

**CLIFFTOPS PROPERT OWNERS ASSOCIATION**  
**Annual Meeting, 2004**

**MEETING DATE**  
November 6, 2004

**BOARD OF DIRECTORS**

Acting President	Andrew Bouldin
Vice President	Andrew Bouldin
Secretary	Norman Davis
Treasurer	Jim Anderson
Director	Henry Blizzard
Director	Craig Cummings

**MINUTES**

**BOARD MEMBERS PRESENT**

Acting President, Andrew Bouldin  
Vice President, Andrew Bouldin  
Secretary, Norman Davis  
Treasurer, Jim Anderson  
Director, Henry Blizzard  
Director, Craig Cummings

**PROPERTY MANAGER PRESENT**

Mr. James B. Tripp

**CALL TO ORDER**

The meeting was convened at the Clifftops Lake Clubhouse at 10:35 a.m.

**VERIFICATION OF PROPER NOTICE AND A QUORUM**

Mr. Bouldin opens the meeting by stating that, as per section 2.05(a) of the by-laws, proper verification must be made as to the homeowner's notification of the annual meeting. The aforementioned section provides that notice of the annual meeting must be made 45 days prior to the set meeting date. Bouldin verifies proper procedure by re-affirming that notifications were mailed the week of September thirteenth.

Bouldin announces the presence of a quorum and defines a quorum as the attendance of 26% of property owners who are eligible to vote, in accordance with section 2.06 of the by-laws.

## **WELCOME AND RECOGNITIONS**

Mr. Bouldin acknowledges the amount of work it takes to handle association business each year. In so doing, Bouldin recognizes the board members, volunteers and committees that served throughout the year.

Bouldin notes that this year has been a “trying year” for the association. He notes the passing away of John Shrum, the recent unemployment of two long-term Clifftops employees, the release of a “counter-newsletter”, and harassment by anonymous and threatening postcards to the president and property manager. Bouldin declared this year’s annual meeting as a time for renewal and a fresh start, letting bygones be bygones and to move forward as an association and as neighbors.

Bouldin announces the election to be held during the meeting and informs of the location of the committee sign-up station. He encouraged committee participation and welcomed anyone who chooses to assist by serving on any of the various committees.

Bouldin announces the “Rib-Roast for Fellowship” to begin after the meeting.

Bouldin explains a new procedure, which will allow speakers of the floor to be heard for 2 minutes at a new podium. He notes that Mr. Norman Davis will be the timekeeper.

Bouldin introduces the Association Attorney, Ralph McBride, to help ensure a smooth meeting.

Bouldin encourages everyone to be kind and respectful during the meeting and reiterates that this is a time for a “fresh start and a new outstanding year.”

## **2003 ANNUAL MEETING MINUTES**

Minutes from the previous Annual Meeting were provided to the Membership. A motion is made from the floor to approve the minutes from the last meeting as they are written. The floor seconds and the motion is carried without objection.

## ELECTION OF DIRECTORS

Bouldin introduces the election inspectors as Susanne Thompson, Cleve Whatley, and Don Zimmerman.

Bouldin explains that at this meeting two sets of candidates will be elected, one set for a three-year term, and one set for a two-year term. Bouldin states that appearing on the ballot for the three-year term are Henry Chase and Dennis Raines. On the ballot for the two-year term are Dale Cermak and Ed Jackson. Bouldin anticipates write-in candidates this year and advises where on the ballot the name should be written in. Bouldin further reminds, that in order for a vote to be counted it must be on the yellow ballots that have been previously distributed.

Bouldin calls for nominations from the floor for additional candidates for a three-year term to which Marshall Pierce stands for recognition. Pierce nominated Jerrold Shattell and Barry Berk for the three year term and continued to nominate Martha Millsaps and Charles Clowdis for the two-year term positions. Peirce then requests for his nominees to be given an opportunity to speak to which Bouldin answers, "Absolutely." Before continuing, Bouldin verified with the newly nominated candidates that they do, in fact, wish to be nominees. All answer in the affirmative and Bouldin continued with the proceedings.

Bouldin indicated to Mr. Shattell that he may speak. Shattell began and was asked to move to the podium. At which point he began speaking about his platform that he has laid out. He was interrupted by a floor member who requested that he identify himself. He did so and continued. Mr. Shattell stated that he wishes to work very closely with the board. Shattell said he was glad to hear of the induction of the new security system. He spoke of his concerns with the clubhouses. He spoke of the amount of research that he has performed and the concerns he has, among these being proper house checks, the unmanned back gate, and most importantly, the lack of the proper number of fireplugs. He was concerned that it has been brought up, but never properly addressed. He stated that there is not a fireplug within one thousand feet of each house. Mr. Davis informed him that his time to speak had expired. Shattell continued to speak for approximately 10 seconds about the fire marshal that he had arranged to be at the meeting. He was warned a second time by Mr. Davis and the floor, that his time had expired and he replied, "Ok," as he returned to his seat. Mr. Bouldin states that from that point on the speaker will be given a thirty second warning so as to remedy any confusion.

Mr. Berk stands at the podium to speak. He states that he has seen the homeowners become confrontational over the years, so he would like to get back on the board again to try and help put the community back to the way it was ten to fifteen years ago when everyone was friends and had a good time. "It was a nice, friendly place to live," he stated. He asked for support in his cause and offered to "donate" the rest of his time.

Mr. Bouldin asks if there are any more nominations from the floor. To no response, Bouldin closes nominations from the floor to allow the other nominees to speak.

Mr. Cloutis arrives at the podium stating he will be brief. He identifies himself and his address. He states that he has been here approximately 2 years. He says he would like nothing better than to stop publishing the "grapevine." He said he was given many assurances such as, "This is a great place to live," but it took him about six months to realize that people are confrontational. He stated that he would do everything he can to make this a nice place to live. He notes that the homeowners are a group of people with a common interest, and that is to live together and have a good life. He stated that contrary to popular opinion, he does not like to fight, and closes by saying, "Let's live out here and enjoy life."

Martha Millsaps stood at the podium and introduced herself. She stated that she has lived here approximately 20 years and has enjoyed most of that time. She stated that she agrees with the agenda that has been presented but she would like to see all issues be open for discussion, no matter who presents them. She informed the meeting members that she has seen Clifftops grow from a very small community to what it is today and feels the community should get back to the simplicity and peacefulness that was here years ago.

Mr. Bouldin asks if any of the four nominees that appeared on the ballot would like to speak and none do.

Nominating is closed at 10:50a.m. and voting begins.

A point of order is made by the floor as to a clarification of the voting procedure. Mr. Bouldin makes the clarification and voting continues.

Voting is closed at 10:55a.m.

## **TREASURER'S REPORT**

Mr. Jim Anderson's Treasurer's Report was read as follows: In the notice of the annual meeting you received a copy of the budget for 2005 and may have noticed a change in the format used in previous years. These changes were made for two reasons. First, The enhanced detail of expense categories make for better tracking through the use of improved software, and second, the new format will allow each of us to relate the budget to our own properties in a way that will be meaningful. Should you have any questions, comments, or suggestions for this new format, please do not hesitate to let me (Anderson) know.

To date, our income received is \$375,753.00, which represents approximately ninety percent of our budgeted income for this year. This is a +6% position.

To date, our expenses incurred are \$359,192.00, which represents approximately 85% of our budgeted expenses for the year. This is a +1% position, which is slightly over budget. Included in the expenses numbers is the proportionate share of the annual contribution to our Reserve Funding. The year to date total of our contribution is \$71,625.00. The minimum total contribution to our Reserve for the year is \$85,950.00.

## **ARCHITECTURAL CONTROL COMMITTEE REPORT**

Mr. Tripp rises and states that there are several properties in construction or in some state of remodeling. All of these properties are in compliance with the Architectural Control Committee Guidelines.

## **STRATEGIC PLANNING REPORT**

Chairperson Susan Thomas stated that Clifftops adopted a tactical reserve funding strategy in 1999 and 60 property owners participated in this twenty-year plan for the association. The plan detailed useful life and replacement value of each asset and identified whether or not each asset was considered essential for the operations of Clifftops. She states that all property owners were mailed an overview of the plan, workshops were held, and the owners approved the plan and the guidelines under which Clifftops operates. The Strategic Planning Committee was created to perform an annual review and to make recommendations to the board regarding expenditures required to maintain the association's strategic assets. The Board uses this information and others to supplement their decisions. This year the board hired an outside firm to perform an evaluation of the plan. The final result of that evaluation has not yet been received. Thomas stated that as soon as the report is made available, the Strategic Planning Committee would conclude its annual review. She concluded by introducing the other members of the committee.

## **SOCIAL COMMITTEE REPORT**

Sylvia Anderson reads the following Social Committee Report: The social committee of Clifftops Property Owners Association is responsible for planning and hosting social activities during the year. We have already celebrated Memorial Day, 4<sup>th</sup> of July, and Labor Day as well as seven "First Fridays."

I (Anderson) hope that you have attended at least one of our social events. We started our year with Memorial Day 4077 Mash Bash. Decorations were vintage military, and our committee and guests were asked to dress in army and eat SOS as an appetizer. Chef Ed Jackson and his assistants cooked up wonderful grilled chicken for everyone. Over sixty “Clifftoppers” enjoyed fellowship and food under the tent at the Bluff Club.

The Fourth of July picnic was next. Boy, did you turn out for this one. We filled up the Lake Club and the picnic area outside as well. Our last count topped 100. We had to apologize because we ran out of everything except watermelon. At this point we decided that we would ask you to make reservations for future events. Since we are not asking you to bring a covered dish this year, we need numbers so that we can prepare enough food without wasting food.

Next, we celebrated Labor Day a week early with a picnic on the Bluff. Mrs. Earnie Lumpkin prepared gourmet salads for over eighty people. Comments from those attending indicated that you enjoyed both the food and the fellowship of this occasion.

Tonight is the inaugural Rib Roast. Due to the nature of our menu, we asked that you make reservations by a deadline. We posted signs on the bulletin board two days before the cutoff date and then another on the final date. Our guest list is prepared for eighty people that responded and we will not be able to accept walk-ups. As you could see and smelled when you came in, the ribs and beans are cooking.

“First Fridays” continue to be well received. If you haven’t been to one, let me invite you to our next “First Friday” on December 3<sup>rd</sup> at 5:30p.m. A notice for “First Friday” is posted on the bulletin board on the Monday before the gathering. Just bring whatever you like to drink and an appetizer to share. It’s a good way to get to know both old and new “Clifftoppers.”

Now let me introduce you to the best people that I have ever worked with in my many years, their “we can do it” attitude is so contagious. We actually have a lot of fun planning and preparing for the “get-togethers.” I’d like to ask them to stand. Nancy and Lee Allsbrook, Lelia and Henry Blizzard, Andrew Bouldin, Nancy and Wayne Bradshaw, Earnie and David Lumpkin, Bo and Ed Jackson, Linda and Earl Williams, and Jim Anderson. Thank you for making my job so easy. And if any of you want to have some fun next year, we do accept walk-ups as volunteers on the Social Committee. Just give me a call and we’ll sign you up. Thank you.

## **MANAGER'S REPORT**

The following serves as the 2004 Annual Manager's Report to the Board of Directors addressing various operational and administrative issues, activities and information regarding the Clifftops Property Owner as delivered by Property Manager James B. Tripp:

Community Associations that employ security staff are required to comply with Tennessee's requirements to register as a Proprietary Security Organization. Security personnel are also required to be certified with the state. We are now in compliance.

The Gatehouse is being staffed between the hours of 6:00a.m. until 9:00p.m Monday through Friday, and 8:00a.m. until 11:00p.m. on Saturday and Sunday. There are times during their shift of duty when the gate attendant may be called away from the Gatehouse to address an issue.

The gate attendant is our primary source of security at Clifftops and the primary means of deterring unwanted persons.

During the times when the Gatehouse is not manned CCTV is watching.

CCTV cameras and recording equipment has been installed and is operating as expected. There are three cameras on the front gate, one camera on the telephone entry system, and two cameras on the exit gate.

The new gate cards, clickers, and telephone entry system have been operational along side the old system. Every member or designated representative has been given at least one free proxy card. We are planning to remove the old system next week. The old cards and cell phone entry will not open the entrance gate once the old system is removed. Please be sure you have our new entry devices. If you need additional devices or training on the telephone entry system, please stop by the Gatehouse or the office and someone on our staff will be happy to assist you.

Property checks are being performed Monday through Friday. The button and wand property check monitoring system will be implemented before the New Year. The property check monitoring system requires our property checker to carry a wand and touch a small button with the wand. The button is about the diameter of a dime and three times as thick. The button requires no power source and may be placed in an unobtrusive place on the house. The wand stores the time, date, and address and is downloaded into a computer where reports may be accessed and printed detailing the employee's activities.

The swimming pool has been cleaned and painted per the manufacturer's specifications using an Epoxy surface coating. The old apron tile shelf was removed to provide a cleaner appearance. New signage and pool depth markings have been installed, complying with the Tennessee Department of Health's regulations. The stone around the pool has been cleaned removing algae growth. Flowers have been planted and placed in containers around the pool and clubhouse. The ladders were repaired, where three rungs had been broken. A new rope was purchased to replace the old, frayed rope that divides the deep end from the shallow end of the pool.

The pool has been consistently losing water, at a rate of approximately two thousand gallons every two to three days. This sounds like a lot, but it amounts to about ten to twelve dollars. A pressure check of the plumbing system revealed a moderate leak somewhere under the deck. I (Tripp) have requested a bid from Custom Pools for the repair or replacement of the plumbing systems. This will require pulling up the stones and trenching around the entire pool and to the pump house.

MTI has been contracted to answer the security cell phone and office phones during times when the Gatehouse or office is not staffed. The caller will reach a real human being and not a machine. MTI personnel have been given specific instructions as to protocol and management contacts for after-hours emergencies. It is no longer necessary for property owners to maintain separate phone numbers for security, the gatehouse, and the office. The main office number (931.924.2600) is all that is required for 24/7 emergencies or association matters.

Several incidents of vandalism and misuse were cause for some consideration regarding vehicle access to the parking areas at the Bluff and Lake Clubs. A chain gate restricted after-hours access to the clubhouses. The chain is unlocked and removed during club events and during normal gatehouse hours. The clubhouses currently remain locked. A key is available during normal gatehouse hours and may be picked up in advance for owner's use after-hours. A committee is being formed to review this policy and determine clubhouse use and access.

The Clifftops is on the Internet at [www.clifftops.net](http://www.clifftops.net). The site is still under construction, however it is still usable for information regarding your Board of Directors, corporate by-laws, committees, recent board meeting minutes, recent newsletters, social events, contact information, and several form are now available on this site. The site will be updated through the office once a month or as needed to better communicate with and help keep owners informed.

Azalea Court has been completed by the contractor and approved by the Marion County Highway Department. The Board of Directors is scheduled to consider approval of the road during the annual meeting.

J.B. Baker has graciously offered to purchase holiday lighting for the entrance to Clifftops and a tree on the in-bound one-way on Dogwood. The maintenance staff and I will begin decorating after Thanksgiving, and the lights will remain until after the New Year.

## **RECESS**

Bouldin thanks Tripp and states that due to the number of votes and proxies this year that the meeting will take a recess. Recess began at 11:20a.m. and the meeting reconvened at 11:48a.m.

## **OLD BUSINESS**

Mr. Bouldin calls for old business and Mrs. Judy Magavero asked from the floor whether or not any progress has been made on heating the pool with solar energy. Mr. Bouldin states that progress is being made in the research of it and by the next board meeting there would be more to report.

Mr. Bouldin states that the board will be approving the Azalea Court paving at the end of the meeting.

## **NEW BUSINESS**

There is no response to Mr. Bouldin's request for New Business.

## **ADJOURNMENT**

A motion to adjourn is made and seconded from the floor. The motion passes without objection and the meeting is adjourned at 11:51a.m.

## **BALLOT RESULTS**

Due to the number of votes this year, vote counting continued past the adjournment of the annual meeting. As a matter of record the results were as follows: For the three-year term the votes went to Henry Chase and Dennis Raines. For the two-year term the votes went for Ed Jackson and Dale Cermak. One Hundred and Twenty Two ballots were cast and Twenty Six General Board Proxies were presented. There were instances where members voted for fewer candidates than were positions and instances where members abstained from voting on their ballots.

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