

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, May 11, 2023

Present: Princy Harrison, Margie Morken, Dan Rotter, Darlene Taylor, Karen Nugent, and Gerri Mackey

Quorum: 4

Called to order at 3:02 p.m.

Attendees: Jackye Carroll, Ann Matthews, Sherri Schaeffer, Rita Goodbread, Judy Stewart, Phyllis Rotter, and Linda Whitmore

Minutes motioned for approval by Princy Harrison and seconded by Gerri Mackey. Approved.

Presidents Report - Princy Harrison

- Dan did a great job of conducting the emergency insurance meeting. Notice will be sent to remind all residents that the change in HOA dues amounts will go into effect on June 1st, 2023.
- Interest has been expressed in having Zoom availability for annual meetings. In order to do this, the By Laws would need to be changed and the Zoom platform must work efficiently. Details will be worked out for the 2024 year.
- U.S. treasury bills were purchased using funds from the Keesler CD (approximately \$100,300). The funds are invested with Van Kirk Investments. Ethan Smith is the agent. The investments are 100% insured. Funds are laddered at 5.4% for 1 month, 5.13% for 3 months, and 4.94% for 6 months. These are annual rates. Funds are fully liquid.

Treasure's Report - Karen Nugent

- The April 30, 2023, Statement of Income and Expenses and Statement of Assets, Liabilities and Fund Balances were emailed. See attached.
- As of the end of April the HOA is \$18,000.00 under budget year to date. It is noted, however, that areas which are under budget, for example, supplies and contract labor and electrical, will be coming due soon for payments.
- The landscaping budget is \$1600 over budget; however, maintenance is covering this cost.

Architectural Review- Darlene Taylor, Chair

- Alan Couvillon was consulted regarding the appearance of the east gate drive. He suggested that the maintenance committee (possibly James) level the water meter box. The landscaping committee will plant bushes, like the ones in the area, to help hide the box.

Landscaping Committee - Alan Couvillon, Chair

- Phyllis Rotter reported for Alan Couvillon.
- Liz Seal was commissioned to devise a landscape plan for Pass Marianne. This is a multi-year plan. The plan was reviewed and is beautiful. (Please see attached) This year, due to lack of landscaping funds, only a small portion of property by the pool will be completed.
- Judy Stewart donated some plants which really look nice.
- Will Farris has been doing a wonderful job of transplanting plants to make the best use of our funds.
- Alan has also transplanted some plants from his home.

Rules and Procedures - Gerri Mackey, Chair

- A committee meeting was convened on April 27th. Gerri MacKey, Andy McCaffrey, Sherri Schaeffer, Ann Matthews, Gerald Stagg, and Emily Stowe were in attendance. The rules and regulations were reviewed. Some information in the board binders was out of date. The information is correct on the website. Some changes were made to the rules and regulations. At the next board meeting the draft will be reviewed.
- Discussion ensued regarding keeping the 4% late fee plus 8% annual interest incurred from the date the payment is due (article 6, Section 9 of the condo docs) as opposed to assessing a flat fee. Judy Stewart will review the condo declaration and give her opinion.

Social – Margie Morken, Chair

- A crawfish boil is scheduled for May 20th at 1:00 p.m. by the pool. Don Bass with Hot Tails Crawfish has been confirmed for this event. Margie will compare the price of Don coming on site to him just delivering the cooked crawfish. Not all residents eat crawfish, so an email was sent to encourage all to come. Only those who eat crawfish will be charged. Arm bands will be given to those who pay to eat. Each attendee will be responsible for their own drinks and chairs. Volunteers are encouraged to bring appetizers.
- Another reminder will be sent stating that the social interests survey is due May 15th. The biggest response was from those interested in exercise or yoga. Pearl Peterman may be willing to teach a barre class. A waiver should be obtained from those taking exercise classes. Judy Stewart has volunteered to teach a bible study. Will Farris suggested having live music.

Maintenance - Dan Rotter, Chair

- Landscaping costs for purchase (\$537), delivery (\$200), and installation (\$480) of stone and for the landscaping design (\$600) were paid from the maintenance budget. The total was \$1817.
- Scoping and cleaning of the storm drain ducts were completed. The estimate was \$3,700. The east side drainage is fine. The west side drains into a ditch across the street which backs up the west system during heavy rainstorms. The committee will brainstorm possible solutions.
- Two bids for the security system were received. A third could not be obtained. After review by the maintenance committee, Adams Electrical was recommended. The quote was \$11,000. Please see attached quote for details.
- Ben will start work on the west gate next. A suggestion to use one entry as an entrance and the other as an exit was reviewed. Due to safety issues this option was not considered.

- The breaker which controls the front tree lights and PM signage needs to be replaced. Dan will have Zack Adams replace it.
- James is in the process of painting the garage walls as the weather permits.
- James will use his power washer with a couple of additional wands (estimate \$125) to clean the exterior walls by the stairwells. The north side stairwell is especially in need. A second person will be needed to direct the water cascading down into the ground floor drains. This would be a \$600 limit for low wage assistance. Using a high school student or college student was suggested.
- AT&T fiber internet was installed in anticipation of the new security system.
- Dan is researching the possibility and cost of changing the garage light transformers, as well as the hall and atrium light transformers to lessen power usage. Supposedly there is an allowance for these types of replacements from Mississippi Power.

Communication Report - Emily Stowe

- Unit 411 has new tenants, Stephen and Valerie Schmolhorst.
- Unit 309 is for sale. Lee Gise is in the process of buying it.
- Emails and evites were sent for the crawfish boil.
- Emily is working on obtaining access to the website so that uploads can be completed in a timelier manner.

Janitorial/Housekeeping - Emily Stowe

- A meeting was held with Pat and Andrew Collins, owners of South Shore Building Services. Princy and Rita attended. Crew tasks were reviewed, and a To Do list was updated. Present cleaning issues were discussed. Mop heads were upgraded but still left fuzz on the floor. South Shore services did purchase a vacuum cleaner to be used on the rugs and furniture. The crew will come here twice a week on Mondays and Thursdays from 8 AM to 11AM. New quotes for 2024 along with quotes for periodically deep cleaning the floor with a mechanical sweeper will be submitted. New quotes will include prices for cleaning two and three days and for one to two more people.

Condo Manager Report - Emily Stowe

- The fire extinguishers have not been replaced yet. Emily is following up with Southern fire.
- Work on the west gate should start on Wednesday dependent on the arrival of the power transformer.
- Sothern Fire replaced the valve in James's maintenance shop.
- The owner of unit 311 inquired again regarding when the railings will be repaired.
- The rugs, driveway to the dumpster, and pool lounge chairs were power washed.
- The Internet has been installed in the communications closet. This will work the future security cameras. Wifi access to the office is weak, however Zack can amplify it. Wifi does work in the atrium for meetings.
- The Schindler elevator cube, which would convert the elevator land line to cell, is approximately \$5500 to install and set up. It will take about 6-8 weeks for the cube to arrive. Presently, land lines with AT&T are being used for the elevators. Emily will continue to pursue another contract

with AT&T. However, these land lines do not always work leaving the elevators without emergency phone access.

- Emily spoke to Kathleen at ADT billing regarding invoices. Emily is requesting that the bill for February be forgiven due to issues that PM experienced.

Old Business

- Repair for railings for units 311 and 305 will be paid for by the HOA. Future balcony railing repairs are the responsibility of the owners.

New Business

- Risk Logic, Inc., the new insurance company, completed the inspection.

Open Items from Previous Meetings

- 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
- 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 and Bob
- Garage window railing repair/replacement- Dan
- Painting of garage-James
- Placement of new fire extinguishers- Emily
- Disaster recovery plan- Karen
- Purchase a plant and plaque in honor of Anna to be placed in the garden by trellis- Emily and Gerri
- Attend Gulf Coast Condominium Association meeting- Karen, Marge, and Emily
- Research a replacement system for the present security camera system- Dan
- Beautify the area around the water meter- Alan
- Leveling the water meter box- Dan
- Purchase two more bollards for the west exit drive- Dan
- Adjust timers on lights in the garage to improve light quality- Dan
- Purchase something for birds to perch on around the pool to keep them away from the patio furniture- landscape
- Purchase a rug runner and pad for the office- Emily
- Research updated quote from Schindler for elevator cube- Emily
- Provide internet for Emily
- Review files and shred outdated files- Emily and Patti
- Brainstorm possible solutions for the West side drainage system back up- Dan
- Fix breaker that controls front tree lights and PM signage- Dan
- Clean exterior stairwell walls- James
- Replace fire extinguishers- Emily

- Vote on decision to either move the board monthly meeting to the third Thursday or keep it on the second Thursday- Board
- Research Zoom capability for annual meetings.
- Once Zoom is functional, change condo docs to allow for Zoom during annual meetings.

Dan Rotter motioned for adjournment.

Princy Harrison second.

All in favor.

Meeting adjourned at 5:10 pm.

Recorded by:

Darlene Taylor, Board Secretary