

**CASWELL COVE MARINA**  
**MINUTES OF MEETING**  
**January 14, 2014**  
(Final)

1. Attendees: The newly elected Board of Directors including David Brickley, Paul Viscount, David Crowle, and Tony Faresich, were all present. A quorum of the Board was present. Dave Phillips of SMS Property Management was present. The meeting was called to order @ 6:55 PM.
2. Selection of Officers: The Board elected to maintain the positions for each Board member the same in 2014 as in 2013. Therefore the officers are: David Brickley, President; Paul Viscount, Treasurer; David Crowle, Secretary; and Tony Faresich, V. President.
3. Minutes from Previous Meetings: The motion to approve the minutes from October 8, 2013 Board meeting(s) was made by Dave Crowle. Tony Faresich seconded the motion. All members present voted in favor of the motion and the motion was carried.

The Board also reviewed the draft minutes from the 2013 Annual meeting held on November 9. There were no comments in regard to the draft minutes.

4. Manager's Report:
  - a. The AR Aging Summary Report to 12/31/13 was reviewed. Dave P noted that 11 unit owners were behind in their payments on 12/31. Of these, 2 units were with Attorney Case for collection. Late notices have been sent to those unit owners who are behind in payments. Forty-five unit owners' accounts are paid in advance. Total accounts receivable @ 12/31 was \$30,190.89, of which \$25,425.47 are the 2 units currently with Atty Case for collection. Total accounts paid in advance were \$28,222.09.
  - b. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 12/31 was \$259,691.28. Of this amount, \$65,796.62 is in the operating/checking account and \$193,894.66 is in the Chase reserve savings accounts.
  - c. A copy of the check detail report for December was distributed and briefly reviewed. There were no questions or comments.
  - d. A summary of expenditures vs. budget for FY 2014 to 12/31 was presented and reviewed.
5. Old Business
  - a. Parking Issues – There was no new report concerning the application to the City for additional parking space. Dave P will continue to follow through.
  - b. Clubhouse piling repair bid documents – The work to recoat the pilings under the clubhouse was completed satisfactorily and within budget. The issue encountered with one of the pilings (SW corner) with considerable corrosion existing through to the concrete in several places was resolved. An engineering report was prepared by OCC noting that the piling has acceptable structural support and can be coated as the others for the time being. This pile may have to be sleeved at some point in the future.
  - c. Dock Waler Replacement Bid Documents – The draft of the bid documents for replacement of the walers on all the docks was reviewed and discussed by the Board.

The Board decided it would be best to bid the entire project at one time. We would then work with the selected contractor to determine a schedule for how the work would be completed and priced out over the next several years, depending on the rate of completion they thought was achievable, knowing it will be several years to complete. Dave P will finish up the RFP and get it out to prospective contractors.

6. New Business

- a. Men's restroom plumbing repairs – Dave P. noted that there had been an ongoing issue with the drains in the men's room over this past season and needs to be investigated. He noted that he repairs, if needed, may result in ripping up portion of the floors. If that was the case, it is likely that the floor would have to be re-tiled as replacement tiles for the existing are not available. The Board suggested that the lines be TV'd 1<sup>st</sup> to see if the problem could be identified. Dave P. will proceed and advise the Board.
  - b. Dock Electric Distribution Panel covers – Dave P. noted that the doors on the electric distribution panels on the docks need to be replaced. The hinges are broken and cannot be replaced. Dave P. will find an electrician to see if the doors can be replaced without replacing the panels.
  - c. P.Lot Light Fixtures – Dave P. noted that staffed replaced all the HPS bulbs in the P. Lot lights. However, 2 of the fixtures on the pole in the corner near the entry gate appear to be broken and will have to be replaced.
7. With no further new business to discuss, Dave Brickley made a motion to adjourn the meeting and the meeting was adjourned at 8:04 PM. The next board meeting is scheduled for Tuesday, February 11, 2014 at 7pm at the marina clubhouse.

Prepared By: SMS Property Management, LLC. 2/8/14