

## 2017 GAPOA ANNUAL MEETING MINUTES

JANUARY 21, 2017

The meeting was preceded by a buffet reception at 4 PM at the St Croix Yacht Club.

Meeting called to order 4:30 PM

The bookkeeper Deb Tryon reported a quorum that exceeded the needed 25 of +60. The Secretary Jan Buell affirms the quorum.

Karen Heckman was thanked for her work in setting up the meeting location and food vendor.

The board was introduced to the membership and thanked for their service.

President James Pedrick, Vice President Isabel Brady, Treasurer Don James and Secretary Jan Buell.

At Large Board Members: G.B. Bucknell, Sara McCambridge , Luke Landon, Karen Heckman, Ona Alpert and Sweeney Toussant.

John Roberts was not in attendance.

Jim thanked retiring Board members John Roberts (9 year term) and Jan Buell (5 year term) for their service.

The first order of business was to Approve 2016 Annual Meeting Minutes. The motion to approve was presented by Rob Bidelspacher and seconded by Karen Heckman. The motion was approved by the membership.

Jim Pedrick gave the President's Report outlining the accomplishments of the board. One of the primary goals this year was to continue to improve the administration of the Association and the management of its documents. We

have accomplished the following:

The Policies and Procedures for the association have been created, approved and filed on line.

Duties and Responsibilities for Officers and the Bookkeeper were documented.

Annual Reports were brought current with the Lt. Governor's Office. It was discussed that we were five years in arrears but able to correct that.

GAPOA Income Tax Returns were filed for the past ten years and are now current.

GAPOA documents are in the process of being e-filed on a shared Google Drive as defined by the retention plan.

All GAPOA corporate legal documents have been organized in electronic and hard copy file as defined by the retention plan.

All plots within the five estates of Grapetree Association have been verified to our membership data base.

GAPOA also now has a Road Manual that tracks all maintenance completed on each road in the association.

Jim thanked Jan Buell's perseverance over the past 5 year in designing GAPOA's Record Retention Plan and noted that she was instrumental in creating plot maps and researching which plots were bound.

Jim highlighted that under G.B.'s leadership the association had a very successful year in road maintenance. We spent over \$107,000 on road maintenance and paved over 2000 feet of roads.

Jim addressed collection issues, outlined lien status and his personal outreach to the lot owners that are in arrears.

Jim has a stated goal of early intervention to prevent a property going into lien status. He also stated that instituting late charges and liens are incentives to pay dues on time. He said that, as part of a policy of outreach, he is in conversation with 4 or 5 homeowners who have liens on their properties and is working on a positive outcome.

Jim discussed the lowering of D&O insurance from 2 to 1 million dollars in order to save the HOA 2000 dollars a year.

Ona Alpert was thanked for her beach cleanup where much trash was removed from the beaches and a lot of fun was had, too. The Beach party was also praised and a 3<sup>rd</sup> party planned.

Jim will provide the legal report and asked if any attorney could volunteer for this position.

Don James presented the Treasurers Report. The actual P&L and collection reports are appended to the minutes. Don gave an overview of the P&L. Total assessment collected plus surplus from the prior year amounted to \$138,285 in total assessments which was \$6500 over budget. Total expenses were \$125,394 which was right at budget. We ended the year with a net profit of \$12,562. The cash Flow statement was discussed and we ended the year with \$69,297 in available cash. At present we have 13 non-paying members, all with a lien filed on their property that we are working toward resolution. There are an additional 7 members that did not pay their 2016 assessments and are lien eligible effective March 31.

GB Bucknell presented the Road Report. GB reached out for volunteers to assist him on the committee. He prefers a full time resident. He also reported that \$107,000 was spent in 2016 on roads, which was higher than usual but possible through the success of the Collections Committee. He has also stated the 1<sup>st</sup> cutting for this year is complete. He asked if anyone had issues but none were identified. GB has created a plan for the coming year that shows how the budget will be spent. He said that about half of GAPOA's roads are paved currently. GB also reported eight new Estate signs were installed on the interior roadways to improve property address identification for emergency

vehicles. We discussed the need for clear signage by each plot. There is both a VI requirement and a safety issue for first responders to locate the source of a 911 call. The Road Paving plan will be appended to the minutes.

Jim added that we are trying not to just fill potholes but to achieve a more lasting result by repaving roads.

Rob Beidelspacher noted that the Castle is for sale and that the Castle property is a single-family dwelling and will remain that way.

Jan Buell presented the Communications Report stating emails have been a successful means of communication and that the website was a resource that had been useful but was underutilized. Jan also shared her on-going work on a record retention policy and her creation of a GAPOA Google Drive that can be accessed by the Board so there can be continuity from year to year and Board to Board. A calendar of Board action items has been created and Debra Tyron will have her own area on the Drive.

Isabel Brady reported on the Architectural Committee. She reviewed one new building plan and a major rehab that retained its original footprint. She did ask the membership to report any clearing or evidence of a build so we can make sure we have an early opportunity to inform the homebuilder of our review requirements.

Ona Alpert reported on two successful beach cleanups. It was highly promoted and well organized which resulted in a large turnout with 4 tons of trash removed from our four beaches. A second cleanup was held on October 22, in conjunction with Friends of East End Marine Park. She also provided a documentary to inform the membership why plastic is so harmful to our environment. She reminded everyone that there are things we can do every day to make our beaches better, like leave the beach cleaner than you found it, keep dogs on a leash and pick up after them, and wear reef-responsible sunscreen. The 2017 Beach cleanup was planned for April 22 and looks forward to many volunteers.

Sarah McCambridge organized our second annual beach party at Smuggler's Cove Beach this past March. It was well attended with lots of good food and

fun times. We have scheduled this year's party at Smugglers beach on March 5 at 1:00pm. An email announcement will be sent.

In his Legal Report, Jim reported a foreclosure service cost the association \$3,000 and the amount came as somewhat of a surprise. He suggested we would do more due diligence on future foreclosure notices. Jim is in discussions with attorney Quigley to help resolve a delinquent member that owns five plots. We are hoping this discussion results in a positive outcome.

In 2016, we set in writing a Forbearance Policy that had been in effect for two years. It states that if a set-back violation occurred prior to 2011, we will grant a Forbearance Agreement, but if a set-back was violated post 2011, the homeowner would have to rectify the violation. The board has signed 4 forbearance documents pertaining to setbacks that occurred according to our policy. The board also turned down a request to build a small condo at 14 & 15 TH after reviewing our By-Laws.

Nominations Report and 2017 Board and Officer Slate were presented by Karen Heckman:

President – James Pedrick

Vice-President – Isabel Brady

Treasurer – Don James

Secretary – Ona Alpert

At Large Board Members:

G.B. Bucknell (Incumbent)

Sara McCambridge (Incumbent)

Sweeney Toussaint (Incumbent)

Luke Landon (Incumbent)

Karen Heckman (Incumbent)

Stacia Jung

Emelyn Morris-Sayer

The motion to approve the slate was put forward by Rob and seconded by GB.

The membership approved the slate.

Under the heading of old business the offer to order standard plot signs was revisited. GB is getting that information and we will email you our findings.

Crime on the East End was also discussed. Possible deterrents suggested were house sitters and internet security such as NEST. We also agreed to send a general informational email when a crime is reported to the association. Road-side trash pick up was mentioned and it was stated that a cleanup already occurs once a year before the Triathlon.

A question was asked about the relationship of Grapetree Hotel to the Association. Rob Bidelspacher outlined the past history.

We had a guest speaker from Friends of STX East End Marine Park, Hilary Lohmann. She explained the park is independent of the Federal Park system and relies on volunteers to do beach cleanups and turtle protection. Hilary looks forward to a relationship with our association. She requested we share her contact information.

There was a motion to Adjourned the Meeting. Isabel Brady made the motion, it was seconded by Karen Heckman. The membership approved and the Annual Meeting was adjourned at 6:10pm.

Respectfully submitted

Janice Buell