

# Minutes of the Third Annual Membership Meeting of the Cove Pointe Owners Association, Inc.

**Date:** Thursday April 16, 2009  
**Time:** 5:30 p.m.  
**Location:** St. Andrew Bay Yacht Club Deck  
218 Bunkers Cove Road, Panama City, Florida 32401  
**Attendance:** **Officers/Directors:** Roger Spencer, President/Director; Chris Reiss, Treasurer/Director; Tom Neubauer, Secretary/Director; John (Buddy) Dye, Director; Charles Nichols, Director.  
**Other Members:** Paul Dick (lot 12); Steve Goodwiller (Lot 9); Michael Grabner (Lot 19); Margaret Neubauer (lot 34);

The meeting was called to order at 5:33 PM by Association President Roger Spencer.

- (1) **Proof of Notice of Meeting:** For the record, Director Chris Reiss previously provided to the secretary for approval, proof of compliance that the meeting had been properly noticed by posting of written notice in the subdivision as required by the bylaws.
- (2) **Election of Officers:** Charles (Chuck) Nichols accepted a nomination for President and John (Buddy) Dye accepted a nomination for Vice President of the Association. Treasurer Chris Reiss agreed to continue to serve as Treasurer and Tom Neubauer agreed to continue as association secretary. The slate of 2009 officers was unanimously elected.
- (3) **Association Fee Billing:** The status of billing and payment by lot owners was discussed and it was noted that invoices for 2009 dues to be paid in April were noticed in the February distribution of minutes and then by separate direct mail by the Secretary on April 1, 2009. Treasurer Chris Reiss noted that payments are being received. It was also reported by the treasurer that only one lot owner has not paid the previously billed 2008 assessment. Chris Reiss advised that a separate notice letter was mailed to the owner's new mailing address found on the DBPR website and requested authorization by the board to pursue action to file a lien. The decision was unanimously approved.
- (4) **Landscape Committee Report:**
  - a. Clean up day: Chuck Nichols reported that the Cove Pointe clean up day was a great success and commended Chris for arranging to have the City of Panama City available to haul debris throughout the morning. Several truckloads of branches, rocks, concrete, etc., were removed from the subdivision, making it much easier to mow in the subsequent weeks.
  - b. Landscape Contractor: It was noted by the Treasurer that the landscape contractor had agreed to reduce the cost of monthly service by \$500 to a new annual amount of \$23,840. Although there is no contract signed with Lawnsapes, the company is now billing at the new rate.
  - c. Signage: Mr. Dye and Mr. Nichols reported that there are a number of non-residents visiting the neighborhood and leaving beer bottles and other trash behind. Together they will pursue the purchase of signs to properly notify visitors that the lots and dock area are private property in an effort to reduce loitering.
  - d. Grass Areas: Mr. Nichols pointed out that many of the areas that had been landscaped with sod during development now have a high percentage of weeds. He offered to discuss this with the landscape contractor who is also licensed and contracted to apply chemicals to the weeds and fertilize.
  - e. Request for Proposal: Mr. Nichols will head up the landscape committee in efforts to develop a comprehensive request for proposal detailing desired landscape maintenance services that can then be bid out to multiple contractors.

- (5) Sidewalks: The issue of Cove Pointe sidewalks was raised, noting that the board had expressed interest in formally modifying the association covenants to allow for a delay in the installation of sidewalks. It was again pointed out that such installation would create obstacles to future home construction and require maintenance of the sidewalks on vacant lots for some period of time. The consensus of the group was to draft a modification for approval by all association members that would allow the board to trigger the sidewalk requirement at a time deemed appropriate in the future, such as at the point of 50% build-out. Rather than hire an outside law firm to draft such a document, Chris Reiss offered to assist the association, provided it was acceptable that work on the matter would not begin until mid-summer. Ms. Reiss was thanked for her generous offer and the proposal was adopted.
- (6) Lot Maintenance / Mowing: Based on discussion, most of the lots in Cove Pointe that needed maintenance/mowing had done so, with some exception. Mike Grabner agreed to inspect the balance of the lots and advise the board which ones needed attention. Following that report, the secretary would be authorized to mail a request to the owners of those lots with information on the discounted service provided by Mr. Thomas.
- (7) Public Nuisance and Dogs: Paul Dick and Mike Grabner concurred that there is a problem with certain visitors to the subdivision who allow their dogs to roam freely throughout the community. In addition to the posting of signage as previously discussed, there would be some effort to request that the visitor be asked not to unleash the dogs in the area.
- (8) Architectural Review Board: Mr. Dye inquired for the record as to who is serving on the Architectural Review Board. It was noted that Pat Higgins, Bill Allen (Contractor), and Walter Fuller (Architect), have been serving in this capacity since the beginning. Although fees have been paid by applicants for this service, the group has never asked to be paid. Secretary Chris Reiss noted that the fees remain in the association account and can be distributed to the ARB when requested. It was noted that ARB process could be started by accessing the application form on the CovePointe.com website.
- (9) Plants: Roger Spencer reminded the board that the landscape contractor gathered the plants that been washed away in the 2008 rain storm and still had those for reinstallation. The bid to reinstall those at a cost of \$1000 had been previously rejected by the board. The landscape committee will continue to consider what to do with those plants previously located in the area of the dock.
- (10) Comcast Cable Boxes: Buddy Dye noted that the cable boxes installed by Comcast have never been properly completed. Paul Dick volunteered to make contact with the service department at Comcast to see if they might generate a work order to complete the work.
- (11) Subdivision Appearance and Miscellaneous Concerns: The group discussed a number of issues including the appearance of lots, landscape, trash, storm damage repairs to dock parking lot area and apparent use of the dock by the public. The dock is for the exclusive use of association members and their guests.

The meeting was adjourned at approximately 6:45 PM



Cove Pointe Owner's Association, Inc.  
Tom Neubauer, Secretary