

**Salt Marsh Cottage Board Meeting**  
**Thursday, December 10, 2020**  
**Via Video/Teleconference Call**

**Note:** Because of the ongoing Covid-19 pandemic, the annual meeting of the SMC owners was held by a conference call/zoom.

**Board members on call:** Frank Beyer, Carol Oleksiuk, Chuck Jesser, Bob Barr, Jim Didia, Tom Finnie, and Mark Matthews

**Property Manager on call:** Danielle Aspinwall-Winter

**Owners on call:** Jane Hill, LaurelDale McDonald, Kathleen and Dennis Duffy, Bo Oleksiuk, Gabriele Hoffman, Al Mitchell and Linda Gillet, Sue Forrest, Sue Cromey, Jeff Eley, Harmon Swart, Pam Finnie, and Carrie Randall

Frank Beyer asked Danielle to confirm a quorum. Danielle relayed that we had 23 proxies plus the board members on the call, constituting a quorum. The meeting was called to order at 6::00PM.

**Old Business**

**Approval of 2019 Minutes.** Gabriele Hoffman made a motion to accept the minutes. Carol Oleksiuk seconded. The minutes were approved.

**Treasurers Report (Chuck Jesser).** On behalf of the Treasurer, Chuck reported that the Salt Marsh Cottage Owners Association (SMCOA) is in good shape with our cash position, building a capital reserve, meeting our operating expenses, and paying down liability on our past major projects. He referred to the recent correspondence from Moss Creek about deficiencies in their reserve funds that necessitated an increase in annual fees for all Moss Creekers. He reminded owners that SMCOA has been proactive, using proven financial methods that include an inflation factor. SMCOA has two reserve funds that are funded monthly from regime fees. The capital reserve fund has the purpose of preparing for future capital expenses, with the goal of keeping special owner assessments to a minimum. The contingency reserve fund provides funds to handle unexpected expenses facing the regime (e.g., weather-related incidents) on a yearly basis. He noted that the financial stability of a regime is viewed positively by lenders, and it is as a strong selling point. SMCOA's regime is on solid footing thanks to Chuck's guidance.

**Review of Operations and Capital Improvements (Danielle Aspinwall-Winter).**

Cottage Maintenance. Danielle reviewed a list of accomplishments in 2020. Specifically, a termite booster for the sheds was performed in order to continue the termite bond, mildewed roofs were washed, and roofs were blown. Some of the roof vent boots were repaired and carpenter bee holes were repaired and painted. Another capital improvement in 2020 was the purchase and installation of the Tom Forrest memorial bench to recognize a long-time owner and his contributions as a board member.

Grounds Maintenance. Two doggie stations were added along Devil's Elbow Lane, a suggestion put forth at last year's annual meeting. The palms in the back of the cottages were trimmed, as well as any hanging branches or palm fronds over the roofs. (Note, the palms in the front of the cottages will be trimmed in 2021, maintaining an alternate-year trimming schedule). An annual tree survey was performed, plants were fertilized, and parking lots in 111-116 and 124-129 pods were asphalted. Clogged drains were cleaned out, and some of the underlying problems causing the clogging were addressed. Finally, the sidewalks throughout the property were power washed.

## **Committee Reports**

**Property Committee (Tom Finnie).** Tom became the chair of this committee in November. He plans to organize a walk-around by the end of December or in January, 2021. He reviewed the purpose of this committee, reminding owners that the committee is akin to Moss Creek's ARB. The committee will identify issues on the exterior of the cottages that need attention, report back to owners and the board, and then follow-up to make sure that repairs have been completed.

**Garden/Beautification Committee Report (Carol Oleksuik).** Carol outlined the numerous accomplishments made in 2020 to help beautify the property. The committee has 9 members and met 6 times in 2020. One of the major accomplishments was to contract with a new landscaping company. In addition to their regular maintenance, they removed dead plants and a few overgrown sago palms. The rusty utility box by cottage #137 was painted green (thanks to Janet Mosley). An arrangement was made with Moss Creek for debris pick-up for our cottages (must be out on Monday for Tuesday pick-up). As mentioned previously, doggie stations were placed in two spots on Devil's Elbow lane. To add color to the neighborhood, in the spring, shepherd hooks with hanging baskets were installed at each cul-de-sac and hanging baskets were maintained by owners. We came to realize that maintenance over the summer months with the scorching temperatures and one/two times/day watering proved to be more than could be handled by owner volunteers. Similarly, the cold temperatures took a toll on plants purchased in the late fall/winter. Guided by this real-life experience, the committee will identify more feasible options for the hanging baskets going forward. Sue Cromey objected to using artificial flowers in hanging baskets. All options will be considered by the committee in 2021, with feedback from committee members, the SMC board, and Moss Creek. For the holiday season, the committee prepared hanging baskets with poinsettias and placed them along with wreaths and bows on the entrance sign on each cul-de-sac. Finally, a small Xmas tree was purchased and put near the Tom Forrest bench for owners to add ornaments. These improvements have been met with much positive feedback and comments from not only SMC owners, but other owners in Moss Creek who pass by our property.

Carol mentioned that the committee has a \$3,000 allowance from the board for 2021 to assist with the on-going beautification effort. Looking ahead to 2021, the committee prepared a prioritized to-do list of recommendations to the board, for the landscapers to address. (e.g., Many bushes should be cut back to maintain long-term health as well as to improve safety exiting

cul-de-sacs, built-up pine straw debris should be removed, bare spots should be addressed with ground cover, etc.). Owners will be alerted before any work is done in their immediate area, a concern raised by Pam Finnie. And, the committee will identify the boundaries of our property, versus that maintained by Moss Creek, before cutting or adding any vegetation, a concern raised by Sue Forrest.

While beyond the scope of the Garden committee issue, but still related to safety in the cottage area, “speed” in the area was discussed. Frank asked owners to send suggestions for solutions to Danielle (e.g., speed bumps, lines on the curvy road), she will forward them to Frank, and he will address them in the January BOD meeting. Subsequently, he will meet with John Miller about regime-related issues for clarification.

**Social Committee (Carol Olesiuk).** Carol welcomed 5 new owners who purchased a cottage in 2020. Mark and Karen Matthews (#115), Jim and Sherisse Parks, (#116), LaurenDaleMcDonald (#129), Eric and Kimberly Browning (#134), and Jacob and Donna Fortenberry (#141). On a positive note, in #139 the Kadela’s welcomed a new baby to the area. Sadly, we lost two owners in 2020. Patricia Picotte, Renee Lambrecht’s mother (#107) and Tom Forrest (#127). We send sympathies from all owners.

The Covid 19 pandemic made it necessary to table any inside social events planned by the committee. The only outdoor social event held to-date was the memorial for Tom Forrest in late October. The committee is planning a smaller outside holiday event on Dec 26<sup>th</sup> by the Forrest bench (masks are required). In the spring/summer of 2021, hopefully with the pandemic abating now that effective vaccines will soon be available, the committee will resume plans for getting the SMC owners together.

### **New Business (Frank Beyer)**

Management Agreement. Frank noted that the board successfully negotiated Danielle’s contract for 2020. On behalf of the board and all owners, Danielle was thanked for her tireless dedication to the regime in helping it meet its goals/obligations.

Setting of 2021 Regime Fee/Approval of 2021 Budget. A \$25 increase was approved for 2021, bringing the monthly regime fee to \$525. As stated above, financial condition of the regime is strong, but it is prudent to remind people what their monthly fees cover. Toward this end, Danielle and Carrie Randall, with Frank’s help, are pulling together a document intended to be useful to realtors, as well as to owners. This working document will be discussed at a future board meeting. Once approved by the board, it will be finalized for distribution and posting on the website in 2021. The 2021 budget was recommended for approval. Carol seconded the motion. The 2021 budget was approved.

Election of Board Members. Frank introduced Jim Didia, a new board member. Danielle thanked Frank for stepping up to be president in mid-2020 when Mark Shaffer sold his cottage.

Carol mentioned that Mark Matthews will be filling a space vacated by David Kern. These board members were voted on and were accepted unanimously.

Other Matters. Jeff Eley asked about the status of the work on repair of the piers. Danielle is working with the company to get all pier work completed by the end of 2020.

Sue Forrest thanked everyone for being so kind to her in her loss of her husband Tom, and she said that she has made SMC her permanent home. Frank gave her a big “welcome to the neighborhood” acknowledgement.

There being no further business, annual meeting was adjourned at 6:43.