



## Board of Director's Meeting Minutes

**Date:** July 20, 2022

**Time:** 7:00 PM

**Type/Location:** In person at clubhouse and Zoom

**Notice of Meeting:** email invitation

### Board Members

**Present (in person):** Carol Purdum, Pam Hyland, Kim Cavros, Jen Larivee, David Gentes, John McGuinness and Diane Richards

**Present (Zoom):** N/A

**Not Present:** N/A

**Others Present** – David Bashaw

**Quorum met:** Yes

**Call to Order:** President Carol Purdum welcomed everyone and called the meeting to order at 7:03 PM.

**Approval of Minutes:** June 22, 2022, submitted by Secretary, Jen Larivee

David Gentes - Motion to Approve June 22, 2022, minutes  
Seconded and approved

### Financial Report – Pam Hyland

#### Accounts as of June 30, 2022

CHA General Checking Account \$70,905.94

CHA LRP Escrow Account (paving) \$8,701.48

CHA Townhouse Reserve \$188,768.55

CHA Amenities Reserve \$39,145.73

Spending through June is 55% of the annual operating budget, 36% of the amenity infrastructure budget and 0% of the townhouse infrastructure budget. There are several categories that are overspent or have potential to be overspent which are on watch. We have spent 95% of the townhouse paving budget. The remainder may be used for overseeding areas as part of the paving project in the fall.

Kim Cavros - Motion to Approve  
Seconded and approved

### Property Manager's Report –David Bashaw

- There is one townhouse owner delinquent by 3 months. Notice sent and lien will be placed if not resolved.

- Planning to meet with surveyor on Friday. We need to stake and clarify lot lines of the easement from Fishing Cove to Gateway and other common area boundaries.
- The boat ramp is inspected weekly and working out well. Owners are liking the new posts.
- Building 2 in Phase 1 needs a new roof from the storm in February. Nationwide has paid the homeowners. Some owners are interested in the contractor that did Phase 2, but they use GAF shingles vs CertainTeed. This will be a question for the board and architectural committee since the GAF shingles will not match the other buildings.
  - Owner Question: Is the GAF shingle better?
    - Answer: It's one of the top rated shingles. PM feels the owners are paying and have lost confidence in contractor who uses CertainTeed.

Pam Hyland – Motion that board approves using the GAF shingles pending Architectural Committee approval within 1 week

Seconded and approved

- The pool overall looks good. May need to apply a 2<sup>nd</sup> coat of paint at the end of the season/spring.
- Tennis/Pickleball Courts – A line at the rear is wearing. Will look into colored tape for now.
- Tree pruning will start soon in the summer. Seascape is out of the tree business so now dealing with Burgess Tree.
- Septic Systems – Will start camera testing and will pick the older townhouse systems first. If issues are found, we can better update the long range plan.
- Phase 2 painting – PM went out and reviewed buildings and noted fading which is a deterioration. We need to stick to the scheduled of 2023 painting as it was postponed from 2022 and conditions warrant it.

Kim Cavros - Motion to Approve

Seconded and approved

### **Committee and Work Group Updates**

#### **Architectural Committee: Cindy Bartley**

- We would like to welcome Anne Bowen as a new member.
- The AC Standards for Phase 1 and 2 are on the website along with the charter.
- Phase 2 painting is coming up so plan on repairs. Need to complete an application before repairs can be started.
- There were 7 AC applications processed and approved over the last few months.

Pam Hyland - Motion to Accept

Seconded and Accepted

#### **The CNN: Karen O'Donnell**

- Multiple activities planned in August and September. All can be found on the website and the newsletter.

- 56 people came to the annual meeting. It cost approx. \$600 for food provided by committee members. A catering company said it would be approx. \$1,200 for the same food provided. We are researching other venues for next year.

David Gentes - Motion to Accept  
 Seconded and Accepted

**Coastal Committee:** Lou Ricci

- \* • The biologist is in the process of putting together a bid for process steps and permit application. The buffer zone will be cut in the fall. If the permit is approved by CRMC, requested invasive plants will be sprayed in the spring so they don't grow back. CRMC will more than likely require results be monitored and, when clear, replanting with low native plants done. Owners need to be patient to allow the process to work. We are trying to not go over 25% or will need an invasive manager onsite to monitor. Please do not take things into your own hands and jeopardize our CRMC plans.

Pam Hyland - Motion to Accept  
 Seconded and Accepted

**Old Business –**

**Rhase 2 Boat Ramp: David Gentes**

- Given the current condition of the ramp and positive comments received from some owners, including someone who came forward to join a committee, the recommendation is to suspend the research activities for refurbishment options. This decision will be reviewed again if conditions deteriorate and/or owner interest increases enough to form a work group to further develop the initial research performed.

Kim Cavros - Motion to accept recommendation to not move forward at this time and to form a committee if conditions change.  
 Seconded and approved

**New Business –**

**Violations and Fines Policy**

- The board discussed a Violations and Fines policy which would apply to all owners for rules in the governing documents, including policies
  - Owner Question: Fee concern – if fines are too low, an owner can maybe just prefer to pay the fine?
    - Answer: There are max fees set by the state. Depending on severity of the issue, the fine will be set within the ranges set in the policy.
  - Owner Question: Has the policy been vetted by attorney?
    - Answer: We believe the policy follows governing documents and state law.
  - Owner Question: Picking up dog poop is a North Kingstown ordinance?
    - Answer: There is a town ordinance. With this policy, there could be a Cedarhurst fine and a North Kingstown fine.

Pam Hyland - Motion to accept  
Seconded and approved

**Reserve Investment**

- The board discussed developing an investment strategy and investing a portion of CHA reserve funds with rising interest rates. It was agreed to research further.

\* **Buffer Zone Expense**

- The board discussed spending some additional money to do the CRMC permit this year or hold off due to a potential legal/professional services cost overrun.

Pam Hyland – Motion to move forward with buffer zone plan  
Seconded and approved

**Community Reps and Board Liaison**

- Diane Richards agreed to become the board liaison and chair for our Community Reps.

**Email Communication**

- Discussion of email frequency and whether reminders should be emailed prior to CNN events taking place. It was agreed emails will be sent as a reminder close to an event date and other options will be explored.

**Owner Forum**

- Owner Question: Has an outside owner paid yet?
  - No, but people have contacted property manager.
- Owner Question: What's going on with the playground replacement?
  - This will be discussed as a board as part of the long range plan.

**Next Meeting Date:** September 21, 2022, at 7:00 PM (no meeting in August)

**Adjournment:** Meeting Adjourned at 8:30 PM

Motion to adjourn Pam Hyland  
Seconded and approved

Respectfully submitted by Jen Larivee, CHA Secretary