

BBE Board Meeting  
July 23, 2021

Attendees: Linda Hay, Phyllis Yensan, Cheryl McKeary, Nancie McKeary and Cathie Parker (via phone)

First meeting of newly elected board. President: Linda Hay; Secretary: Nancie McKeary; Treasurer: Cheryl McKeary; Assistants: Phyllis Yensan and Cathie Parker. This year two alternates, Linda Fox and Maureen Boyle, were voted on to the board. Alternates may attend meetings but will only be allowed to vote on board issues if needed to establish a quorum.

### **Agenda:**

**Maintenance Issues & Procedure:** Board will walk around to determine maintenance list according to priority. Patti will meet with Adam to confirm his availability. Going forward the plan is to present a priority list to Adam and obtain cost estimates and timelines before proceeding. Patti Sansing is our Maintenance Manager and will coordinate with Adam and other contractors to get work done as needed. If a homeowner has an issue they want addressed, they are to contact Patti directly and she will manage accordingly.

**Septic Inspection Report:** Some financial institutions for new home buyers are requesting a copy of the septic inspection. We considered posting the report on our website but voted instead to not post it but indicate that it is available upon request.

**Change Annual Meeting?:** The idea was brought up to change the annual meeting from early July to August as this would allow for all board members (especially those seasonal people) to have time to meet and prepare budget and agenda together. (Just a suggestion - no vote at this time).

**To Do List:** Will need to notify the Navy and the State of our new board members and that Patti Sansing is our Maintenance Manager and will be the contact person for them. Also will meet with the bank to change authorized signatures and debit card users. Will get amended Condo Docs registered at the courthouse.

**New Board Correspondence/Meetings:** We have been using Google Docs for most BBE related correspondence and documents. Since not everyone is familiar with using Google Docs, we may hold a "training" session to help familiarize everyone. Phyllis will look into "Electronic Meeting" options for us. Board will try to meet quarterly for Work Sessions and send emails to members with quarterly updates. Request monthly email updates to the board from Maintenance Manager.

**Newsletter:** Voted to start a quarterly BBE Newsletter. Linda Fox volunteered to head this up. Any BBE resident may contribute to this newsletter. It will be for BBE related information as well as recreational info or news that may be of interest.

**Misc. Ideas/Suggestions/Concerns:**

- Signage at main entrance?
- Drop box for dues
- Community Bulletin Board
- Paint scene on dumpster area fences
- Timers/thermostats on portable electric heaters for sheds in winter
- Establish a list of plumbers, contractors, etc
- Screens for pavilion
- Access and parking issues at cul-de-sacs (some complaints of multiple, non-resident vehicles parking for clamming)

Will try to have a work session in September before board members leave for winter.