

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, March 9, 2023

Present: Margie Morken, Gerri Mackey, Dan Rotter, and Darlene Taylor

Princy Harrison and Karen Nugent (via phone)

Quorum: 4

Called to order at 2:59 p.m.

Attendees: Tricia Leonard, Sherri Schaeffer, and Jackye Carroll

Minutes motioned for approval by Gerri Mackey and seconded by Margie Morken. Approved.

Presidents Report - Princy Harrison

- N/A

Treasures Report - Karen Nugent

- The statement of income and expenses for January was revised due to errors resulting from the format change. The corrected statement was presented and emailed.
- Balance sheet for February was also emailed.
- The December balance sheet will be printed now that year end information is completed.
- Managing late fees was discussed. Gerri Mackey, rules and regulations chair, will hold a meeting to review condo documents and make a recommendation for assessing late fees. Patti Cuevas, PMHOA bookkeeper, will be invited to the meeting. Patti should continue the current process until a new proposal is formed.
- Presently the HOA is under budget for total expenses; however, it is still early in the year.
- It was pointed out that the contract for Waste Management increased and was not accounted for in the budget.
- The broker is awaiting paperwork for the HOA to purchase the treasury note. The brokerage fee is waived.

Architectural Review Committee - Darlene Taylor

- Minutes from the March 1st architectural review committee meeting were reviewed (See attached).
- The committee recommended purchasing 2 cast aluminum bollards from King's Bay (The York Walkway Pole Light with the 12-inch globe for \$199.00 per bollard).
- The committee also recommended that the board address protection for the bollards and keypad that is more aesthetically appropriate (i.e., iron posts, boulders, etc.) than the present setup. Some type of fencing was suggested.

Landscaping Committee - Alan Couvillion, Chair

- The contract for Edrington Landscapes was signed.
- Gravel has been ordered. Alan is seeking someone to deliver and spread the gravel.

Pool - Emily Stowe / Maintenance

- Regular cleaning is Thursday mornings. No issues reported.

Rules and Procedures - Gerri Mackey, Chair

- Gerri will meet with her committee to review current rules to make a recommendation for assessing late fees.

Social-Margie - Morken, Chair

- Balderdash night was a success. Approximately 20 residents attended including several new people.
- A crawfish boil is the next planned social event and is slated for May.
- A letter will be written to the residents regarding atrium personal use and seeking input for other activities of interest to take place in the atrium.

Maintenance - Dan Rotter, Chair

- Zach Adams installed the light by the pool.
- A suggestion was made to replace the broken motion detector light in the back parking with the motion detector light which is currently by the pool east gate. This is a temporary fix to provide more light in the back lot.
- The new exit signs are in James's work room. Dan will get an estimate from Zack for installation.
- Ben is working on the pool gates. The West gate will be completed last.
- Peter Wesner has been working on a big project and has not been able to work on the remaining two balcony railings that the board has committed to repairing.
- James, and possibly Reg Morken, will start an inspection of all balcony railings.
- After inspections are completed, a formal letter will be sent to each unit owner outlining their responsibility to maintain their balcony railing in a safe condition. The letter will include notice that all repairs need to go before the architectural review committee and will include a list of approved vendors.
- James has finished power washing the garage and is beginning to paint. He will need approximately seven 5-gallon buckets (\$200/bucket) of paint to complete the job. The overall cost will be between \$1800 to \$2000. This job will be spread out over many months. James will work on this between his other duties as time allows.
- James made a punch list of needs that he observed. He will weld the ground railings on the large back east and west gates to tighten them. He will repair railings on the back fence, fix scratches on the roof, hang exit signs, and change the light bulb in the back bollard.
- A replacement system for the present security camera system is being researched. An estimate has been received from Zack. The committee is seeking other estimates in order to get a competitive bid.

- Emily's office was totally cleaned and repainted. The lighting was also upgraded. James did an awesome job and Emily was very excited.
- There were some water leakage issues. The leak stopped in 304. There is a new leak under 211 by the east gate entrance. The plumber thinks that the pipes need to be rotor-rooted. There are 3 units on this line: 207, 209, and 211. This should be a shared cost of the three condo owners. Dan will speak to Andy McCaffrey, asking her to contact her neighbors regarding this issue.
- Southern Fire Monitoring Company started March 1st. Dan, James, and Emily are on the call list.
- A concern regarding poor lighting in the garage was mentioned. Dan will research.

Communication Report - Emily Stowe

- N/A

Janitorial/Housekeeping - Emily Stowe

- N/A

Condo Manager Report - Emily Stowe

- N/A

Old Business

- Gate Security- See maintenance
- Balcony railings- See maintenance

New Business

- Southern Fire set up complete as of 3-1-23.
- Responsibility of open items were assigned.
- Jackye will place a notebook in the library for residents to list titles of books borrowed. This will give her an idea of what books are being used. She will donate unused books to the library. A letter will be sent to residents regarding this new procedure.

Open Items from Previous Meetings

- Purchase a 6-month treasury note paying above 4%- Princy
- Purchase and place crushed limestone to overlay the gravel-Alan
- Purchase and place rock barriers to deter driving on grass-Alan and David
- Add a rule to rules and regulations stating that common areas will not be used for members' personal events- Gerri
- Add a rule to rules and regulations addressing late fees, number of days prior to acting, and handling liens- Gerri
- Pool east and west gate security- Dan
- Balcony railing repair and replacement-James, Reg, and Dan
- After inspection and final attorney review send a formal letter to each unit owner outlining their responsibility to maintain their units railing in a safe condition- Dan

- Garage window railing repair/replacement- Dan
- Painting of garage-James
- Placement of new fire extinguishers- Emily
- Pros and cons for funding the insurance deductible- Karen (Sherri, Dan, Princy)
- Disaster recovery plan- Karen
- Survey residents' likes/dislikes- Marge
- Survey residents' social interests for atrium activities- Marge
- Send letter to residents regarding atrium usage- Marge
- Purchase a plant and plaque in honor of Anna to be placed in the atrium- Emily and Gerri
- Obtain a list of tasks that can be completed by the board from James in case of extended absence- Dan
- Attend Gulf Coast Condominium Association meeting- Karen, Marge, and Emily
- Purchase and install bollards to replace the current ones on the east side drive entry gate- Dan
- Research a replacement system for the present security camera system- Dan
- Research some type of fencing to cover water meter box and pole by east gate
- Research lighting quality in the garage.

Dan Rotter motioned for adjournment.

Darlene Taylor second.

All in favor.

Meeting adjourned at 4:40 pm.

Recorded by:

Darlene Taylor, Board Secretary