

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, August 10, 2023

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

Quorum: 4

Attendees: Jackye Carroll, Lise Lober, Ann Matthews, Andy McCaffrey, Susan Peterson, Wayne Peterson, and Judy Stewart

Called to order: 3:00 p.m.

Robert's Rules of Order Meeting Rules:

All in attendance were reminded that Robert's Rules of Order will be followed during the meeting. Attendees will be given time to ask questions at the end of the meeting.

Approval of the Minutes:

Minutes motioned for approval by Margie Morken and seconded by Dan Rotter. Approved as corrected.

President's Report - Princy Harrison

- The Hancock Whitney auto pay program will be running by the end of August. Unit owners who have given approval will have their HOA fees withdrawn from their bank accounts beginning at the end of August. All personal bank information will be kept confidential, locked in a secure place in the condo manager's office.

Treasurer's Report - Karen Nugent

- The Statement of Income & Expenses and Statement of Assets, Liabilities & Fund Balances were reviewed. On a year-to-date basis the increase in the HOA fund balance is \$8,899. Overall, the HOA is under budget by \$19,000. It was pointed out that the HOA is under budget on some items but over budget on others. Please see the attached financial reports. A correction was made regarding the \$10,800 roofing fee. This fee should come out of the CAPEX fund. This increases the operating fund balance by said amount.
- The expense statement does not reflect the electricity bill for July. To run the budget on more of a cash basis, Princy Harrison tried to adjust the closing date of the HOA credit card statement to an earlier date. The HOA was unable to change the cutoff date as businesses must close at the end of the month.
- It was reported that a few months ago a law was passed that wind insurance for condos can now be written from the Mississippi State Wind Pool. This will be researched.

Architectural Review Committee - Darlene Taylor, Chair

- The Architectural Review Committee approved the signs that were placed in the east parking lot to deter illegal parking by beach goers. The Maintenance committee did a great job with the signage.

Landscaping Committee - Alan Couvillion, Chair

- Judy Stewart reported that approximately \$2000 was collected for the Adopt a Plant project. Planting will not take place until October when it is cooler.

Social Committee - Margie Morken, Chair

- Close to fifty people attended the cookout on Saturday, July 22nd. A total of \$208.38 was spent to purchase hamburgers, hotdogs, buns, and paper products. Attendees brought sides. Will Farris hired a musician for the event. This was paid for with the extra \$100.00 left over from the crawfish boil. The music was well received.
- Small groups (book club, bible study, and exercise) will start meeting in the atrium this fall after the weather cools.

Maintenance Committee - Dan Rotter, Chair

- The Maintenance committee met on August 4th.
- The replacement roof shingles material has been delivered and paid for by CAPEX fund. Installation is planned to start Aug 11th.
- The west gate is now operational. The gate box is installed. Ben Walker is working on the power.
- Bollards for the west gate have been delivered and will be installed after the control box is completed.
- The pool filter is corroded and needs to be replaced. It requires 600 lbs. of sand. The total expense will be approximately \$3,300. Of the cost, \$2,775 will be funded from CAPEX.
- Garage painting is 75% completed. James expects to complete this project by the end of August.
- The east driveway has a crack. James will chip this out and fill the crack using a level to improve the appearance and prevent further cracking.
- Garage windows are corroded and need replacement. Use of 8" x 8" concrete decorative blocks which would provide airflow is being researched. The blocks would only reach high enough to deter unwanted entry. The architectural committee will be consulted for use of these blocks.
- Interior cleaning of stairways will start on the north end of the building. James will use his power washer. An assistant will be needed to direct water from the lower level into the drain.
- The function of the internet needs to be tested for ZOOM capability before the Annual Meeting in October.
- Dan made a motion to prohibit any EV parking (automobile, bike, or scooter) in garage due to battery fire hazard. These type of fires are very difficult for the fire department to put out. Any charging units should be in the north parking area as far as possible from the building. EV

owners must get board approval and would be responsible for the cost of and use of the charging units. Margie seconded. All in favor.

- Peter Wesner will begin work on the two remaining balcony railings, for which the HOA is responsible, the week of August 14th.
- Units 201 and 202's Juliet balconies have a potential water issue. This may be alleviated by the new drainage ditch.
- Projects for 2024 include replacing the elevator "land line phones" with cell service, replacing the corroded garage windows, adding drainage to the atrium floor in 3 low spots, replacing the office AC unit, replacing the south lighting, adding a security camera to the atrium, repairing lighting on the east side of building, and assessing overhead lighting in the south side of the garage.

Rules and Procedures Committee - Gerri Mackey, Chair

- The draft additions (Pool Rules #18 and Balcony/Common Areas #11) to Rules and Regulations were emailed. Board members were asked to send any input.

Communications Report - Emily Stowe

- Email sent alerting residents of condo construction in 304.
- A flyer has been updated and posted by the automatic door in the lobby to remind all to use the button to open the door as opposed to using the door handle.
- Please review and forward any changes or additions to the minutes or the agenda by the Tuesday prior to the meeting. This will help save time when it comes time for approval of the minutes.
- Once a letter is received from the Board President, the newsletter will go out in August.
- A plant adoption email was sent, and a post made on Facebook.
- A very complimentary letter of thanks to the HOA from Bob Kroper was read to the board.
- An email was sent to remind residents of their responsibility to tell visitors to park outside of the garage. This includes housekeeping. This information is included in the newsletter.
- The website manager has changed her billing process and will charge a minimum of 1 hour any time information is given to be posted on the site. She suggested that we make updates only once or twice a month. Emily is trying to consolidate information to be sent all at one time.

Janitorial/Housekeeping - Emily Stowe

- Many thanks to all residents who helped Andre Daniels with SouthShore Building Services during his time of need. He has expressed gratitude and sends thanks to all who helped him.
- Due to excessive heat, the Janitorial Crew may need to start work earlier to avoid the excessive temperatures. This would be temporary, weather depending. The new start time will be 6:30. The crew will be asked to be especially quiet.

Condo Manager Report - Emily Stowe

- West Gate Light Bollards will be installed by Adams Electric once the West Gate is in full operation. Lights were purchased with the AT&T Visa gift card and didn't come out of the budget.
- Committee meeting minutes should be sent to Emily. She will place these minutes on the screen for the monthly board meetings; and they will be filed with the board minutes.
- Three hallway rugs were ordered by Princy Harrison for the Clubhouse. The rugs look very nice and, hopefully, will prevent slipping.
- Thunderbird email crashed on the office laptop. Laptop download completion assistance is needed. Patti may be able to help with this. The office iCloud email has been used more often lately as back up. Pass Marianne will move away from Thunderbird to using the iCloud email. Patti Cuevas also needs access to this email.
- Unit 302 has a leak from a ceiling light fixture in the master bedroom. James is investigating whether it is a sprinkler leak or from unit 402. If it is a sprinkler leak, the HOA will be responsible for the cost of repair and Southern Fire will be contacted.
- The Annual Meeting will be conducted on October 21st. All information needs to be prepared by mail and email no later than Monday, October 9th.
- More pool lounge chairs have been requested.

Old Business

- The project list was reviewed.

New Business

- N/A

Q & A

- Can the water heads on the sprinkler system be adjusted? (Some plants are dying and there is concern that grass may be affected.) The Landscape committee will be consulted.
- Can the board "To Do List" be attached to the minutes on the website? A new projects list was devised showing all projects and status of the projects. This list will be attached to the minutes and placed in the minute's binder in the office. It is available to all residents. Additionally, all items are discussed in detail in the body of the minutes. The list will not be added to the website.
- Is something being done about the tree blocking the beach view of unit 204? Landscaping is aware of this issue and is working on it.
- Is the Maintenance Committee considering replacing the iron railing in the garage windows with blocks? If so, this is a circulation concern. The blocks that are being researched are decorative and allow for airflow.
- Has the Maintenance Committee gotten a price on aluminum railings or something that looks the same to replace the garage window railings? Yes, but the expense is prohibitive.
- Why didn't the neighboring landowner pay for the drainage project that was recently completed? The neighbor was involved in the project. The Pass Marianne building did not have adequate drainage when built. It drains onto the neighboring property. The HOA wanted to complete the job quickly because of the drainage issues and did not want to go through a legal

process. A suggestion was made to the board to send a demand letter to the neighbor to have him pay for the project.

- What will be done if the new drainage system does not alleviate the Juliet balcony water issues? An extension of the scupper will be placed to project the water away from the Juliet balconies. There is a concern that the wind may blow water back onto the balcony. The maintenance committee will research pressure relief piping as a resolution.
- Why did the HOA set up the auto pay program? The auto pay program ensures that HOA fees will be obtained on time. Additionally, if HOA fee amounts are changed, the amount drawn will automatically be adjusted. This will eliminate confusion and make it easier for the owners as well as the accountant and condo manager. Owners do not have to do anything. The condo manager will not have to process checks.
- Who is the accountant who will be working with Emily? Patti Cuevas will continue as our accountant.

Dan Rotter motioned for adjournment.

Margie Morken seconded.

All in favor.

Meeting adjourned at 5:00 p.m.

Recorded by:

Darlene Taylor, Board Secretary