

*Sandpiper Cay Condominium Owners Association
Board of Directors Meeting
February 22, 2010*

The Sandpiper Cay Condominium Owners Association Board of Directors met on Monday, February 22, 2010 at Village Realty. Steve Kinnier, Pat Ambrose, Liz Puma and Tom Watkins were present. Emily Lewis and Ansley Miller were present representing Village Realty. Owners representing eight units were present as well.

Mr. Kinnier called the meeting to order. He stated that the Annual Meeting would be held on Saturday, March 6th at 9:00am at Kitty Hawk Town Hall. Nominations to the Board will not be taken from the floor during the Annual Meeting. Instead, anyone interested in running for the Board must turn in a completed Nominating Petition before the meeting starts.

Mr. Kinnier opened the floor to comments from owners. Jim Coughlin asked why the Annual Meeting Notice mailing was sent in large envelope when the postage is more costly. Ms. Miller replied that the Association has many boxes of large envelopes with a printed return address and she is trying to use these before purchasing any more small envelopes. Mr. Coughlin asked if coupon books are sent to the owners who have signed up for ACH (automatic draft). Ms. Miller replied that she did send all owners a coupon book for 2010 because the ACH option was new. Next year, those that are signed up for ACH will not receive a coupon book. There was discussion about the common walk areas when it snowed. Ms. Miller stated that maintenance had put salt down on the sidewalks when it snowed earlier in the year. Barbara Lawrence asked if the chairs in the clubhouse could be moved out to the pool area and be replaced with folding chairs for the clubhouse. There are about a dozen folding chairs now and a total of fifty chairs are needed in the clubhouse. Ms. Miller will find out how much the folding chairs cost. Carol Matthews stated that a resident in the 1000 building is not cleaning up after their dog. An owner had suggested installing some dog clean up stations in the community. Mr. Kinnier asked Village Realty to research the cost of the clean up stations and recommend where the stations should be installed at the next Board meeting.

The Board reviewed the Minutes from January 18, 2010. On a motion by Ms. Puma and a second by Ms. Ambrose, the Minutes were approved as submitted.

Ms. Miller presented the Financial Report. A current Balance Sheet, Income Statement, General Ledger Detail Report and Accounts Receivable Report were presented. There were no questions on the Financial Reports.

Ms. Miller presented the Management Report.

- All requested information has been sent to Teresa Burgess for the 2009 Audit.
- A Money Market Reserve Account was opened with Community Association Bank. \$7,560 was transferred into the account on 2-10-10. The next transfer will be made the first week of March.
- APY earned on Money Market Account in January was 1.10%.
- Website Changes: The website will be revised so that there are not so many items under "documents." There will be more pages added to the site to make it easier to navigate.
- Procedure for inspecting units and water meters in the winter months: A reminder will be included in the next newsletter reminding owners to turn off their water when they leave for

extended periods. Maintenance will also continue to check for leaks between the water meter and the building each morning. They have been able to locate many water line leaks this way. Village Realty will also do an inside inspection of a unit at the owner's request. The owners will be billed Village Realty's normal hourly rate of \$60/hour for this inspection.

- An updated roofing spreadsheet was included in the meeting packet. It included the warranty information for the new roofs and an explanation on what a PVC Membrane roof is. Village Realty is working on providing more information on the spreadsheet which will show how many leaks have been reported from each building. The Board reviewed the spreadsheet. Mr. Kinnier asked that the clubhouse roof be added to the spreadsheet. The Board discussed replacing another roof. Ms. Miller stated that Village Realty recommends that the 1300 building roof be replaced next. During the last storm, five of the eight units had leaks. The Board agreed that the 1300 roof should be replaced next and asked Ms. Miller to go ahead and get it scheduled with Gallop Roofing to replace as soon as possible.
- The new pool furniture has been ordered.

The Board discussed the septic tank inspections. They will not make any decisions until after the Annual Meeting where a representative from the Health Department will be discussing septic tanks. Mr. Kinnier asked Village Realty to include septic tank guidelines in the next newsletter.

The By-laws Committee is working on reviewing the current By-laws. Any owners who would like to serve on this committee should contact Linda Craig.

The Social Committee has planned the events that they will be having for the year. The events will be included in the next newsletter and will also be posted on the website. A Covered Dish Supper will be held the evening of the Annual Meeting. There will be a Patio Sale and May Faire on May 1st, an ice cream social on May 29th and a 4th of July cookout on July 3rd. Owners should check the website for more events. Bingo will be played every Saturday from Memorial Day to Labor Day in the clubhouse at 7:00pm.

The next Board meeting date was set for April 19, 2010 at 1:00 p.m. at Village Realty.

With there being no further comments the meeting was adjourned.

Respectfully Submitted,

Ansley Miller
Assistant Property Manager