Innerarity Island Association, Inc.
Board of Directors Meeting Minutes
April 15, 2012

I. **Call to Order** – 5:05 p.m. at the Moody residence located at 5065 Red Cedar. Quorum was met.

II. **Attendance:**

A. Board Members: Virginia Moody, Glenn Barbee, Diana Schaefer, Joe Ward, and Charlene Schultheis.
B. Guests: Peg Gilmore.

III. **Guests requesting to speak:** Ray Moody requested to speak and presented the Board with hardcopy documentation of the Declarations of Covenants, Conditions, and Restrictions for Innerarity Shores along with maps of the properties included therein. An electronic copy will be placed on the Island website.

IV. **Approval of Minutes**: January 8, 2012 Meeting Minutes were approved unanimously as motioned by Glenn Barbee and seconded by Joe Ward.

V. **Re-Election of Ad Hoc Committee Chair:** James Buttram resigned from his position as the Chair of the Beautification Committee. Following discussions, the following action was taken by the Board for the purpose of removing and reassigning mowing responsibilities currently designated under the Beautification Committee (See **Attachment II**):

A. Glenn Barbee made a motion to create the Rights of Way, Greenways, and Community Park Lawn Maintenance Committee (See **Attachment III**) and appoint Ken Bolton as the Committee Chair. Virginia Moody seconded the motion and it passed by acclamation.
B. Virginia Moody made a motion to create the Gate Beautification Committee, responsible for improving and maintaining the Island Gate area and organizing the Community Picnic (See **Attachment IV**), and appoint Kip Tinker to lead the Committee until such time as a Chairperson is designated. Glenn Barbee seconded the motion and it passed by acclamation.

VI. **Committee Reports:**

Architectural Control Committee**:** Diana Schaefer reported as follows.

A. Jewell – 16470 Innerarity Point Road – Removal of dead tree was approved with no impact fee. Tree was removed and stump ground down. Complete.
B. Rigdon – North Shore Drive - Landscaping and exterior renovations were approved with an impact fee assessed and collected. Project is in progress.
C. Gray – 16621 Egret Egret Circle - Florida room construction on existing slab was approved 6/28/11 with no impact fee. Complete.
D. Armstrong – 16262 North Shore Drive – Removal of three trees and grading of bank due to erosion approved 12/4/11 with impact fee assessed and collected. Project is in progress.

E. Nicolo – Seascape – The owner previously requested to build a 1600 square foot home on the property and was advised that it was not permissible. No further contact with the owner has occurred.

F. Wesol – three properties on North Shore Road – The owners called to inquire about building requirements for their lots so as to advise potential buyers as they intend to sell them. They were provided with the Restrictive Covenants and related amendments and informed that they would need to determine additional requirements based on Escambia zoning and building codes.

Gate Committee: Joe Ward reported no new proposals have been obtained relative to the budgeted gate surveillance system but that further bids would be solicited. Approximately $800 was paid to Al-tec in the first quarter for gate maintenance and repairs.

Beautification Committee: No report was presented as the position was vacant prior to the meeting.

Roads Committee: Vann Goodloe's March 18, 2012 report was provided to the Board, indicating that the planned 2012 road work was completed at a cost of $32,500. The next project is currently scheduled for 2014 to include Egret Circle, Blue Heron Circle, and the east end of North Shore Road from approximately the community lot to the eastern intersection with Innerarity Point Road. That project will cost approximately $30,000 and should include concrete ribbing at the intersections to protect the shoulders. It may be necessary to grind the road and grade the surface, which will increase costs by about 15%.

Development Committee: A report from the Committee was not provided. However, Joe Ward provided information relative to gas utilities being installed on Seascape and the potential for building on two properties. At this time, no applications for such have been received by the Architectural Control Committee.

VII. Treasurer Report: Glenn Barbee presented the report as attached (See **Attachment I**).

VIII. Other Business:

A. Quarterly meeting dates were set as follows: June 3, September 9, and November 25, 2012 at 5:00 p.m.
B. Annual meeting date was set for December 4, 2012.
C. Island Picnic date was set for November 4, 2012.

IX. Old Business:

A. Status of January 8, 2012 "occupied motor home on Innerarity Circle" issue (Whittig Residence) – resolved as temporary restraining order is to become permanent.
B. Status of 16270 Innerarity Point Road Foreclosure (White Residence) – in progress as a payment plan proposed by the owner was accepted and the first payment was made as agreed.
C. Status of Gate Surveillance system proposals – see Gate Committee discussion.
D. Status of January 8, 2012 Tractor Purchase Proposal – closed as discussion deemed the prospect undesirable at the current time.

X. New Business:

A. Island Directory – Virginia Moody expressed a desire to create a current Island Directory. Charlene Schultheis made a motion to create an ad hoc Island Directory Committee, appoint Virginia Moody as the Chairperson of the Committee, and authorize the Committee to spend up to $300 to gather the requisite data. Diana Schaefer seconded the motion and it passed with four in favor and one abstention.

B. Flag Pole at Entrance – Virginia Moody expressed an interest in having a flag pole installed at the gate. Diana Schaefer made a motion to turn the recommendation over to the Gate Beautification Committee for their consideration. Glenn Barbee seconded the motion and it passed by acclamation.

C. Low shoulder on Innerarity Point Road – Glenn Barbee reported Vann Goodloe is in the process of obtaining a quote to fill the low shoulder and will provide it to the Board when available.

D. Recommended reduction of posted speed limit at speed bumps – Virginia Moody reported Vann Goodloe is exploring options and pricing relative to changing the speed limit signs at the speed bumps and replacing the existing neighborhood watch signs, and will provide his findings to the Board when available.

E. Erosion behind the bulkheads in the Community Park – Diana Schaefer expressed concern related to the safety hazard posed by the exposed tension lines resulting from erosion. Vann Goodloe is in the process of obtaining a quote to correct the issue.

XI. Adjourn: There being no other business, Glenn Barbee moved and Diana Schaefer seconded that the meeting be adjourned. Motion carried unanimously and meeting was adjourned at 6:40 p.m.

Minutes submitted by: Diana Schaefer, Secretary
Minutes approved by Board of Directors: June 10, 2012

ATTACHMENT I
TREASURER'S REPORT

Line #		2012 Budget	2012 MAR YTD	2012 Balance
1	**Beginning Balances:**			
2	Operating Account	35195	35195	
3	Reserve (Savings) Account (& CD)	40532	40532	
4	Total	75727	75727	
5	**Estimated Receipts:**			
6	Dues	54000	49050	-4950
7	Special Assessments & Late Fees	150	319	169
8	Interest Income	230	12	-218
9	Road Impact Fee	1000	1500	500
10	Reimbursements- Russell Bayou	1200	711	-489
11	Total Receipts	56580	51592	-4988
12	**Disbursements-Operating Costs:**			
13	Insurance	3600	1978	-1622
14	Taxes	100	127	27
15	Meeting Expense	250	188	-62
16	Legal Expense	1500	2442	942
17	Miscellaneous Expense	2500	159	-2341
18	Postage	600	394	-206
19	Management Fees	8400	3500	-4900
20	Island Social Events	500	477	-23
21	Right of Way Mowing	5500	850	-4650
22	Misc/General Maintenance	1500	120	-1380
23	Gate-Landscaping	2000	175	-1825
24	Gate-Telephone	850	342	-508
25	Gate-Repairs	5000	4186	-814
26	Gate-Electrial	1300	451	-849
27	Total Operating Costs	33600	15389	-18211
28	**Disbursements - Capital Improvements**			
29	Gate Camera System	5000	0	-5000
30	Community Park & Greenway Improvements	5000	0	-5000
31	Road Resurfacing	32500	32500	0
32	Total Improvements	42500	32500	-10000
33	**Total Disbursements:**	76100	47889	-28211
34	**Net Operating Income**	**-19520**	**3703**	
35	**Cash at End of Year/ Quarter**			
36	Operating Account	15232	38885	23653
37	Reserve (Savings) Accounts	40700	40,545	-155
38	**Total**	55932	**79430**	23498

ATTACHMENT II
COMMUNITY LOT AND BEAUTIFICATION COMMITTEE CHARTER

NOTE: The following will be superseded by Charters in Attachments III and IV.

PURPOSE:

1) COMMUNITY LOT – To enhance and maintain the Community Lot for the recreations and enjoyment of the Island residents.

2) BEAUTIFICATION – To maintain the common areas to a generally pleasing overall appearance while encouraging residents to take pride in the appearance of their individual lot.

Both purposes will be carried out within reasonableness of situation, practicality and budgetary constraints. Recommendations or suggestions of other improvements are welcome.

IMPLEMENTATION:

1) COMMUNITY LOT – Ideas for development will be considered in Committee meetings and presented to the Board of Directors. Recommendations of the Board will then be carried out by members of the Committee or the Property Management Company. Periodic surveys of the Island residents will assist in developing future plans.

2) BEAUTIFICATION –

A. Common areas – The Property Management Company will engage a contractor to mow rights of way and greenways (where accessible) on a regular or as-needed basis.

B. Individual lots – In the event that a lot is designated as unkempt by the Committee or Board, because of unsightly trash and debris of any nature including dead and/or fallen trees and limbs, the Property Management Company will notify the owner of said lot, by certified mail, of a specific date from which he will have sixty days to correct the problem. At the conclusion of the sixty days, the Association may proceed to clean up the lot and invoice the owner for the cost of the cleanup. If necessary, a lien will be placed on the lot to ensure collection.

C. Home sites – Residents will be notified of a "Yard of the Month" contest from May through September wherein a yard will be singled out as being of outstanding appearance. At an Island wide picnic in October or November, a "Yard of the Year" award will be announced. Additional recognition will be given to the best-decorated house during the Christmas season. Residents will also be encouraged to clean up any litter on the common areas on designated "Clean up the Island" days.

D. The Committee will plant modest flowerbeds in front of the two entrance columns using plants that are most likely to survive the lack of regular watering facilities. This effort will not need Board approval or formal contracts because of its de minimus nature. Out-of-pocket costs will be reimbursed upon submission of paid bills. On an as-needed basis, members of the Committee and other interested residents will maintain the beds.

MEMBERS: All resident's input and participation is welcome.

MEETINGS: As needed.

BUDGET: An annual budget will be developed by the Committee based on past experience and projected future needs to be submitted to the Board for the annual meeting.

ATTACHMENT III
RIGHTS OF WAY, GREENWAYS, AND COMMUNITY PARK LAWN MAINTENANCE COMMITTEE CHARTER

NOTE: The following supersedes the Charter in Attachments II.

PURPOSE: To maintain the grass and vegetation in common areas to a generally pleasing overall appearance.

IMPLEMENTATION: The Chairperson, or Property Management Company as delegated, will engage a contractor to mow rights of way, greenways (where accessible), and the community park on a regular or as-needed basis and will authorize payment upon completion and inspection of the work performed.

MEMBERS: Chairperson.

MEETINGS: As needed.

BUDGET: An annual budget will be developed by the Committee based on past experience and projected future needs to be submitted to the Board for the annual meeting.

ATTACHMENT IV
GATE BEAUTIFICATION COMMITTEE CHARTER

NOTE: The following supersedes the Charter in Attachment II.

PURPOSE: To enhance and maintain the gate entrance areas to a generally pleasing overall appearance. Recommendations or suggestions of other improvements are welcome.

IMPLEMENTATION:

1) The Committee will plant modest flowerbeds in front of the two entrance columns using plants that are most likely to survive the lack of regular watering facilities. This effort will not need Board approval or formal contracts because of its de minimus nature. Out-of-pocket costs will be reimbursed upon submission of paid bills. On an as-needed basis, members of the Committee and other interested residents will maintain the beds.
2) Plan and organize the annual Island wide picnic

MEMBERS: All resident's input and participation is welcome.

MEETINGS: As needed.

BUDGET: An annual budget will be developed by the Committee based on past experience and projected future needs to be submitted to the Board for the annual meeting.

NOTE TO BOARD MEMBERS: Having assigned the old responsibilities to each of the new charters as discussed during the meeting, I find the following items to no longer be assigned to anyone:

1) COMMUNITY LOT – Ideas for development will be considered in Committee meetings and presented to the Board of Directors. Recommendations of the Board will then be carried out by members of the Committee or the Property Management Company. Periodic surveys of the Island residents will assist in developing future plans.
2) Individual lots – In the event that a lot is designated as unkempt by the Committee or Board, because of unsightly trash and debris of any nature including dead and/or fallen trees and limbs, the Property Management Company will notify the owner of said lot, by certified mail, of a specific date from which he will have sixty days to correct the problem. At the conclusion of the sixty days, the Association may proceed to clean up the lot and invoice the owner for the cost of the cleanup. If necessary, a lien will be placed on the lot to ensure collection.
3) Home sites – Residents will be notified of a "Yard of the Month" contest from May through September wherein a yard will be singled out as being of outstanding appearance. At an Island wide picnic in October or November, a "Yard of the Year" award will be announced. Additional recognition will be given to the best-decorated house during the Christmas season. Residents will also be encouraged to clean up any litter on the common areas on designated "Clean up the Island" days.

Possible recommendations are that

- **Item 1 could be taken on the Board as I volunteered to put together ideas for the park during the meeting.**
- **Item 2 could be handled by Etheridge during his regular inspections of the island**
- **Item 3 could be eliminated if it is no longer in practice.**