubhouse deck support beams to be performed by Fred Harvey for \$2,000. The motion was made by Ted Lundy, seconded by Sandy Weaver, with affirmative votes received by Vickie Norton and Robbie Pope.

Motion: Ratify the e-mail vote taken on January 17, 2011 to approve additional clubhouse deck repairs.

Made by: Robbie Pope Seconded by: Michael Nolan **Approved unanimously**

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 appointment of a Rules and Regulations Committee Chair was tabled until the next BOD meeting.

New Business

- **Motion:** With much appreciation for contributions made, reluctantly accept the resignation from the BOD submitted by Robbie Pope. Said resignation to be effective the earlier of the convening of the February 8, 2011 Annual Meeting or the closing of a sale transaction involving his home, unit 1873.
Made by: Michael Nolan Seconded by: Sandy Weaver **Approved with 3 yes votes**
Robbie Pope abstained
- **Motion:** Authorize the BOD president to sign the proposed management agreement with First Management Services, Inc. for the period of March 1, 2011 until February 28, 2012.
Made by: Robbie Pope Seconded by: Michael Nolan **Approved unanimously**

Open Forum

No new discussions were introduced.

Adjournment

- The meeting was adjourned at 8:10 p.m.
- The next Board of Director's meeting is scheduled in the clubhouse on Tuesday, February 8, 2011 immediately following the conclusion of the Annual Meeting.

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 _____