

MEMORANDUM

TO: CATAWBA SHORES NORTH CONDO ASSOCIATION MEMBERS

FROM: BOARD OF TRUSTEES

DATE: NOVEMBER 22, 2020

Since our Annual Meeting on September 12, 2020, the Board of Trustees has been working to address concerns, issues and recommendations made at the Annual Meeting. In addition, there has been a series of emails from several CSNCA members with additional concerns and requests. The Board of Trustees want to assure all members that we have been working diligently to take actions and develop plans to address all the issues that have been brought forward.

Developments since Annual Meeting:

The Board of Trustees has held a board meeting on October 24, 2020. Each board member has one or more assignment they are working on, or have completed. An update on these issues is listed below.

The President of our CSNCA Board of Trustees, Jonathan Osborne, has resigned his position as President and has made the decision to step down from serving on the Board of Trustees. The Board will replace Jonathan as President according to the CSNCA By-Laws. The Board thanks Jonathan for his years of service to the CSNCA.

Overview of Board Actions 2019-2020:

Before we address the issues/concerns that arose from the Annual Meeting, please find listed below the items that the Board has completed or implemented over the last year.

- All members received a bound copy of the By-Laws and Articles of Incorporation put together by Joe Barone, Chairman of Buildings Committee.
- Created Board Committees (Pool/Beach, Landscaping, Buildings, and Social Events) with each Committee being led by a board member. Several emails and requests through Newsletters were sent to encourage members to join a committee of interest to them as a way to engage more owners/members to become involved in CSNCA and Board activities. If you are interested in joining one of these committees, please let the board member that chairs each committee:

- Joe Barone, Buildings
 - Ken Sesko, Pool and Beach
 - Beth Veres, Landscaping
 - Kevin Quinn, Nominating
 - Timothy Keys, Finances & Treasurer
 - Sheila Flannery, Social Activities/Events & Secretary
- A newsletter was developed and will be sent out quarterly. Members have been continually encouraged to provide material for the newsletters. Summary of all Board meetings was included in Newsletters. If you would like to provide information for the Newsletter, please contact Sheila Flannery.
 - Increased social activities with members such as annual poolside picnic.
 - Landscaping improvements are ongoing and a long-range plan was developed to improve areas throughout the CSN campus. Landscaping Committee is researching possibility of new landscaping company for 2021.
 - Development of Ley Management Company portal to improve process for maintenance requests.
 - Seawall improvement on Southside of beach area approved for completion in Fall 2020.

Update on Issues/Concerns from Annual Meeting 9/12/20:

- The issue of an annual audit was brought up at the Annual Meeting. There was a suggestion that CSNCA's financials are audited every year. CSNCA's financials are not audited annually and the By-Laws do not require an audit. According to Article VIII of the CSNCA By-Laws, the Board is required to have an audit if the majority of unit owners vote for it according to the by-laws. If the majority of unit owners do vote for the audit, CSNCA bears the expense. The Board is in process of obtaining cost estimates and scope of work if an audit is to be completed. Further communication will be coming in next few weeks to all owners/members to make a decision on an audit.
- Financial:
 - The budget for FY 2020 comparative budget and October balance sheet is included with this mailing.
 - The financial statements mailed to members with the Annual Meeting packet had the incorrect years listed for the respective comparison statement. Corrections to match the statements to the proper year have been completed. Copies of the corrected statements were included with the email that went to all members with the Annual Meeting Minutes of 9/12/20.

- The Board has strengthened our internal controls on accounts payable, to ensure that all expenses paid have been confirmed that work is completed and was completed according to instructions.
- Survey to Owners/Members:
 - A project list is being finalized by the Board that will identify future projects.
 - A survey is being developed that will be sent or emailed to owners that will allow members to prioritize projects according to how they see them.
 - This will assist the Board to better serve in directing our resources and budgeted dollars to the most critical needs.
- Communications:
 - The Board is working on developing a New Owner's Packet that will be given to each new owner upon taking possession of their unit. Some items that will be in the packet are the following items:
 - Articles of Incorporation & By-Law Binder
 - Welcome Letter
 - Memo of Rules such as gates for decks, storage units on decks, etc.
 - Common Courtesies
 - Looking at developing a list of vendors to use for maintenance issues
 - Membership directory
- Nominating Committee:
 - The Board has established a Nominating Committee that will begin the process of soliciting nominees of owners/members willing to serve on the Board of Trustees. Board member, Kevin Quinn has agreed to serve as Chairman and Kevin Cogan has agreed to serve on this Committee. Kevin Quinn is reaching out to a couple more members to serve on the Nominating Committee. This Committee will be conferring soon and Elections for Board Members are conducted at our Annual Meetings per the By-Laws.
- CSN Website:
 - A new Catawba Shores North website has been established with the tremendous help of Tim Keys, Board member. Website is: www.csnca.net
 - Please check out this new website. You will find Annual Minutes, summary of Board meetings, Board Members, easy connection to Ley Management to request maintenance orders, etc.
- Additional suggestions/concerns of owners/members:
 - Will discuss at December Board Meeting to have Earl Ley work on the viability of not having landscape lighting at night to enhance star gazing and reduce the mayflies/bugs at the light post every morning.

- The Hawthorne trees will be removed to help deter the amount of bees during summer months.

This communication provides an update on recent actions taken by the Board but this is not a complete listing of all issues or concerns the Board is committed to addressing. The Board continues to address all issues raised by members, such as the irrigation system, classifications of income, etc. The Board will send out via email or upload to our website, further communications and updates as progress continues toward these priorities.

The Board of Trustees wishes each and every member and your families a very Happy Thanksgiving.