

**CLIFFTOPS PROPERTY OWNERS ASSOCIATION**  
**Board of Directors Meeting**

**MEETING DATE**

July 12, 2009

**Approved Minutes**

**Board Members Present**

Henry Blizzard (2010)  
Dale Cermak (2010)  
Henry Chase (2011)  
George Goodwine (2009)  
Gayle McKeen (2011)  
Howard Smith (2009)  
Baker Walker (2011)

**Board Member(s) Absent**

Also Present: Ty Burnette (Property Manager)

Henry Blizzard called the meeting to order at 2:00 p.m. and announced the presence of a quorum of Board Members.

**Approval of Minutes**

Henry called for approval of the minutes from the May 3, 2009 regular board meeting. Dale Cermak moved approval of the minutes; seconded by Baker Walker. Motion approved.

**Treasurer's Report**

Baker presented the Treasurer's Report for the end of June, 2009. Revenue is on plan and expenses are about \$12,000 below plan at the halfway point in our year. (See attached.)

**Committee Reports**

Ty Burnette reported for the Architectural Control Committee that two new constructions are being completed and two others have been approved and are beginning construction.

Henry called on Greg Magavero, Chair of the Strategic Planning Committee, for the Committee's annual report of recommendations for the 2010 budget. (See attached) Total items (both scheduled and additions for capital and road items) recommended for 2010 are \$91,238. The Committee recommends that \$184,196 of scheduled 2010 expenditures be deferred. On behalf of the Committee, Greg moved approval. Henry called for consideration of the Capital items (\$49,900) plus additions of \$17,538 for a total of \$67,438. After discussion, the motion carried. Henry then called for consideration of the Road Reserve funding for 2010 of \$15,300 and additions of \$8500 for a total of \$23,800. After discussion, the motion was approved.

For the Committee, Greg moved that \$3100 of currently owned assets be added to the strategic plan. Motion carried.

Greg then provided an update on the Strategic Planning II process. The strategic planning retreat produced thirteen objectives. These objectives are to be studied and refined by sub-committees before being presented to the Board for adoption early next year. Seven sub-committees have been formed and some have begun their work; others may be added later. (See attached.)

Dale reported for the Nominating Committee. (See attached.) The Committee reported two nominations for the Board Class of 2012. They are Jack Furman and Howard Smith. For the committee, she moved that the Board receive this report and the nominations. Motion carried.

Judy Magavero reported on the new pool. (See attached.) She reminded people that there is a book to sign in and out of the pool on the side nearest the Clubhouse. She also noted concerns about behavior by some pool users which is disruptive and dangerous, including rough-housing in and near the pool. Families are asked to make sure that the pool area is being used responsibly. She also identified some maintenance concerns. There was general discussion of the rough-housing and safety concerns at the pool. Without staffing, we rely on the responsibility of adults present to "enforce" appropriate behavior.

### **Property Manager's Report**

Ty Burnette reported on staff activities. He indicated that another circuit of mowing is under way. The office propane tank has been removed and a new DVR has been purchased for use with the security cameras at the gate. "No fishing" signs also have been posted at the beach, and the fence posts around the unused tennis courts have been painted. (Painting of the posts around the other courts is planned.) Ty indicated that youth paid for by economic stimulus funds have been doing various chores in the common areas at Clifftops. Our costs have been limited to purchase of hand tools. Also, the initial water quality analysis of the lake has been completed and studies will be ongoing.

He also noted that there has been a coring study done on Winterberry. The preliminary findings are that the road base is inferior which is contributing to a premature failure of the surface. Recommendations for remedies are forthcoming. (The Strategic Planning committee has recommended coring next year on Hickory, Sarvisberry, Castle Rock and Azalea in anticipation of the scheduled 2014 paving of those roads.)

### **Old Business**

Henry called for Old Business and Henry Chase moved that we extend indefinitely the provision of a dumpster at the present location for staff and resident use at a monthly cost of approximately \$200. Seconded by Howard. Motion carried.

### **New Business**

Henry called our attention to Vision and Mission Statements, part of the work done at the Strategic Planning Retreat. Dale read the statements and moved that the Vision and Mission Statements developed by consensus in the Strategic Planning workshop, with wording simplified and clarified by the Strategic Planning Committee, be approved by the Board and posted on the Clifftops website as part of the official documents of the CPOA. These statements provide a framework for the SP II process now being implemented and a guide for future decisions at Clifftops. (See attached.) The statements were adopted.

Dale then presented a resolution concerning the lake for consideration by the Board. (See attached.) She moved adoption of the resolution; seconded by Gayle. She also moved that the Strategic Planning Committee, as part of SP II, review all prior studies and histories of the Lake, do a detailed

study of the current condition of the Lake, consider all the uses of that asset by Property Owners, consider the positive and negative impacts of changes to the Lake, and make specific recommendations to the Board concerning the Lake as soon as is feasible. Seconded by Baker. After discussion, the (attached) resolution was adopted. Following additional discussion, the motion (above) was approved.

Henry raised the concern about appropriate use of the CPOA mailing list and e-mail listing. Howard moved that we refer this matter to the Strategic Planning II sub-committee on communications and that it is to recommend a policy to the Board concerning the mailing and e-mail lists.

There were several requests from individual property owners that were considered by the Board. These included use of Lake water for irrigation, reconsideration on dues for a lot without a home on it, use of dead wood on common property for firewood, closing the Bluff Club and restrooms and outside restroom facilities at the lake during winter months, concern about dogs around the Bluff Club who intimidate some walkers and pool users, and use of decals, hanger tags or bumper stickers as security measures to identify property owners. No action was taken on these matters, although the Property Manager may properly respond to members about their concerns. The Property Manager will send a letter concerning the dogs to the resident-owner.

The next regular Board meeting is September 13 at 2:00 p.m. There is a community meeting scheduled for August 9 at 2:00 p.m., both at the Lake Club.

There being no other business before the Board, Dale moved that the meeting be adjourned. Seconded by Baker. Motion carried. The meeting was adjourned at 3:18 p.m.

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Henry Blizzard, President

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Howard Smith, Secretary

Attachments: Treasurer's Report  
Strategic Planning Committee Report for 2010 Budget  
Strategic Planning Committee Report on SP II  
Nominating Committee Report  
Pool Report  
Strategic Planning Vision & Mission Statements  
Resolution and Motion concerning Clifftops Lake