

Pass Marianne Homeowner's Association, Inc.
Board of Directors Meeting Minutes
Thursday, April 14, 2022

Present: Princy Harrison, Anna Crawford, Karen Nugent, Gerri Mackey, Margie Morken, Dan Rotter (by phone) Sherri Schaeffer and David Sturgis.

Quorum: 5

Called to order: at 3:00 pm.

Attendees: Rita Goodbread, Wayne Peterson, Donna Timken, Tommy, Maria and Brian Delaune.

Minutes approved: by Anna Crawford and seconded by Gerri Mackey as amended.

Treasurers Report-Karen Nugent, Treasurer

- March Financial Statements were emailed to all Board members prior to this meeting.
- Our YTD financial statement shows that we are very close to our budget.
- Property insurance is 20% higher than last year but we budgeted for that increase.
- Flood insurance is not due till August but bids will be accepted 90 days out.
- Associated Waterproofing (AWP) has completed the contract for elastomeric coating the building and in the process of waterproofing the balconies.

Architectural Review Committee-Sherri Schaeffer

- As our balcony tiles have been discontinued, a neutral compatible tile was purchased at Hood's for the East balcony of Unit 203. The owners will pay for the tile and installation.

Landscaping Committee-Anna Crawford, Chair

- The Landscaping Committee met on April 4, 2022.
- Since our last meeting, our contract with Steve Lombardo of Lombardo Industries was terminated. He failed to appear for work and he could not be reached after numerous attempts to contact him. As a result, we quickly hired Rob Cervantes of Hedges to Edges on an hourly basis to perform basic landscaping work until a decision can be made regarding a yard service contract. A member recommended K&R who submitted a bid of \$890 per month but this amount is over our budget. Bids from other recommended companies will be considered.
- Landscaping Committee member Jane Shows separated and planted lirioppe along the East side of the building greatly improving the look of our property and also purchased

top soil and mulch to add to the existing beds. Jane and John Shows' work has probably saved the condo hundreds of dollars.

- Judy Stewart, Unit 203, has volunteered her husband to fertilize and trim the roses.
- The damage done by AWP to our landscaping was a subject of discussion. Significant damage was done to the lawn, landscaping and pool path during the coating process and now the lift is returning to our property for the balcony waterproofing process no doubt causing further damage. Improvements to our lawn and beds have been delayed for months due to this project. Our contract states that AWP is liable for any landscaping damage done during the restoration. The question is whether a credit will be issued to the landscaping budget or will we have AWP do the repairs themselves. A credit will be issued one way or the other in a timely fashion as AWP will pay for the damage they have done. We have a list of the damages and pictures which has been reviewed by James and will continue to be monitored.
- AWP will submit a bid for the concrete path from the garage to the pool and the East gate and stepping stones will be used for a pathway to the shower area and the West gate. The path will have the same finish as the surface that is around the pool.

Pool-Anna Crawford-Chair

- The pool skimmer was purchased and appears to be working fine. It is under warranty and can be repaired locally.
- The path will not be poured until the man lift is finished on the front of the building.

Rules and Procedures-Margie Morken, Chair

- A motion was made by David to add a rule to the Contractors Guidelines stating that in order to ensure compliance with building codes, metal framing must be used, not wood, when remodeling a condo. Seconded by Gerri. All in favor.
- We also discussed adding a rule specifically for contractor's crews to clean up after themselves. Complaints have been made about their debris in the halls, elevators and stairwells and tracking sheetrock dust down the halls.
- Under the Unit 210 – Clubhouse section of the General Rules and Regulations, Rule 7 will be reworded to add "No cooking or use of the appliances is allowed *except for HOA sponsored events*".
- Under Balcony and Common Area Rules, a rule must be added regarding fire pits. The Board continues to be concerned with large high flames emitting from a fire pit on a balcony. Previously, the Board agreed to define the size, type and BTU restrictions of balcony fire pits. The Board chose to table this discussion as more information is needed. Karen volunteered to do this research for us and bring it to the next Board meeting.
- David volunteered to draw up a Scope of Work for renovation projects.

- We have received a complaint from a unit owner whose dumpster is being used by another contractor. The Board decided that each dumpster should be labeled with the number of the unit owner.

Social-Gerri Mackey, Chair

- A Crayfish Boil is being scheduled for Friday, May 13. The Social Committee does not have a budget so guests will be asked to make a monetary contribution to offset the cost of the crayfish.

Maintenance-David Sturgis, Chair

- There were issues in the execution of the waterproofing project on the first group of balconies but waterproofing, as far as we know to date, has been successful and unit owners that were contacted by the Manager are satisfied. All balconies on the second floor are done with the exception of painting and cleanup. This should be completed next week.
- The waterproofing process starts with a bonding agent, then metal flashing and then three applications of coatings which are color coded-red, pink then white. The last step is to clean and paint.
- Work on the gates is ongoing and should be finished by the end of this month.
- Railings: David is requesting bids from companies and exploring the possibility of having our existing balcony railings removed, sandblasted, repaired and galvanized thereby saving us a great deal of money. The rust problem is due to the fact that our balcony railings are hollow. Also possible is having a mold made of galvanized steel to match the pickets that we now have. Every owner will be assessed for their railings. The price will be per linear foot and another price for installation.
- Twenty-two damaged concrete bumpers must be replaced in the garage and the outside parking lot. The concrete bumpers are 150 lbs. per bumper and we need to find a way to dispose of them. The city will not pick them up and they are too heavy for our dumpster.

Communications Report-Emily Stowe

- Insurance docs have been sent to Albert Betz and he has been paid. When returned, the docs will be added to the website.

Floor Reps:

- Issues with AWP's work on select second floor balconies have been resolved.

Janitorial/Housekeeping:

- Our cleaning service's contract was discussed. The service sweeps and mops and cleans the glass but vacuuming, dusting and cleaning the furniture should be added to their duties. Cleaning under the stairwells was added to their contract at no extra expense to us.

Condo Manager Report-Emily Stowe

- Recent internet issues have been due to bad weather damaging towers and equipment.
- W9 and COI: (see attached) Our bookkeeper stressed the importance of a W9 and Certificate of Insurance (COI) for vendors. It is her responsibility to ensure that the HOA has a W9 on file for every independent contractor and that a 1099 is issued at the end of the year to that contractor for the IRS. She is unable to set up a vendor in QuickBooks without a W9 which the vendor needs to be issued a payment. If a vendor carries insurance, the insurance agent is required to issue a COI to PMHOA at the request of the insured. Pass Marianne will pay workman's comp only if the vendor is low risk and has extremely reasonable rates.

Old Business:

- Outdoor lighting: Board members met with Karen Nugent's son, Ryan, and an electrician this morning. The electrician looked at all of our potential lighting projects so we can get a price and budget for our priority list. We also discussed additional lighting in the atrium around our Board meeting area. Karen has donated a dusk to dawn light to be installed on the wall at the gate from the garage to the pool. We can explore the possibility of Mississippi Power, in some cases, issuing a credit when lights are retrofitted to something more efficient.
- A second bulb will be added to the light fixtures in front of the elevators where more lighting is needed.

New Business:

- No new business at this time.

Karen Nugent motions for adjournment.

Margie Morken seconds.

Meeting adjourned at 5:08 pm.

Recorded by:

Sherri Schaeffer, Secretary