
Cypress Landing Master Homeowners Association



**Cypress Landing Master Homeowners Association Board of Director's Meeting
March 1, 2010 – 7:00 p.m.
Bay Club**

Board Members Present: Ron Buzzeo, Bill Cook, Kay Graham, Dave Grahek, Shirley Hanberry,
Louise Hoar, Mary Lou Sholl

Others Present: Tomi Moody-CAM; Chris Harris Treasurer; Mia Ramsden-Secretary

Residents Present: 27

Open Forum/Question & Answer Session

An open forum for resident's questions was provided.

Call to Order

President Ron Buzzeo called the meeting to order at 7:05 p.m.

Establishment of Quorum

A quorum through presence was established.

Change of Agenda

None

Minutes

January 25, 2010— As there were no revisions to the minutes for the previous January 25, 2010 Board meeting, a motion to accept the minutes as written was made by Shirley Hanberry and seconded by Kay Graham.
(Attachment 1)

President's Comments

Ron Buzzeo read a letter the HOA received from the recipient of the 2009 Cypress Landing Scholarship. Melissa D. Alligood is employed at Beaufort County Medical Center and she is a student in BCC's Medical Laboratory Technology Program. She plans to purchase a computer so she can take more on-line classes in order to pursue a bachelor's degree in nursing after completing her studies at BCCC.

Ron stated at the next quarterly communication meeting with the Presidents of our three governing entities (BOD/Golf/Marina) the Vice Presidents of these groups will be asked to attend in an effort to further increase open communication.

Along this same line Louise Hoar, Vice President, is currently chair of the HOA website sub-committee and among the sub-committee members are representatives of the marina and golf course websites. This provides us with an opportunity from a marketing and strategic planning perspective to increase our overall visibility and viability as a destination for families looking to relocate or retire in North Carolina.

Lastly, Ron mentioned Spring Beautification Day will be scheduled for April or May. Members of B&G, The Landing, Environmental Committee and Master Gardeners will tour the community and plants will be presented to those property owners making efforts to beautify their property. An email notification will be sent to the community prior to the planned event. Additionally the Environmental Committee's Plant of the Month program has already started.

The Bench Selection and Funding Feasibility Study ad-hoc committee will soon begin meeting. The function of this committee is to study the feasibility of providing benches on common areas of the community for use by the residents. The study group, chaired by Larry Howard, will also identify a selection process and funding approach for the benches.

Committee Reports

Architectural Control Committee

—**Building Guideline Revision-Deer Barriers.** Ralph Young presented his committee's recommendations to the Board for deer control barriers. In an effort to eliminate any ambiguity in current Building Guidelines modifications were proposed which establish uniformity in design and materials for barriers and that the barriers meet most of the present ACC building guidelines. After a discussion on the exact wording of the proposed modifications, Dave Grahek made a motion to approve the deer control barrier modifications appearing in the ACC Building Guideline once the height of the barriers is changed from 5 feet to 6 feet and the words "deer control barrier" be substituted for the word "fencing". This motion was seconded by Bill Cook. After a few comments offered by members of the audience, a vote on the motion was made and the motion to amend the current ACC Building Guidelines to include deer control barriers passed unanimously. Attachment 2 contains wording of the approved modification and the revised Building Guidelines will be posted to the HOA website.

Bay Club Operating Committee. Jeff Gould provided a brief update of recent BCOC activities including the installation of new ceiling tiles in the Iris Lounge and the work of representatives of B&G, BCOC and the HOA in an effort to determine the design requirements for additional secured and unsecured storage in the Chocowinity Room. Re-covering of the stackable chairs is underway and an Adapt-a-Chair party tackled the chrome chairs in-house. The supplier for the wood/fabric dining chairs has been acquired by another company but, to date, no problems have surfaced.

—**Bay Club Furniture Replacement Funding Request.** Jeff reported the initial table supplier (the lowest-cost supplier) has not been able to demonstrate the ability to provide a finished quality table. A new supplier has been found but at twice the cost. The BCOC is asking the Board to approve \$12,574 in additional funding to cover the increased cost. Specifics of the furniture replacement purchase and product details are included as Attachment 3.

—**Bay Club TV Funding Request.** Jeff provided a BCOC proposal which covered the purchase of a 60" LCD flat screen TV to upgrade the current Bay Club TV/video. Jeff provided a paper which offers the rationale of the BCOC for this additional purchase as well as two purchase plans, plan A&B. (Attachment 4)

Discussions now took place relative to the general merits of these two BCOC requests by members of the Board and residents in the audience.

Tennis Committee

—**Capital Replacement Fund Request-Lines Replacement.** Tom Quarnstrom reported for the Tennis Committee and is asking the BOD approve the expenditure of \$1,824 to replace storm-damaged lines on tennis courts 3 and 4. It is evident this has been one of the harshest winters for our community tennis courts. It should be noted due to the efforts of volunteers the lines on courts 1 and 2 have been salvaged. (Attachment 5)

Finance Committee

—**Funding Recommendations re Tennis Request.**

The Finance Committee recommends approval of \$1,824 from the Capital Repair & Replacement Reserve to replace storm-damaged lines on tennis courts 3 and 4. The request for these funds complies with guidelines established for use of CRR Reserve funds. Bill Cook made a motion that we accept the recommendation of the Finance Committee to replace storm-damaged lines on courts 3 and 4 and Dave Grahek seconded the motion. There was no discussion, a vote was taken and the motion passed unanimously.

—Funding Recommendations re BCOC Bay Club Tables Funding Request.

The Finance Committee also recommends the approval of \$12,574 additional funding from the Capital Repair & Replacement Reserve to cover the cost of the previously approved Bay Club tables. While this exceeds the anticipated and projected cost in the Reserve Model, both the Finance Committee and the Treasurer feels it is justified, meets the CRR criteria and sufficient funds are available. Chris Harris noted the reserve life of the tables have been reduced to 12 years in the MAL due to the larger size of our resident population vs. the size of our population when the original tables were purchased.

Mary Lou Sholl made a motion that the Board approve the recommendation made by the Finance Committee to approve the additional funds to cover the increased cost of the Bay Club tables and Dave Grahek seconded the motion. After discussions took place by residents concerning the need for the increased funds and various aspects of NC Sales and Use Tax, the vote on the motion was called. The motion to approve the increased expenditure of \$12,574 from CRR was approved unanimously.

—Funding Recommendations re BCOC TV Upgrade Proposal.

Relative to the BCOC TV upgrade proposal, the Finance Committee has no objection to the funding request provided such funds can be made available from the existing Capital Improvement Reserve Funds. However this reserve is fully committed to the driveway project and it will be necessary for the Board to re-prioritize projects and re-allocate funds if the Board elects to approve this request.

Ron indicated even though the proposal has strong merit, there are no funds available from which to fund this proposal. It was noted the Fitness Center recently purchased a TV and the purchase was funded from donations from FC users and perhaps this approach, or some other creative fund raising approach, could be utilized. For the most part Board members were regretful funds were not readily available for this worthwhile initiative. It was decided to postpone any further discussion on this item until later in the meeting.

—2010 Audit Contract. Lastly, the Finance Committee recommends the Board accept and approve the January 11, 2010 audit engagement letter, as amended, from Wilson, Jones & Company for a three-year term. Tom's request constitutes a motion which was seconded by Kay Graham. No discussion took place, the motion was called and the motion carried unanimously.

Finance Committee recommendations are submitted as Attachment 6.

Pool Committee

—Pool Season Open/Closing Recommendation. Louise Hoar presented the Pool Committee's recommendation to open the pools by Friday, May 7, 2010 and close the pools on October 12, 2010. Depending upon weather conditions and pool usage, the Pool Committee may propose the HOA extend the October 12 planned closing. However, both pools must close by October 31, 2010 in accordance with the Beaufort County Board of Health permit. (Attachment 7)

Buildings & Grounds Committee

—Ongoing Projects Update.

John Reiner stated work on the gutters on the Bay Club cupola and breezeway continues. The vendor who originally installed the gutters will visit with members of B&G on the following day—Tuesday. This project is being undertaken in an attempt to take rain water away from the sides of the breezeway, channel it out toward the front of the Bay Club and slow further erosion. John noted this past Friday some siding came down on the north side of the Bay Club cupola as a result of heavy winds. As a result, some preventative maintenance-type work needs to be performed and B&G is waiting for an estimate. Lastly, retention pond dredging should conclude by Tuesday or Wednesday of this week. It was noted the vendor has done an excellent job. As a result of the scope of the work, more rip rap is needed to build up the center of the pond and John is asking the Board to approve funds not to exceed \$1,500 for this work.

—Bay Club Access Way Update.

John reported bids were received from three general contractors (GC's) to perform the work. The bids ranged from \$70,000 to \$45,000, all of which exceeded the amount set aside for the project, \$42,000. As a result, B&G made the decision to negotiate with the GC who submitted the lowest bid in an effort to reduce the overall

construction cost for the project. This was accomplished by making some changes in the bid agreement covering the overall scope of the work. For example, all costs related to the laying of sod were removed from the contract and the actual asphalt work (laying of the 2 inches of asphalt over 8 inches of stone) will be sub-contracted out by B&G/HOA. If the Board approves these changes in the specific work relative to the Bay Club Access Way project, the work could start March 15.

John stated this resulted in the overall GC bid to be reduced to \$39,900, leaving roughly \$2,000 for any unforeseen or emergency expenses relating to the project.

At the conclusion of John's report, Bill Cook made the motion to authorize the expenditure of funds not to exceed \$1,500 for the additional rip rap for retention pond dredging and this was seconded by Mary Lou Sholl. Tomi Moody pointed out the NC Division of Water Quality contacted the HOA last year relative to the project and she indicated retention pond dredging had to be done in order to be in compliance. There was no further discussion, a vote on the motion was taken and the motion to approve the expenditure of funds not to exceed \$1,500 for additional rip rap from Major Capital Maintenance passed unanimously.

Mary Lou Sholl now made a motion to approve the modifications to the bid agreement covering the Bay Club Bay Club Access Way project as outlined by John Reiner. Kay Graham seconded the motion. Dave Grahek clarified the motion to specifically proceed and sign the contract with the proposed modifications as presented with the two contractors to perform the work. One contractor will perform work related to the Bay Club Access Way project with the exception of the laying of the asphalt and the sod and the second contractor will perform the asphalt work. This bid agreement would be in the amount of \$40,000 (the actual price is \$39,840) leaving approximately \$2,000 for unforeseen expenses.

A discussion now took place on the part of residents concerning possible overages on the contract, the differences between project costs vs. contract costs and how the GC will actually be paid. Chris Harris commented the total cost of the project, including design cost, will be placed in the Master Asset List, be part of our asset base and be capitalized.

A vote on the motion was made and the motion to approve the modifications to the bid agreement covering the Bay Club Access Way project was unanimously approved.

Treasurer's Report

Chris Harris noted our Net Ordinary Income amounted to \$2,221 and our Expenses were \$3,017 behind budget projections. These projections were clearly tighter than previous year's projections. Our Restricted Reserves earned interest of \$1,358. Unrestricted Operating funds are \$417,465, Restricted Operating funds are \$21,152 and Restricted Reserve Investments amount to \$720,380. There are 15 delinquent accounts totaling \$9,457 (6 homeowners and 9 lot owners (two of whom are also delinquent for lot mowing). This time last year we had 17 homes and 11 lots totaling \$20,330. The Treasurer's staff closed out two of our more lucrative CD's and re-invested the funds in an 18-month variable rate CD and a 60-month CD. (Attachment 8)

Community Association Manager

—**Monthly Report.** Tomi reported all unoccupied mowing assessments have been paid. Of the 164 unoccupied annual dues billed, 4 remain unpaid. Of the 556 occupied annual dues billed, 3 remain unpaid. Interest and administrative fees are being applied. This time last year we had 12 delinquencies compared to this year's 7. (Attachment 9)

—**Deer Program Update.** The one scheduled hunt resulted in no deer being culled. However, deer patterns and equipment recommendations were made for future hunters. .

—**Copyright License Update/Copyright Policies Retraction.** All licenses have been purchased for a total amount of \$850.55. (ASCAP \$334, BMI \$336.55 and SESAC \$180.) A credit was applied by SESAC from overpayment in 2009. Tomi is asking the Board retract the Copyright Policies currently in place.

At this point Kay Graham made a motion that the current community copyright policies be retracted, which was seconded by Dave Grahek. A vote was taken and the motion passed unanimously.

—**Organization Chart.** Tomi is submitting for the Board’s review/comment the CLMHOA organization chart. The Committee/Social Club organization charts will be submitted at the March 29 meeting.

—**Raffles.** Tomi is asking the Board to approve organizing a sub-committee to research the ability to continue to hold raffles at our social events. Tomi briefly discussed NC General Statute 14-309.15 which prohibits gambling in NC to include raffles. Currently only organizations with a 501C Non-Profit status can legally hold raffles, which would include two Cypress Landing organizations, the Golf Course and the Marina. Tomi commented fines can go as high as \$2,500. Shirley Hanberry made a motion to create the Raffle Sub-Committee and this was seconded by Bill Cook. A vote was taken and the motion passed unanimously. Ron Buzzeo appointed Shirley Hanberry to chair this sub-committee and Chris Harris and Mary Lou will assist. The committee will, in turn, report back to the Board.

Unfinished Business

Board Sub-Committee to Review Committee Organization Report. As Chair of this committee, Mary Lou Sholl reported three committees proposed changes be made to their charters; Bay Club Operating Committee, Environmental Committee and Social Committee. The specific revisions appear below and are affixed to the minutes as individual attachments. Revised charters will be placed on the HOA website.

BCOC—The number of members changed from “8-10” to “8-12” and the sentence, “Terms will be for two years; a few members may be requested to remain for an additional term in order to maintain continuity” was changed to “Terms will be for two years; a few members may be requested to remain for an additional one or two years in order to maintain continuity. The extension will be granted with the approval of the existing Bay Club Operating Committee.” The proposed change to the BCOC charter by Mary Lou constitutes a motion which was seconded by Bill Cook. There was no discussion and the motion passed unanimously. (Attachment 10)

Social Committee—The Social Committee “charge” was changed to read “hosting community-wide social events” from “neighborhood-wide” social events, and to promote “camaraderie between newcomers and existing residents” from “promote camaraderie throughout all of Cypress Landing and welcome new neighbors’ participation”. Also, changes were made to the Social Committee sub-committees in that the Calendar sub-committee was eliminated. The words “twice monthly” was eliminated from the pot luck schedule, as pot lucks are not routinely scheduled. The proposed change to the Social Committee charter by Mary Lou constitutes a motion and this was seconded by Louise Hoar. There was no discussion and the motion passed unanimously. (Attachment 11)

Environmental Committee—The Environmental Committee “charge” was changed to include two new initiatives; Community Recognition Day and Plant of the Month. Kay Graham seconded Mary Lou Sholl’s recommendation that the Environmental Committee charter be revised. There was no further discussion, a vote was taken and the motion passed unanimously. (Attachment 12)

Election and Voting Ad-Hoc Committee. Lastly, Mary Lou Sholl made the motion that the Election and Voting *Standing* Committee be changed to an *ad-hoc* committee. Dave Grahek seconded the motion and the motion passed unanimously.

Funding Recommendations re BCOC TV Upgrade Proposal. Discussion now took place on the postponed request from the BCOC relative to the proposed television upgrade. Ron Buzzeo confirmed there are no funds available for this project. One board member feels all residents (as a whole) should contribute toward the television, as all will receive benefit of the upgrade—including community groups and various committees. Ron stated the Capital Improvement Fund is the only funding source for projects of this nature and there are no funds available in this fund for 2010; we would need to wait until 2011. Other funding approaches were discussed by members of Board, including the Treasurer. It was suggested a resident (or residents) might purchase the television with the assurance that once funds become available the resident (or residents) could be reimbursed.

Comments from residents were now taken. Several residents felt the Board should exercise caution and hold off purchasing the television until the necessary funds are available or at least until such time that an accurate estimate of the possible budget surplus could be determined. As a result, the BCOC request to purchase the television was not acted upon by the Board.

New Business

—**Unimproved Lots.** Ron Buzzeo relinquished the Chair to Vice President Louise Hoar so Ron could present the CLMHOA Board Undeveloped Lot Study Group Charter. The primary function of the sub-committee is to review the current undeveloped lot cleanup schedule and determine, in the interest of community beautification, if a second undeveloped lot cleanup is warranted. The target date for the sub-committee to present their findings is May 1, 2010. The committee will consist of five residents, one of which will serve as chairperson. The other four members will consist of one member from B&G, one member from the Environmental Committee, one member will be a resident member of the CLMHOA and an attempt will be made to appoint one member who is a resident and undeveloped lot owner.

Ron mentioned he has been approached by residents asking if the Board would consider cutting unimproved lots more than once a year. Ron stated there are roughly 155 unimproved lots in our community and he pointed out there is nothing in our by-laws or covenants which prohibits the Board from undertaking such a study. Our current covenants state "...the Association shall, *no less frequently than annually*, cause each such unimproved lot to be mowed...."

A brief discussion on the merits of the Sub-committee took place by Board members and residents. Ron’s request to form a Board Undeveloped Lot Study Group constitutes a motion which was seconded by Shirley Hanberry. After a brief discussion, a vote on the motion was taken and the motion passed unanimously. (Attachment 13)

Ron now resumed the Chair responsibility.

Announcements

March MeetingMarch 29, 2010 3 p.m. Bay Club
April Board MeetingApril 26, 2010 7 p.m. Bay Club

Adjournment

Ron Buzzeo asked for a motion to adjourn the meeting. Dave Grahek so moved and Louise Hoar seconded the motion to adjourn. The meeting adjourned at 9:05 p.m.

Submitted,

Mia Ramsden

Mia Ramsden, Secretary Cypress Landing Master Homeowners Association Board of Directors

Attachments:

1. Minutes of the January 25, 2009 Board Meeting
2. ACC Revisions to Building Guidelines re Deer Control Barriers
3. BCOC Recent Activities/Accomplishments & Revised Dining Table Quote
4. BCOC TV Upgrade Proposal
5. Tennis Committee Request for \$1,824 to Replace Storm-Damaged lines on tennis courts 3 and 4
6. Finance Committee Recommendations
7. Pool Committee Open/Close Pool Recommendation
8. Treasurer’s Report for January 2010
9. CAM Report & Organization Chart
10. BCOC Charter Revision
11. Social Committee Charter Revision
12. Environmental Committee Charter Revision
13. CLMHOA Board Undeveloped Lot Study Group Charter