

THE TOWN HOMES AT LUDLOW BAY ASSOCIATION

2013 ANNUAL MEETING MINUTES

JULY 6, 2013 AT THE BEACH CLUB

1. The meeting was called to order at 10am by President Al Wagner. A quorum of owners was established with 13 owners present (9) or represented by proxy (4).
2. The minutes of the 2012 annual meeting were approved by a unanimous vote.
3. The association for the 2013/14 fiscal year, which had previously been distributed, was discussed. Al Wagner explained that we have been able to do considerable maintenance while reducing the dues and that the board feels the new budget is realistic and includes a reasonable contingency. There were questions from owners on having the bookkeeping being taken over by the association and on the adequacy of several line items in the budget. The owners expressed unanimous support for the budget as presented.
4. Old Business
 - a. Owners were reminded of the requirement to provide evidence of insurance on their town home. Owners present were surprised this was an issue and that only about half of owners have provided the required documentation and requested that owners be advised who has not provided confirmation of coverage. It was explained that this year owners who do not provide evidence of insurance in a timely basis will be fined.
 - b. Individual town home keys for the fire department knox box. Only about half of owners have provided a door key to the fire department to be placed in the key box they maintain on site. There was some concern expressed about individuals breaking into the knox box and stealing the keys. It was explained that the metal cabinet is far more secure than our town homes if someone is intent on breaking in. While voluntary, it was emphasized that the fire department highly recommends placing a key in the box not just in case of fire but also for use by EMT's if a medical emergency where you can't get to the door.
5. New Business
 - a. Al Wagner provided an annual update on association maintenance and other activities. Fences have been cleaned, the gutters and roofs were cleaned, sidewalks and driveways were power washed, the protective anodes on the propane tanks were replaced, the annual fire and landscaping systems were back flow tested and the fire sprinklers will be inspected this next week. And a new website was established.
 - b. Owner maintenance issues were discussed.
 - i. Maintenance of the cedar shingle siding. It was noted that while many owners have cleaned and refinished their siding, there are still too many owners who have done nothing and their shingles detract from the appearance of the community. There is not a specific product required to be used as long as it is a transparent product in a natural or cedar tone.
 - ii. Deck maintenance. Our rules and regulations require that decks be cleaned at least every two years. Unfortunately several owners have not kept up with the

cleaning and maintenance of their decks and they have become unsightly, dangerous (slippery when wet) and in some cases have rotten boards which create a further safety hazard.

- iii. Beach grass . Owners need to ensure that the beach grass adjacent to their town home is removed from up against their town home and/or decks. There was a discussion about the appropriate distance for the “fire break”. Given the layout of the town homes on the lots there is not a specific standard other than more is better. A minimum is probably 5 feet but space permitting it could be as much as 15 feet.
 - iv. The consensus of owners was that the issues of shingles, decks and grass fire hazard are important and that the board should enforce reasonable standards both by encouraging compliance but also, if necessary, undertaking the work and billing owners.
 - c. Decorations hanging on arbors are not appropriate
6. Election of 2013/2014 Board of Directors.
- a. The candidates for 2013/2014 were Al Wagner, Lewis Hale and Linda Brown. The slate was approved by acclamation of owners.
7. The meeting was adjourned at 1048am.

Submitted by Lewis Hale, Secretary