

Board Meeting Agenda – 8/2/14

Treasurer's report: June & July updates to include number of any outstanding dues if any.

- Update on any lien(s) filed – date and letter mailed etc.
- Naomi will give update on balance in reserve funds for 2013 and 2014. John B. will advise on options for placement of those funds in CD's.

Common Area Team: Updates on what may have been accomplished since our last May meeting. What remains to be done and do we have the funds available in the budget.

Old Business:

Annual Meeting: John B. will give a brief summary on the meeting.

New Business:

Board Positions: Finalize the selection of all officer positions to the board. President, Vice President, Treasurer and Secretary.

The following tasks needs a board member to take on the responsibility

Registered Agent & POA packet facilitator

POA Duties: Send POA Packets / receive call / email and respond to new buyers and real-estate personal regarding their request for POA packets. Most can be sent via email to them. First response is to let them know they have to send a check to CNA, then when received we email the packet.

Registered Agent Duties: Just register with DPOR and receive correspondence from DPOR. Generally all they send are renewal notices.

Insurance liaison (We have two types of insurance: Property Damage/Liability for the Common area and the other is a D&O policy), Task: familiarize yourself with each type of coverage and its exclusions, keep a copy of the policies and advise the board on premium due dates, any increases, obtaining other bids if necessary, contacting the insurance agent directly when the board has questions etc.

Mail pick up: Once a week and then in April, May to June 15th go twice a week when dues are sent

Lien facilitator: Liens are placed on properties that have not paid dues. This happens 1-3 times a year and requires going on line (Louisa County Court) filling out the lien form, taking the form to Micky our paralegal who will fill out what the court calls a cover page (5.00 fee), then go to the court house across from Micky's office in Louisa and submitting both papers with the court to formally file.

Vendor bids and selection: Contact our existing vendors for the john's and lawn service get their price for the upcoming year, call other companies and get comparative bids, then advise board so a selection can be made.

File tax return: Historically this sometimes has been done by the treasurer and other times not. If Naomi takes this on then who can help her out. Not difficult and previous years filings can illustrate.

File cabinet: Maintain all CNA documents in an organized usable fashion. The secretary usually takes this on but our secretary's house is not yet built. Naomi has the cabinet now but this is not a part of her two jobs so who is willing to facilitate. Tasks: File meeting minutes and all attachments, file financial records, insurance policies, vendor contracts, miscellaneous letters, formal complaints etc.

Insurance Update: Reinstatement of D&O coverage

Board Meeting Minutes: Should they include names of community members who attend the open board meetings? If not, why? What other “names” should or should not be in the meeting minutes? What legal counsel has the board gotten on this in the past?

Damage to Dock: Boats in slips have in the past and some continue to cause damage to the docks. Some boat(s) have been noted partially submerged. John will give details so the board can discuss what action to take in the future when boats are not properly taken care of.

Pavilion Use: Has any previous board drafted guidelines for the use of the pavilion? If not then the board needs to discuss and come up with some suggested guidelines. Recently a lot owner asked if the common area including the pavilion could be used for a wedding with approximately 60 people. Similar requests have been presented to the board so the board needs to come up with some guidelines and instructions to follow.

Dominion Approval of Boat Lifts: John B. and/or Pete will give details to include possibly putting the required form on the CNA website for lot owners to access.

Board Planning Calendar: Review draft, discuss and finalize

Fall clean up and mailing: Review, discuss and finalize letter going out to all members

Letter to include:

- Results on board elections and positions
- Note clean up dates 10/18/14 clean up date - (rain date 10/25/14)
- General plans for cleanup day
- Other announcements???