

## CLIFFTOPS PROPERTY OWNERS ASSOCIATION

### MEETING DATE

September 14, 2008

### Board of Directors

### Approved Minutes

#### Board Members

##### Present

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

##### Absent

Louis Smith (2008)

Bob Thomas (2008)

##### Also Present

Ty Burnette, Property Manager

#### CALL TO ORDER AND APPROVAL OF MINUTES

The meeting was called to order by Henry Blizzard at 2:03 pm at the Clifftops Lake Club. Dale Cermak moved that the Minutes of the July 13 regular meeting be approved. Seconded by Earnie Lumpkins. Motion passed.

#### AUGUST 10 COMMUNITY MEETING

Henry reminded the Board that copies of the minutes from the August Community meeting had been distributed for Board Members to review.

#### STRATEGIC PLANNING COMMITTEE REPORT

Greg Magavero reported that since the Strategic Planning Committee had met and made their budget recommendations in July, additional needs had surfaced. He reported that revised cost estimates had been shared with the Finance Committee as they affect planning for the 2009 Budget.

He also reported that the Strategic Planning Committee had named a sub-committee to investigate design of new entrance and exit gates. The sub-committee is to report to the Strategic Planning Committee in time for them to prepare a report for the January meeting of the Board.

Finally, he indicated that the Strategic Planning Committee is seeking a meeting with the Board after the November annual meeting to begin development of a real strategic plan (or strategic vision) for Clifftops. See attached full report.

## TREASURER'S and FINANCE COMMITTEE REPORTS

Earnie made the Treasurer's and Finance Committee Report, including the 2009 proposed budget with dues set at \$160 per month. A \$2.50 per month credit would be given for bank draft of dues or annual payment in January. See attached full report.

Dale moved to substitute as follows: I move that the dues be set at \$165 a month (with the \$2.50 monthly credit for automatic credit or annual payment of dues) for 2009 in light of new information about capital items needing attention in 2009 which have not been planned or budgeted for 2009. These items total \$73,000 to \$78,000. Howard Smith seconded. See attached full motion. After discussion, the motion to substitute was approved. The substitute became the main motion and following discussion the report (with the 2009 budget and dues amount) was approved.

## COMMITTEE REPORTS

Ty Burnette reported for the Architectural Control Committee, indicating that two new homes are under construction and a third is about to begin construction. One site plan has been approved and two minor improvements have been undertaken in the last two months. He indicated that most members are asking for approval of plans prior to undertaking exterior work on their properties.

Judy Magavero reported for the Pool Committee. See attached full report. Earnie moved that the report be accepted and the opening and closing of the pool in 2009 will occur during the Memorial Day and Labor Day weekends. Seconded by Henry. Motion approved.

Henry reported for the Lake Committee. Henry reported that the Board already is on record supporting repair of the lake discharge mechanism to draw water from eight inches below the surface. We are waiting for engineering plans that will be acceptable to the State Safe Dams Agency.

Howard reported for the ad hoc Gate Security Committee. After the August Community Meeting, the Gate Security Committee was asked to further consider the proposed change in gate staffing hours. After meeting and reviewing letters from members in favor of and opposing the planned reductions, Howard moved the following on behalf of the Gate Security Committee:

1. The Property Manager should implement the reduced staffing schedule approved at the May 2008 Board meeting (40 hours of staffing for a normal week). This will result in the loss of one full-time staff position.
2. Clifftops should move quickly to purchase and install new entrance and exit gates to inhibit unauthorized entry. (The Strategic Planning Committee has named a subcommittee to develop a recommendation for the SPC.)
3. The Property Manager should establish a temporary "event code" for the Sentex machine to allow members who have parties/events in Clifftops to admit invited guests.
4. The Property Manager should make arrangements for emergency access to the Clubhouses on weekends or at other times the staff is not available.

5. A contact phone number for the Property Manager should be listed in the Clifftops directory for after-hour emergency contact.

6. Sentex access from the Clubhouses (public phones inside and outside) should not be permitted, as there is no way to account for who authorized the entry from these phones.

After discussion, the motion carried.

Earnie reported for the Social Committee that the October Rib Roast social event is being rescheduled to October 25.

## **PROPERTY MANAGER'S REPORT**

Ty reported that the staff has been working on several general maintenance projects, road repairs on Sarvisberry, Castle Rock and Hickory Place as well as road, ditch and shoulder work.

He indicated that one bid has been received for repair of the leak in the pool (see Manager's Report attached). Dale moved that we get a second bid for repair of the pool and that we approve approximately \$36,000 for the work, to include replumbing to state codes (including two drains), installing low suction skimmers, new returns, replacement of three feet of concrete under the stone decking and replumbing at the pump and filter. Also to be completed is patching of the pool fiberglass, repainting with epoxy paint, and removal and replacement of three feet of the stone decking around the pool. Seconded by Earnie. In discussion, it was noted that if repairs appear to exceed the allowance, the item will be brought back to the Board. George moved to table the item. There was no second. The motion was approved.

Ty reported that we have received several bids for repairs to the Clifftops office. The low bid is \$16,000 to include materials and labor. The work is to be overseen, without charge, by Clifftops member Paul Cahoon. Bob moved that this bid be approved. Seconded by George. Motion carried.

Ty also reported there is a humidity problem at the Bluff Club. He has had an HVAC contractor examine the Club and reported their recommendations. The HVAC vents downstairs (shower rooms and bathrooms) will be closed and the HVAC system will be used on the main floor. Downstairs, we can install heavy-duty exhaust fans to draw out the moisture. Howard moved that we approve up to \$600 to install exhaust fans, based on two bids. Seconded by Dale. Motion approved. Possible additional work for the Bluff Club may be considered after the effectiveness of these steps is assessed.

## **OLD BUSINESS**

Henry called on Marjory Lyman to present information on a historical Clifftops site plan. After presentation, Howard moved that the Board endorse the plan to make copies of the early Clifftops plat plan available for sale. It is understood that no Clifftops money, other than for framing of the one plan given to the Association, is requested. Profit for plans purchased by others should pay for the framing of the one plan and provide modest revenue to the Association thereafter. Orders are to be prepaid, with checks to be made available to CPOA and CPOA then remitting payment for each plan ordered. Seconded by Dale. Motion passed.

## **NEW BUSINESS**

Henry reported that the Board had received fifteen letters from members concerning gate staffing. These letters have been considered by the Board and were part of the Gate Security committee discussion.

Bob moved that the Board identify in the approved annual budget for presentation to the membership the amount of monthly dues which are budgeted for operating costs and the amount for reserve funding, using fee income as an offset to operating costs and interest income as an offset to reserve funding. Seconded by George. After discussion, the motion carried.

Bob re-introduced the topic of paying for Property Checks. He moved that Clifftops establish a fee to be charged to those Association members who request that their unoccupied property be included on the Clifftops Property Check List; that the fee be assessed only if that property is checked at least once during the previous month; that the amount of the monthly fee be \$30; that the fee shall be billed on a monthly basis, unless the property owner has paid the fee in advance for the year; and that the property owner be required to submit in writing notice of desired termination of this service once their property is included on the Clifftops Property Check list. Motion was seconded by George. After discussion the motion failed.

Howard moved that the gate staffing changes which were approved be implemented September 22, to allow time for notification of the employees and members. Seconded by Dale. After discussion, the motion was approved.

## **ADJOURNMENT**

There being no further Board business, Dale moved that the meeting be adjourned. Seconded by Earnie. Meeting was adjourned at 3:47 pm.

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

---

Henry Blizzard, President

---

Howard Smith, Secretary

Attachments: Strategic Planning Committee report  
Treasurer's and Finance Committee report  
Motion on 2009 dues  
Property Manager's report