

Salt Marsh Cottages Owners Association, Inc.  
Minutes of Annual Meeting, December 3, 2015

The 2015 Annual Meeting of the Salt Marsh Cottages Owners Association, Incorporated was held on Thursday, December 3, 2015, at 6:00 pm in the Conference Room at the Moss Creek Administrative Building.

Board President Tom Forrest welcomed everyone and called the meeting to order at 6:05 pm.

Mr. Forrest requested Gabriele Hoffmann to announce the proxies. 21 proxies were returned, 4 additional owners were present and 2 more were on the phone (total 27); a quorum was established.

**Attendees** – Board: Tom Forrest, Jeff Eley, Tom Finnie, Carol Oleksiuk (by phone), Jim Shelby and Gabriele Hoffmann. Property Manager Danielle Aspinwall-Winter.

Owners: Bob Barr, Linda Gillet, Renee Lambrecht, Julie Roman, Gregory Vaughan and Ken Weiss (by phone).

#### OLD BUSINESS

Approval of Minutes: Mr. Forrest asked for approval of the December 2, 2014 Annual Meeting Minutes. Jim Shelby motioned, Jeff Eley seconded, and the minutes were approved as presented.

Treasurer's Report: Jeff Eley reported that the Association was able to cover additional costs thanks to financial reserves.

Referencing the Balance Sheet as of September 30, 2015 vs. September 30, 2014, the SMC Owners Association's current Equity was \$191,396 up from \$172,487 the prior year.

Bad Debt Reserve – Tom Forrest reported on the bad debt on cottage #109 owned by John and Judy Manzo. Mortgage holder Citibank foreclosed on the Manzos in the summer and both SMCOA (owed ca. \$23,000) and Moss Creek appeared for liens. Legal documents were filed with the Court of Common Pleas and a Master in Equity will be set up to conduct the sale at the Beaufort County Court House. Citibank hopes to collect \$93,000 on the distressed property. The Board had considered acquiring the cottage 109, however, legal counsel advised against it. Liens have been filed on Manzo's property in Georgia as well.

#### Review of Operations and Capital Improvements:

Ms. Aspinwall-Winter gave the Property Manger's report.

#### **Grounds Maintenance**

A number of issues were taken care of: Drainage problems corrected near #101 - 110; asphalt repairs of buckled surface at parking spots. Three trees removed in areas of #116, 132 and 133. For budgetary reasons half the palm trees were trimmed, other half to be completed in 2016. Major renovation of tree canopy and undergrowth completed behind #101-110; area now looks well maintained.

Rose Landscaping hired in July; they handled rejuvenation pruning within monthly maintenance amount. In January 2016, Jones Brothers will perform a tree viability study to assure tree health.

### **Cottage Maintenance**

Half of the Association's budget was spent on routine maintenance (wood rot on sheds, window sidings, doors; painting of new areas). Sheds have been replaced with treated lumber. To date, five dormers on reflashed roofs have been repaired. A third roof blowing will be added to remove pine straw. The 2016 termite booster will be carried out with a stronger chemical.

### Committee Reports:

**Property Committee:** Jeff Eley thanked Carol Oleksiuk for the thorough research on window and slider replacements. Our 1979 one-piece bedroom and kitchen windows are no longer available and we have no record of who installed them. Carol has searched for a matching alternative fitting into the exact same-size window space (condition for Moss Creek ARB approval). Grayco has a two-piece window with a slider on top and a fixed part on the bottom. Moss Creeker Dan Dunning can do the installation. Three owners had their porch sliding doors replaced by Mr. Dunning and are pleased with the results. Carol suggested creating a committee to work on replacement windows and asked for volunteers.

Owner Julie Roman suggested looking at the windows at cottage #122 and Bostwick Pavilion to see if they were suitable options. Ms. Roman's window glazing/molding strips have disintegrated and need to be replaced. Jeff Eley reiterated that it will be a priority to find an esthetic glazing match for all cottages.

### NEW BUSINESS

Management Agreement: Property Manager Aspinwall-Winter stepped out of the meeting. Tom Forrest recommended a 2016 2.5% cost-of-living increase for the Property Manager. After discussion Tom Forrest asked for a motion to approve the new management agreement and implement the annual \$18,000 for the Property Manager. Jeff Eley motioned, Tom Finnie seconded and the motion carried. Ms. Aspinwall-Winter rejoined the meeting and accepted the offer.

Approval of Budget: After questions by owners, Tom Forrest requested a motion to accept the 2016 Proposed Budget. Jim Shelby motioned, Bob Barr seconded, the motion carried and the 2016 Budget was approved as presented.

**Board Election Committee:** Gabriele Hoffmann reported on the nominating forms. 22 ballots were received and confirmed the nomination of both board candidates, Robert Barr and Chuck Jesser, for a 3-year term. No write-in candidate presented. Tom Forrest asked for a motion to elect the nominated candidates and the motion unanimously carried. Tom Forrest thanked Jeff Eley, who is rolling off the board, for his extensive board service and committee work.

### OTHER BUSINESS

**Communications Committee:** Carol reminded all to visit the SMC website and suggested a get together in February. Danielle thanked Linda for writing articles on the community.

Ken Weiss suggested paying the \$50 monthly reserve portion of the regime fee upfront in January (\$600 annually). A \$350 monthly maintenance fee would appear more attractive to buyers. The item was tabled for the first 2016 board meeting.

With no further business before the board, Tom Finnie asked for a motion to adjourn. Jim Shelby motioned, Gabriele Hoffmann seconded and the annual meeting was adjourned at 6:50 pm.