

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, June 8, 2023

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

Quorum: 4

Called to order at 3:10 p.m.

Robert's Rules of Order Meeting Rules:

Robert's Rules of Order will be used in conducting each meeting. Rules regarding who is allowed to move and second a motion were discussed.

Attendees: Ann Matthews, Sherri Schaeffer, Phyllis Rotter, and Jackye Carroll

Minutes motioned for approval by Dan Rotter and seconded by Karen Nugent. Approved.

President's Report - Princy Harrison

- Patti Cuevas resigned as bookkeeper for Pass Marianne Homeowners' Association. An offer has been made to Emily to increase her duties. Emily's new responsibilities will include writing checks and receiving receipts. Patti has agreed to train her. Emily's hours will increase to 24. Her pay will be raised to \$24.00/ hour. Emily will decide how she will incorporate her new added hours into her schedule (either 3 whole days or adding hours on another day). She will not be considered a full-time employee but holiday and personal time will be prorated. Emily will have a 90-day trial period to decide if these changes are feasible for her and to make a final decision. If she agrees to this new position, it will become permanent after the 90 days. In the interim Princy and Karen will handle some of the other responsibilities. Both Princy and Karen will also be trained. The HOA will probably hire a CPA firm to address needs. Dan moved to approve this plan. Karen seconded. Approved.
- Cash management is now available through Hancock Bank. Unit owners will be given the option to have Hancock Bank directly auto withdraw HOA fees from personal checking accounts. When there is a change in dues, Hancock will manage the change making the transition easier for residents. A letter with the information will be sent.

Treasurer's Report - Karen Nugent

- Statements of Revenue and Expenditures were reviewed. Please see the attached financial reports. There was a deficit for May in the operating budget but no deficit for the year. The budget changes in June to allow for the insurance increase.

Architectural Review Committee - Darlene Taylor, chair

- N/A

Landscaping Committee - Alan Couvillion, Chair

- Phyllis Rotter presented for the landscape committee. The committee met on Saturday, June 3rd. Please see attached meeting minutes.
- It was recommended that an ornamental tree be planted by the pool as a memorial for Anna Crawford.
- The first area to be addressed as part of the multi-year landscape plan is the pool area by the gate entrance from the garage. The cast iron plants, elephant ears and dying segos will be removed. Bottle brush bushes will be extended along the path leading east out of the pool area. Azaleas will be planted along the south side of the building.
- The committee is researching creative ways to fund further landscaping projects since the budget is tight this year. The board was asked to let all know to contact Will Farris if they are interested in donating a plant for the grounds.

Social Committee - Margie Morken, Chair

- The Crawfish Boil was a success. There were 48 paid attendees and 8 to 10 unpaid guests. A total of \$1202.11 was collected and only \$1102.11 was spent. \$100.00 was added to the social committee budget.
- The survey for HOA activities was completed. There was a good response. Please see the attached survey results page. Quite a few residents indicated interest in activities. Approximately 4 people volunteered to lead groups.
- The social committee is scheduled to meet this Monday, June 12th.
- New members of the social committee are: Linda Whitmore, JoAnn Chaisson, and Jackye Carroll.
- There will be a cookout in July.

Maintenance Committee - Dan Rotter, Chair

- The communications room by the elevators now has a key pad lock for security of equipment. Princy, Dan, Emily, James, and Zack have the code.
- Zach with Adams Electric will deliver security items this week. He will need a \$6000 check for the equipment. After that the balance will be approximately \$5000 - \$6000 for installation.
- Zach has fixed the lights in the front by the pool. A work order has been submitted for the electrician to assess the lighting in the rear of the building between the poles due to a possible short. Replacing the garage fluorescent lights with LED lights is being researched. Mississippi Power supposedly has an incentive program. A meeting is scheduled with them for next week.
- There was a leak in 501 from the roof. The shingles are the original shingles and are getting brittle. One estimate to repair the roofing tiles in 501 roofing area is \$8700. The quote for full replacement of all decorative tiles is \$33,826.06. Two other quotes were obtained for \$38,000 (Delsbed Roofing) and \$33,000 (Ready Roof). Ready Roof has a warranty for up to 130 mile an hour winds. If there is a high category storm causing significant damage to the building, the warranty will not apply. The insurance would address the damage at that point. This company is one of two out of 100 roofers in the country that do this type of work and can guarantee it with the shingle manufacturer. The roof replacement cost would come from the CAPEX Fund. Dan moved that the board approve the replacement of all decorative roof areas by Ready Roof. Second by Gerri. Approved.

- The estimate for replacing the salt cell and salt system, etc. is \$1530. Presently, the salt system is not producing chlorine.
- Repairing the water issue for the Juliet balcony in 201 is continuing to be investigated.
- The driveway on the East side is cracking, probably from an under washing caused by the previous leak. The support underneath is gone and as cars drive over it, cracking occurs. The committee is researching mud jacking as a possible fix.
- Scoping and cleaning of the drains are complete. The drain on the east is fine. The west side system drains into a ditch across the street which backs up the west system during heavy rainstorms. A possible solutions is to clear the ditch with a backhoe. Rimmer Covington has spoken to the neighbor on the west side and he will allow this to happen but would like to be present when it is being done. An alternative solution would be to connect to Beach Blvd. with city and state approval.
- Ben is working on the West gate.
- A suggestion was made to place a sign in the east parking lot to prevent outside beach goers from parking there.
- Balcony railings for units 305 and 311 are still in need of work. The committee is still investigating solutions.
- James can power wash the interior walls with help. Emily will see if her son can help with this.
- Garage bumpers purchase is on hold for now. It was previously approved to order four bumpers that need replacement. James will confirm that count.

Rules and Procedures Committee - Gerri Mackey, Chair

- The owner's welcome letter was revised to update the gate instructions.
- A revision was made in the rules and regulations. Owners will now be required to sign an acknowledgment that they have read and understand the rules and regulations.
- Possible revisions addressing no large private parties being allowed by the pool and no activities or groups that would interfere with the residents' enjoyment of the common areas were discussed.

Communications Report - Emily Stowe

- Unit 309 has a new owner, Diane Hawks.
- Unit 304 has new owners.
- Ashley will continue to add items to the website due to proposed condo manager changes. Realtors will be given access to some information needed on the website once the board approves.
- Communication will be sent to residents regarding a Pass Marianne Facebook page.

Janitorial/Housekeeping - Emily Stowe

- N/A

Condo Manager Report - Emily Stowe

- The bank deposit was made this week.
- The west gate project will resume on Friday.

- Fire extinguishers were replaced by Southern Fire.
- Units 305 and 311 continue to inquire about railings.
- The office now has internet. Emily will get a new printer and laptop.

Old Business

- See project list

New Business

- The HOA mailing address has been changed. This information was sent to all residents.

Open Items from Previous Meetings

- Purchase and place rock barriers to deter driving on grass- Alan and David
- 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
- Disaster recovery plan- Karen
- Purchase a tree and plaque in honor of Anna to be placed in the pool area- Emily and Gerri
- 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
- 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
- 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.
- Make a list of videos for possible movie night- Karen
- Record retention files- Karen
- Make a log to document major improvements, dates, and warranties.
- Meeting with Mississippi Power regarding their incentive program to replace fluorescent lights and fixtures with LED-Dan
- Revise rules and regulations to include that no large private parties will be allowed by the pool and no activities or groups that would interfere with the residents' enjoyment of the common areas will be allowed.- Gerri

Q & A

- Will the HOA continue to use Quick books as opposed to Fund accounting? Quick books will continue to be used. Basic credits and debits are the same as in both programs.
- Is there information regarding a welder for the railings. Yes, Sherri will send his info.
- Should the need for flood insurance be put on the website? No it is not needed.

Dan Rotter motioned for adjournment.

Margie seconded.

All in favor.

Meeting adjourned at 5:04 p.m.

Recorded by:

Darlene Taylor, Board Secretary