

## **Minutes from Carshalton by the Bay Homeowners Board Meeting**

**4/8/2017 10:30AM**

Saturday, April 08, 2017, the Board held its first quarter meeting at the Carshalton pavilion to discuss the status of the community, ACC update, and treasurer update. Board President Chris Halkowitz, Board Treasurer Steve Hensley, Board Secretary Sheila Spagnolo, were present at the meeting. Vice president Sean Chevalier and Member at Large Jake Rittlinger were not present. Jake notified the Board he could not be present due to illness.

### **Reports of Directors:**

Opening comments from Board President Chris Halkowitz:

Chris opened the meeting with a welcome and gave an explanation concerning the reading of the minutes. He then asked the secretary to read the minutes from the last HOA meeting. The secretary read the 2016 Annual Board meeting minutes and Chris emphasized concern about the election method taken by some members who attended the annual meeting. Chris said there will be a clarification of the voting process in place for the 2017 Annual meeting. A member present at the first quarter meeting suggested that to keep the voting process fair, nominees that are already on the ballot before the Annual meeting begins should not be allowed to remove themselves from the original nomination so they can be a nominee for another position. The Board will discuss modifying its by-laws to not allow write-ins for the annual meeting. The Board has clarified the voting procedure to be as follows: A proxy and an absentee ballot will be mailed with the annual packet. If the absentee ballot is used, it is an early vote and will not have the knowledge of write-in nominees at the meeting. The proxy, if returned properly, will allow the proxy holder to receive a ballot at the annual meeting where write-ins can be considered and then the ballot can be cast. This clarification is not a change in our voting process per our by-laws. Also at the third quarter meeting a time will be provided for candidates running for a Board position to introduce themselves and tell a little about why they wish to be nominated for President, Vice President, Treasurer, Secretary, or Member at Large.

### **Financial Update from Board Treasurer Steve Hensley:**

Steve distributed a year-to-date HOA income statement and budgetary schedule to members at the meeting and plans to give out schedules at the following meetings this year. The budget sheet format is a more standardized look to make it more reader friendly. Steve explained several items on the sheet for example:

Lot mowing is typically done 3 times a year beginning in May. Lot mowing is not a revenue or profit item. The Board contracts to have the grass cut on empty lots and then bills the lot owner. At present, lot mowing shows negative amount because treasurer has not sent out invoices.

All property owners have paid their yearly dues except lot #3 that is still outstanding. Liens will be filed on that owner if dues are not paid by next week.

Miscellaneous expenses are costs for codifying the Architectural Control Committee (ACC) guidelines. Architect, Scott Crichton, revamped the ACC guidelines to clarify what is expected from builders, but did not change what the community requires from a construction perspective. These refurbished ACC guidelines can be found on the Carshalton By the Bay website: [Carshaltonbythebay.org](http://Carshaltonbythebay.org)

## **ACC Report (The Architectural Control Committee)**

The ACC has adopted an architectural review program. Steve Hensley reported that the ACC had the opportunity to engage a Greenville architect, Scott Crichton. Scott is part of a design team that designs homes at the Cliffs' communities. The ACC employed him to look at the guidelines we have in place to make them clearer. Scott was asked to codify our existing ACC guidelines. Concerning the construction of new homes, the ACC guidelines now classify features that are unique to a European cottage community. HOA income statement and budgetary schedule shows the cost of employing an architectural review consultant. The HOA will recoup the money for this expense when builders submit plans to be reviewed by Scott, architectural review consultant. The review fee, \$200.00, shall be paid by the owner/builder to the ACC at the time of submission of plans for review. Also, the New Construction/Renovation Architectural Control Committee Submittal Form has been made easier for builders to submit. The latest version of the ACC guidelines are now on the website: [Carshaltonbythebay.org](http://Carshaltonbythebay.org)

Members expressed concerns about the cost of adopting an architectural review program and asked what the ACC's motivation was to engage an architectural review consultant. Steve explained that it has been difficult to get an architect to look at plans in the past. Having Scott codify the existing ACC guidelines provided us the opportunity to employ his services for plan review and to allow for consistent, objective review for future builds. The ACC anticipates that the new guidelines will communicate to builders the ACC vision to conform to the European style design.

### **ACC reminders and violation issues:**

Landscape maintenance – as a reminder the homeowners are responsible for the **continued and routine** maintenance of all grounds and landscaping within their lot/lots. This includes front, side and back yards. Grass, shrubs, and trees should be neatly trimmed, properly cultivated lawns free of weeds, and other debris.

Letters will be sent to lot owners who neglect to comply with covenants concerning upkeep of their yards. Infractions of the guidelines will result in the following enforcement actions by the HOA.

Fines will be given to those who refuse to follow ACC architectural guidelines concerning the upkeep of their property. For a list of fines and fees please check our website. [Carshaltonbythebay.org](http://Carshaltonbythebay.org)

### **Current ACC activity (new builds and applications)**

Lot # 60 New neighbor moving in

Lot 9 Cobblestone Builders

Lot 14 Sean Chevalier

Lot 15 Richard and Judi Somero

Lot 21 Schumacher

Lot 25 Clay Addison is discussing plans

Architectural Control Committee members present at the meeting were Steve Hensley, Chris Halkowitz, Burgess Newsom, Mitch Hounscheil. Kurt Servies was not present.

### **New Business: 2017 Surveys**

Survey response rate reported by Chris Halkowitz:

In February 2017, the Carshalton by the Bay HOA sent out a community survey requesting property owners to give input concerning the Board and our community. HOA Members were requested to complete the survey based on their priorities and vision for the community. Twenty nine (29) total surveys came back which was about 30% participation from the membership. The Board met to discuss the results of the surveys. The following are the combined results of the survey comments:

Creation of social and security committee:

There is a need to get a member to spearhead a social committee and be responsible for getting people together and plan socials. Chris requested that an HOA resident take charge of creating a social event committee.

Chris requested that an HOA resident take charge of creating a security or neighborhood watch committee. This request led to conversations about the security issues of the community. Issues came up about things that are happening at the pavilion. One night on the weekend there were cars parked in the cul-de-sac and cars parked at the pavilion and loud partying and beer cans left at the pavilion. It was suggested HOA could post signs that say no parking in cul-de-sac because of fire hazard. Then the police could issue no trespassing violations.

HOA residents are concerned about people using pavilion who are not following Rules and Regulations for the Common Area.

It was suggested that an email be sent reminding property owners that the pavilion is for neighborhood use only. Loud noise is disturbing residents and trash has been found at the pavilion after some people use the pavilion. It is the responsibility of those home owners using the pavilion to make reservations to use the pavilion and also to clean up afterwards. Common Area quiet hours are from 10:00 pm to 8:00 am. Rules and Regulations for Carshalton by the Bay Pavilion and Common Areas can be found on the website: [Carshaltonbythebay.org](http://Carshaltonbythebay.org)

### **Survey Proposed improvements:**

A summary of answers to the question "What would you like to see done to neighborhood?" generated requests to improve the entrance, put steps to the dock, put swings or patio furniture or fire pit at old volleyball court area. Residents want to do something with the sand pit where the volley ball court once stood. HOA to consider options for volleyball area and obtain quotes.

Previous research into the cost of replacing entrance fountain came up with a cost of \$15,000.00. It was suggested to fill in the fountain with dirt and plant flowers. Community members are welcome to get quote for fountain and propose solution.

Entrance landscaping: HOA is in the process of looking at redoing the entrance.

Steps to dock: Steve made inquiries about the cost of putting stone steps. Starting at edge of sod and going to dock. Precision Landscape Management's cost will be \$4,000.00. The HOA will also check SJWD's policies and procedures.

Steve suggested the split rail fence that runs along Jordan needs to be replaced. A member wanted to know if we could use vinyl. Steve suggested vinyl is more expensive than treated wood. White oak is the wood we now have. Suggested we put treated wood. The current estimate is 370 rails at \$10.00 a rail. Steve requested that the community get together and install the rails but a member pointed out that it isn't as easy as getting together. Rails will need to be cut and may not be a consistent length. HOA to get quote for fence railings along Jordan.

Discussed the cost and the best way to go about completing the projects. Whatever projects are decided it will cost money and projects will need to be funded by implementing a capital assessment which is not a recurring assessment.

Treasurer to provide input on assessments related to improvements.

No decision has been made about completing discussed projects, further discussion may be needed.

### **Other survey comments (politics, disputes)**

Comments about dissension and community politics. It is not a board responsibility to make sure that neighbors get along. Talking to neighbors can help build relationships.

Community work day to be announced with the meeting minutes release to the community (will be a Spring Saturday). Work day to take on projects or do cleanup and weeding.

### **Proposed vote on minimum square foot requirement**

Building requirements in Declarations of Covenants specify that living areas of main structure of each dwelling constructed on a lot, excluding open porches, garages, carports, and breezeway, shall have minimum of 1,700 sq feet of heated space for each one-story dwelling. Each two-story dwelling shall have a minimum of 2,000 sq feet of heated space, with a minimum of 1,400 sq feet being on the first floor. A member of the community would like the community to vote on changing the square footage for new homes. A square footage minimum has not been determined to date. Details will be obtained in order to consider the request to place square footage matter on the November ballot so the membership can vote on changing square footage requirements.

### **Input from HOA members**

Chris asked for any other input. A member inquired about public road running through neighborhood as to whether we can request the county to repair deterioration of road caused by construction. Steve said everyone should call county commissioner to repair road. You'd be surprised the results of what a large number of calls can accomplish. Even large numbers of people showing up at the commissioner's office can accomplish results.

A member suggested HOA charge homeowner an impact fee to be returned when the construction site and road are cleaned up. If they don't clean up they don't get their money back. The HOA will consult our covenants and guidelines to determine if this would be an allowable charge. New fine schedule has guidelines that allow Board to fine contractors. Found on the website: [Carshaltonbythebay.org](http://Carshaltonbythebay.org)

In regards to quotes for projects submitted by members, the Board will consider them. The Board does request that it is accurate and that the quotes encompass the full nature of the repair or project to be undertaken, especially concerning the fountain.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:40AM.

Respectfully Submitted by  
Sheila Spagnolo  
Secretary of Carshalton by the Bay Homeowners Association