

## **Secretary's Report, 10/13/2015**

As Secretary I get lots of inquiries from homeowners going forward I'll share some of them and my answers with the board and by way of our website, the community.

Thanks to George and Bonnie Olson for asking about the duties of the CC secretary.

### **Full Definition of SECRETARY: Merriam Webster**

An officer of an organization or society responsible for its records and correspondence.

### **Cross Creek By-law definitions:**

4.6 Management Agent. The Board of Directors may employ for the Association a management agent at a compensation established by the Board to perform such duties, services and powers as the Board shall authorize.

4.13 Minutes. Minutes of all meetings of the Board of Directors and of the lot owners shall be kept in a businesslike manner and available for inspection by unit owners and Board members at all reasonable times.

4.21 Secretary. The secretary shall keep the minutes of all meetings of the Board of Directors, and the minutes of all meetings of the Association; he shall have charge of such books and papers as the Board of Directors may direct; and he shall, in general, perform all the duties incident to the office of secretary.

### **History of secretary's duties as passed down from prior secretaries:**

Post the date, time and place of meetings (48 hours in advance) at the entrances to CC (and now when possible by blast email)

Make notes of what's said at official meetings to coordinate with the recording of minutes which shall be performed by M & A at the request of the president.

Act as Parliamentarian

Monitor time of resident's presentations

Post signed minutes at the pool and post on the website

Post other important data at pool, licenses, painting schedule, etc.

Coordinate all matters dealing with the website

Write Blast emails to community when needed.

Do a periodic CC Communique with updates and useful information

Coordinate and update names, addresses, and phone numbers for community and board

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Bruce Berger sent an email pursuant to his review of our engineer's report on the small (north pond).

In that report the engineer reported some things that could be done to the pond to make it function better. We implemented most of the items. One that we considered and did not do, because of the cost and a further discussion with the engineer, was a piping system or relocation of suction head beneath the fountain that would enhance the pond circulation. Given the health of the pond and the engineer's assertion that it was fine as is for now we did not act on either alternative. This may be revisited in the future if the pond shows signs of problems.

As a note, Bruce asked these questions in conjunction with photos of the south (big pond) which was never in consideration.

Ron Kelly sent an email in which, among many other items, he gave his comments on the successfully completed application for water fees mitigation. Bruce Berger found the program which we followed up on after we had the big pond fixed. It was not billed as an "indirect" source of funding for the pond, but rather a homeowners way of piggy backing on the pond fix to lower their charges.

It was not until early 2015, when the county changed its procedures and eventually its application, were we able to file on behalf of all the community. The board then voted to pay our engineer, Bob Hugenschmidt, to do the filing. His cost was \$814.24. We are on the county application list going forward for the biennial filing and Bob H and we will put in into our calendars.

One last correction; our pond effectiveness is at 100%, but since the county uses one hundred year flood statistics to calculate rates and credits and our pond (as with many other ponds in Florida) are based on twenty-five year statistics and values, we cannot get more than a 25% credit. Going forward we will have to maintain 100% efficiency in order to qualify for the 25% credit.

Finally, in pursuit of that goal we will be engaging with Pinellas County in its Watershed Management: Watershed Planning, Adopt-A-Pond program. Thanks for the tip Bruce Berger.