

Pass Marianne Homeowner's Association, Inc.
Board of Directors Meeting Minutes
Thursday, August 11, 2022

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

Quorum: 5

Called to order at 3:05 pm.

Attended: Will Farris and Ann Matthews

Minutes approved by Margie Morken and seconded by Karen Nugent as amended.

Treasurers Report-Karen Nugent, Treasurer, Dan Rotter, Assistant Treasurer

- To date, internet has been included in our HOA condo fee in the amount of \$31, however, our internet contract with DSL by Air ended July 28, 2022. Each resident was notified to get their own internet and reduce their HOA fee by \$31 for every month henceforth. Half of our residents reduced their HOA and half continued to pay the higher amount. Some residents have paid for the year. The Board agreed to refund the over-payments at the end of the year.
- We underspent on every account for the month of July.
- The \$100,000 CD at Keesler Federal at 0.7% interest is pending verification of our cashier's check from Hancock Whitney Bank.
- Upcoming expenses are the fire pump panel at \$24,000, the concrete walkway at \$4,200, and the automatic lobby door at \$3,500.

Architectural Review Committee-Sherri Schaeffer

- Karen Nugent's son, Ryan, an Architect and lighting consultant volunteer, kindly attended our meeting to present his research and selection of the best light fixtures for the East parking lot. His visual aid was a Google Earth photographic analysis of particular light fixtures telling us how many foot candles of light we will get from each light fixture. (A foot candle is a unit of illumination equal to that given by a source of one candle at a distance of one foot.)
- He recommends the Viper light fixture for the three parking lot poles. These LED light fixtures are high end architectural grade, can be modified after installed and are the best option for using our funds efficiently. The optics are more precise providing better and safer lighting. The cost for three lights will be \$1,866.00.
- The best-case scenario is to fix the three parking lights at the same time as they are all on the same circuit and to also to change the circuit from 480v to 120v.
- When the light pole project is completed, the wall packs presently on the East wall will be removed. The wall pack on the South wall will stay.
- The estimate for this project will be between \$8,000 and \$9,000 depending on the best price for poles, labor and if the electrician can finish the project in one day.
- We will address the bollard light installation at a later date.
- This price does include the fixture to be installed on the wall by the garage gate. This light should be installed as soon as we can find an electrician.

Landscaping Committee-Anna Crawford, Chair

- Rain has delayed landscaping projects. Pine straw will be spread in the beds on the North side of the building next week.
- Will Farris found a contractor to lay sod, for \$1,550, in areas around the North side garage entrance and exit gates to combat our ongoing weed problem.
- A large rupture in our sprinkler system by the pool was repaired and tested.

- A credit for \$2,500 from AWP will go to landscaping for damages to the yard and beds around the building.

Pool-Anna Crawford-Chair

- N/A

Rules and Procedures-Margie Morken, Chair

- N/A

Social-Gerri Mackey, Chair

- The Board agreed to have a social Friday night before our October annual meeting.
- A fall garage sale to be held in the atrium was suggested as a fundraiser for the Social Committee.

Maintenance-David Sturgis, Chair

- The work order process has not been enforced. The work order forms are on the kitchen counter in the office. The person requesting the work order must have the specs for the desired project and should follow the project to completion. A work order should be given to Emily who will bring it to the Maintenance Committee.
- The fire pump control panel is on order. The cost is \$24,000.
- ADT charges \$490 per month and we are not satisfied with their service. They do not have a satisfactory explanation as to why our fire alarm goes off during the night, and are slow to respond when it does. We get alerts from them but we have to call the fire department ourselves. The fire department got here in one minute and 30 seconds. We will start searching for a new security company.
- The form for the pool path will be done on Monday and poured on Tuesday.
- Benn states that the new gate system will be completed by August 18, 2022. We will each have 2 cards and 2 fobs and a temporary code until individual codes are issued. There will be a meeting to review the new gate procedures.
- David consulted an electrical engineer who will help put the specs together to retrofit the building for lightning protection.

Communications Report-Emily Stowe

- Newsletter went out with the Contractor Guidelines and the monthly fee reduction.
- Internet router boxes will be collected on August 16, 2022 by DSL by Air. A handful of boxes still need to be turned in.

Floor Reps:

- N/A

Janitorial/Housekeeping: Emily Stowe

- The oil spots on the South stairwell are oil and cannot be cleaned by our crew.
- David made a motion to have the cleaning crew brush down the stucco that they can reach and wipe down windows that they can reach for \$2,200. Seconded by Dan Rotter-all in favor.
- James will paint the inside of the atrium floor.

Condo Manager Report-Emily Stowe

- The trailer in the North parking lot belongs to Benn with Door King.
- The automatic door for the lobby has been ordered and due to arrive in September. The electric work has been completed. Emily deserves credit for spearheading this project.
- Thirteen exit signs are needed. The approximate price is \$420. This is an open work order. This is a safety issue and the signs will provide 90 minutes of backup power.
- Starvision will remain the same for our satellite TV service. Starvision also provides internet service using AT&T. Jessica Delorey is the contact at 228-285-1565. Prices are the same.
- Emily has no internet at the office. Starvision is helping to resolve this ongoing problem with AT&T. She has had to work from home on her own time to answer emails.

- Emily will reserve a PA system and a podium for the upcoming annual meeting. A suggestion was made to possibly purchase both instead of renting every year.
- Ongoing complaints are made regarding the lack of lighting indoors especially by the elevators. Right now, the lights are on a photocell sensor. David will explore the possibility of additional where needed on dark, cloudy and rainy days.
- Mayley's Pest Control has been contacted to spray the Clubhouse.
- Mandal's assessed the missing roof shingles with James. They will send over quotes for the shingle replacements. They recommend that we overlap the shingles then glue and staple them.
- A rug runner is needed for the entrance hallway of the clubhouse to minimize slips and falls. The cost will be approximately \$200 which will come out of Emily's office budget.

Old Business:

- Update on gates covered in Maintenance.

New Business:

- 2023 Budget: The budget was presented and discussed. The budget is an estimate. Karen asked committees to present their budgets for 2023. Expenses were analyzed. Insurance is a big-ticket item and could be as much as 30% higher next year. Adjustments will be made before a final budget is completed.

adjournment.

seconds.

Meeting adjourned at 6:05pm

pm.

Recorded by:

Sherri Schaeffer, Secretary