

**THE TOWN HOMES AT LUDLOW BAY ASSOCIATION
2016 ANNUAL MEETING MINUTES
JULY 2, 2016 AT THE BEACH CLUB**

1. The meeting was called to order at 2pm by President Al Wagner. A quorum of owners was established with 12 owners represented; 10 present and 2 by proxy. Owners were asked to introduce themselves.
2. The minutes of the 2015 meeting were approved as presented by unanimous vote.
3. The association budget for the 2016/2017 fiscal year, which was previously distributed to owners, was discussed. In response to a question it was noted that the association does not have reserves for maintenance since we own no property. However, it was noted that the association does target to maintain a cash contingency of approximately \$50,000. It was also noted that the dues will remain the same which is the third year with no increase. This is the result of pursuing ways to save on expenses such as the recent change to a wireless system to monitor the fire sprinkler system that will save approximately \$3,000 per year.
4. Old Business
 - a. Status of 2016 maintenance checklist. It was noted that the board has not heard from many owners but that they would be doing another walk around following the meeting and an updated notice will be sent to owners. The board intends to get more aggressive in ensuring owners follow through. In the future when a unit sells any incomplete items from the checklist will be reported to escrow.
 - b. Community reminders.
 - i. Owners were reminded of all of the information that is available on the community website. The Rules and Regulations, Maintenance and Repairs were noted as the most important to be familiar with. Also discussed were the neighborhood courtesies.
 - ii. It was reinforced that while owners pay for all exterior maintenance and appearance items, that the board approval is required for most maintenance and that it is always best to first discuss with a board member. Approval forms and specifications for paint colors, roofing material etc. are on the website
 - iii. Parking was discussed. It was noted that the town home community has limited parking and it is important for owners to use their garages for parking rather than storage.
 - iv. Lewis will be following up with owners for the annual verification of insurance.
 - v. PLA is continuing to have strong sales at Ludlow Cove. The Condos around the lagoon are targeted for 2018. The marina office, shops and board walk are scheduled to start late 2016 or early 2017
5. New Business
 - a. Fences will be surveyed this summer for maintenance issues.

- b. The roofs have received a moss treatment but there are still some areas that need to be treated again this summer
 - c. Gutters and gutter faces will be cleaned this fall
 - d. Rose Lincoln is our new representative on the Master Association Board. Al Wagner continues as our other representative but is interested in being replaced.
 - e. There is a problem with weeds in the beach grass in Tract C and owners are free to pull them out.
 - f. Movie Night is August 25th. There will be a 55ft screen at the lagoon and a 40ft screen on Burner Point. The movie is "UP".
 - g. Peter Joseph noted that we should stay on top of monitoring the sacrificial zincs on the propane tanks. Al Wagner will discuss with Sunshine and see if it is time for another inspection.
6. Election of directors for 2016/17. There were no new candidates and the current board being Lewis Hale, Bill Master and Al Wagner agreed to stand for election. It was moved to accept the candidates by acclamation. It was seconded and approved unanimously.

The meeting was adjourned at 2:40 pm followed by refreshments.

Submitted by Lewis Hale, Secretary