

# CPHA Minutes—November 2005

**Board members:** ✓ Randy Arabie  
✓ Mary Ewell  
David Jarrell  
✓ Jack Migliore Vice President  
✓ Kerry Morris Treasurer  
✓ Elizabeth Swoope Secretary  
✓ Andy Welper President

**Other attendees:** Nita Beverly, Andrea Cassidy, Beau Graugnard, J.T. Migliore

The CPHA Board of Directors met November 15, 2005. Kerry called the meeting to order.

Randy moved that the minutes from the last board meeting be approved, Jack seconded the motion, and the motion passed.

## Election of Officers

The following board members volunteered to serve as officers: Andy Welper, President; Jack Migliore, Vice President; Elizabeth Swoope, Secretary; Kerry Morris, Treasurer.

## Old Business

### Committee Reports

#### *Neighborhood Watch/Safety*

Jack suggested that we participate in the nationwide night against crime when it is held.

#### *Architectural Control:*

Jack Ford has not contacted us about the plans he was given to examine. Randy Arabie will serve as board contact with Jack Ford.

#### *Finance:*

Liz e-mailed all those with e-mail addresses who had a balance greater than zero and sent printed statements to all those without e-mail addresses who owed more than one month's dues. She identified the current owner of 8554 and got a contact address for the owner of 8611 because mail for 8611 was not being delivered.

Account balances for some owners are still being researched and verified. Balances for former owners will be researched and attempts will be made to locate and collect from those who moved fairly recently. The bank account and computerized accounting system need to be reconciled and the beginning balance adjusted so that they match.

We will receive a refund of \$814.07 from Gallagher for insurance policies purchased in 2002, 2003, and 2004. On advice of attorney Peter Dudley, Andrea signed the paperwork to accept the settlement offer on November 1. According to Beau, we should receive the payment in March

*Insurance:*

Allen Fugler is our contact for hurricane-related insurance claims. Andy will draft a letter notifying owners of their responsibilities and our options for handling claims. Beau and Liz will help. Monetary details of claims and repairs will be dealt with after January 1 because there will be additional claims, some actual damage does match the adjustor's assessments, and the amounts allowed for damage are too low.

Jack's estimate of his roof repair is considerably higher than the insurance adjustor's estimate. We need to contact Blumberg to get them to help with the estimates since many of them seem unrealistically low.

*Landscape:*

Lawn maintenance is being handled month-to-month. During November, the company is trimming shrubs and doing maintenance other than mowing .

*Other Old Business:*

**Mailboxes:** Kerry is waiting for John Quinn to give an estimate for installing cluster mailboxes for garden home residents who do not already have them. A letter will be sent to all affected homeowners as soon as the cost of the boxes is known. The old-style individual mailboxes will be removed once the cluster boxes are installed.

## **New Business**

**Payment to Denise Serrate for collections work:** Denise submitted a bill for 12 hours of collection work at \$35/hour, as stated in her contract. Andrea said that Denise said that she would not charge for preparing the spreadsheet for Flores collection. Jack said that he does not think that we should pay for that time (four hours for initial preparation plus time for revision). The decision on paying this bill was tabled until the contract can be examined and we find out whether we can collect reimbursement from Flores if we pay Denise.

**Property management:** Andy recommends that we hire a property management company and he suggests hiring Barnett because he is familiar with her from his membership in other homeowners associations for which she has worked. Jack will chair a committee to review the two proposals we received (from four companies Andrea contacted) and seek clarification of any questions. Mary, Andy, and Liz will help.

**Address Service Requested:** Kerry moved, Jack seconded, and the motion passed that we begin using the USPS's Address Service Requested service to get forwarding addresses for homeowners who move. This will cost \$.70 per piece of mail for which we get forwarding information.

**Dues increase notice:** At the annual meeting, the membership voted to increase dues effective December 30 (\$72 for townhouses, \$30 for garden homes, and \$12 for lots). Andy will draft text explaining this and that will be included with the hurricane information mailing, which should be mailed before Thanksgiving.

**Record storage:** Liz will store the Association records that Denise left and will get sturdy storage boxes for them.

**Bookkeeping payment:** Kerry moved, Jack seconded, and the motion passed that Liz be paid \$500/month for November and December. Bookkeeping will be turned over to a property management service on January 1, 2006.

**Next meeting:** The next meeting will be held Tuesday, December 6, 2005, at 7 p.m. at 8567.

The meeting was adjourned.