

Twin Harbors Property Owners Association, Inc.
Board of Directors Meeting
November 12, 2011

Directors Present:

Fred Alderman, Rosemary Covalt, Joseph Polizzi, Jim Wilder, Don Uptegraph, and B. Milton (Chip) Choate

Directors Absent:

Jack Cumpton and Jim Wyckoff

Guests Present:

Laurie Schultz, Office Manager

Jim Wilder, President, called the meeting to order at 9:12 AM. Don made a motion to approve the minutes for the October 8, 2011 board meeting and the minutes for the October 15, 2011 special board meeting, the motion was seconded and was approved.

Correspondence:

No correspondence was received in October. No written complaints from property owners were received in September.

The board discussed a property owner complaint which remains outstanding. Robert Zbranek called a property owner concerning a boat that should be removed from the Association storage lot. The boat was not removed and a letter was written to the property owner in September. The boat has not been removed. Rosemary is personally acquainted with the property owner and will make a personal contact to attempt to resolve the issue. This issue will be reported to the board at the December 10, 2011 board meeting.

Rosemary initiated a discussion of two verbal complaints she received from two property owners concerning a letter one property owner received about the home owner paying for any road damage which occurred during the construction of their home. Rosemary suggested the letter might have been phrased in a somewhat softer manner. The Board has subsequently approved a new Construction Permit Application which requires the property owner to deposit \$2,000 with the Association to cover the cost of repairing any roads damaged during construction.

Jim Wilder responded that our policy does provide for a waiver to the policy which requires a \$2,000 deposit. A property owner may apply for a waiver from a \$2,000 deposit if the construction will not require any large trucks or equipment. Any waiver must be approved by the board.

Open Forum:

No property owner appeared before the board in Open Form.

Closed Session:

None

Treasurers Report:

Chip reported the following bank balances as of end of October, 2011.

Account	Balance
THPOA - Regular Checking	\$83,647.16
THPOA - Special Assessment Checking	376.10
TOTAL	\$84,023.26

A listing of checks paid in October 2011 was reviewed and specific items were discussed.

Jim Wilder initiated a discussion of the budget for the fiscal year ending August 31, 2012. The Association will payout in expenses over \$60,000 for the fiscal year ending August 31, 2012, exclusive of Road Expense and other Capital Expenditures.

Joseph made a motion to approve the Treasurers Report, the motion was seconded and approved.

All other Business Issues:

Don initiated a discussion of the proposal to assign specific areas of responsibilities (Roads, Written Complaints, and Repair and Maintenance of all Association Assets) to members of the Architectural Committee. Joseph made a motion to assign Jack primary responsibility for the Roads and Don primary responsibility for Repairs and Maintenance for all Association Assets, with Written Complaints being referred to any member of the Architectural Committee. In addition, Barry Pounds will report to and receive instructions from Don. The motion was seconded and approved.

Chip initiated a discussion of creating a Twin Harbor Asset Book to provide a historical summary of the date and detailed information on repairs and improvements made to Association assets. Joseph countered that a computer application would be a more efficient and practical method of maintaining the information. The balance sheet for the Association could be segmented by type of assets, referencing total expenditures, depreciation and a net asset value. Such a system would provide a systematic method of showing estimated useful life of the asset thus reflecting when the asset should be considered for replacement or improvement. Joseph indicated that a software program such as Quick Books will provide the Association with the ability to provide historical data and assist in the planning process. Don made a motion to approve the concept of maintaining detailed history of the repairs and improvements made to each asset category, the motion was seconded and approved.

Don initiated a discussion of approving a construction permit for Joseph and Angela Polizzi for enlarging their existing home on Creek Drive. Joseph provided the Architectural Committee with an elevation, floor plan and home on lot drawings. Joseph emphasized that this is not a new home but an enlargement of an existing residence. The addition will be on a slab while the existing structure is pier and beam. Exterior will be constructed to give the appearance of a single structure. Roof on the entire residence will be metal. The home, with addition, meets all boundary requirements. Beman Phillips is the contractor for Joseph and Angela Polizzi. Joseph provided the Association with a \$2,000 road deposit. The board authorized Don to discuss and review this proposal with either Jack Cumpston or Jim Wyckoff and if approved by two members of the Architectural Committee to obtain the signatures of two other board members to finalize the approval process. This issue will be reported to the board at the December 10, 2011 board meeting.

Jim initiated a discussion of a bulge that has developed at the base of one section of the newly constructed bulkhead. Ronnie Vincent of Vincent Construction has reviewed the bulkhead and acknowledges the bulge. It appears that the bulge is probably precipitated due to the drought. The water pressure from the lake is missing and has allowed the bulkhead to slightly bulge. Rosemary asked if cable supported the bulkhead and Don indicated that he had observed the crew installing cable in the construction process. Ronnie Vincent has verbally promised to have the bulging repaired at no expense to the Association. This issue will be reported to the board at the December 10, 2011 board meeting.

Don initiated a discussion of the proposal put forth by Jim Wyckoff to create a fiscal year construction permit log. This issue has been discussed and agreed to by members of the Architectural Committee. The Architectural Committee will construct and maintain the Construction Permit Log and will report to the board on a yet to be determined schedule.

Chip initiated a discussion of a proposal to establish a Decorations Committee to oversee the creation, placement and removal to storage of seasonal decoration, such as might be appropriate for Thanksgiving, Christmas or the Fourth of July. Rosemary volunteered to head this committee. Jim Wilder made a motion to approve the creation of the Decorations Committee and the installation of Rosemary Covalt as Chairperson. The motion was seconded and approved.

The board wishes to express its thanks to Rosemary Covalt for hosting the board meeting with coffee, donuts and juice.

Don made a motion to adjourn the meeting. The motion was seconded and approved.

The meeting was adjourned at 10:13 AM. Next meeting is scheduled for December 10, 2011.

Respectfully submitted,

B. Milton (Chip) Choate
Secretary