

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, July 13, 2023

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

Quorum: 4

Called to order at 2:59 p.m.

Robert's Rules of Order Meeting Rules:

Robert's Rules of Order were reviewed.

Attendees: Ann Matthews, Sherri Schaeffer, Vicki Gaddy, Linda Freeman and Carell Freeman

Minutes motioned for approval by Dan Rotter and seconded by Princy Harrison. Approved.

President's Report - Princy Harrison

The Hancock Whitney auto pay program has been established. Unit owners will be given the option to have Hancock Bank directly auto withdraw HOA fees from personal checking accounts. Please see attached "HOA Update" and "Auto Pay Sign Up." This program is voluntary for unit owners. All personal information will be kept confidential. A letter with the information will be sent to unit owners. A suggestion was made that when 75% of unit owners sign up for auto pay, then a processing fee of \$15.00 should be charged to those who do not take advantage of the program.

Treasurer's Report - Karen Nugent

- The Statement of Income & Expenses was reviewed; it showed the HOA is on budget. Please see the attached financial reports. Since these financial statements do not reflect charges on James Wesner's credit card nor Emily Stowe's credit card for this month, a suggestion was made to change the credit card statement cutoff date. In doing so, the charges would then be reflected in the proper month on the HOA financial statements.
- The Statement of Assets, Liabilities & Fund Balances was reviewed. The CD investments of \$100,000 at Hancock Whitney were transferred to Keesler Federal and then to Van Kirk Investments (US treasuries) providing a much more attractive rate of return.
- Patti Cuevas, bookkeeper, has agreed to remain as HOA bookkeeper with Emily handling deposits, processing payroll, and writing checks. Patti will receive a pay increase to \$45.00/hour. Emily has also received an increase in pay for her added responsibilities.

Architectural Review Committee - Darlene Taylor, chair

- The Architectural committee approved the slate color that was recommended by Ready 2 Roof for the decorative roof tile.

Landscaping Committee - Alan Couvillion, Chair

- Project Adopt a Plant will take place at the July 22, cookout. A table will be set up to collect donations towards purchasing new plants for the area directly in front of the building. This is step one of the beautification project. Planting will take place in the fall when the weather is cooler.

Social Committee - Margie Morken, Chair

- The cookout will be Saturday, July 22nd, starting at 5:00 p.m. The HOA will provide hamburgers and hotdogs at no charge. Attendees should bring their own chairs, drinks, and a side dish. Emily will send out an email. The social committee is meeting Friday, July 21st, by the pool at 9:00 a.m. to plan for set up. Additional chairs and tables are needed. Volunteers are needed for set up, clean up, and grilling. Approximately 50 people signed up to attend. Live music will be provided.
- Small groups (book club, bible study, and exercise) will start meeting in the atrium this fall.

Maintenance Committee - Dan Rotter, Chair

- The Maintenance committee met on July 10th.
- Ready 2 Roof will replace all shingles for \$33,826. The money for this project will come from the CAPEX account.
- Premier Concrete Leveling will lift and level the broken driveway slab at the east entrance. The broken corner will be replaced and a curb will be added along the edge. The cost is \$3,750. Work will start Monday, July 17th, weather permitted.
- The garage painting is about 60% complete and is expected to be finished in 1½ months.
- The rusting window railing in the garage is being addressed. Glass blocks placed to a height which would prevent intruders but allow for ventilation will be tried in the paint room.
- Parking signs for the Boisdore parking area, to prevent trespassing, were ordered and will soon be placed.
- Due to a potential water issue on units' 201 and 202 Juliet balconies the roofing vendor will provide an extension to the scuppers to overshoot the Juliet balconies. It was decided that an awning was not acceptable.
- Sandbags without sand may be provided to all residents to self-fill in case of a storm.
- The electrical light poles on the north side of the building are being investigated because they don't work. It is probably a wiring issue. The lighting in the pool area also needs to be evaluated for possible replacement of wiring. A light will be placed over the grill area. A quote for the exit signs was received from Zack Adams.
- Zack completed the installation of the security cameras. One more camera may be needed in the atrium.
- The drainage ditch that was cleared is working very well.
- Additional drains are needed in the atrium floor to prevent flooding. X-raying the floor to determine drain placement will be researched.
- Interior cleaning (mainly in the stairwells) will start upon completion of the garage painting. James will need help with this.
- Peter Wesner may be available soon to work on balcony railings for units 305 and 311.

- James is working on a solution to repair the catch basin.
- The internet office reception is ok. ZOOM availability for the October HOA meeting will be investigated.
- Electric vehicles cannot park in the garage due to fire hazard. Any charging station and usage should be funded by the electric vehicle owner. The station should be placed on the far north parking area.

Rules and Procedures Committee - Gerri Mackey, Chair

- The revised drafts of the owner and tenant welcome letters were presented.
- The draft additions (Pool Rules #18 and Balcony/Common Areas #11) to Rules and Regulations regarding common area usage were presented. See attached drafts.

Communications Report - Emily Stowe

- Unit 304 has new owners, Linda and Carell Freeman. There will be contractors working in this condo.
- An email was sent to residents informing all of the 15 camera locations.
- Pass Marianne HOA Facebook page is active for members to use.
- An invite, email and text message were sent to residents regarding the July cookout. A flyer is in the lobby and a post is on Facebook.
- A plant adoption email was sent and a post made on Facebook.
- The minutes and agenda are emailed the Thursday prior to the board meeting. Please review and forward any changes or additions to the minutes or agenda by the Tuesday before the meeting. This will save time when approving and filing the minutes.

Janitorial/Housekeeping - Emily Stowe

- Andre, one of the HOA janitors, lost his home and belongings in a fire last week. Any financial or material donations will be appreciated and are being collected by Emily.

Condo Manager Report - Emily Stowe

- Bank deposits have been made. The deposit tickets and slips were sent to Patti.
- The west gate project is close to being finished. Weather and the need for more cable lines have interfered with progression of the project.
- Two matching bollards will be ordered for the west gate.
- The lighting issue in the north parking area is being addressed. The HOA is on Krol Electric's waiting list which is backed up for over a year. Adam's Electric reported that this issue is not within their scope of work. Dan did get a quote from MS Power. Sam from Gulf Coast Electric along with James assessed the situation. Due to the complexity of the situation, further in-depth troubleshooting is needed. Sam's hourly rate is \$100.00. Further assessment would be at least 2 hours before a quote would be presented. The other electrical companies that were contacted reported that they do not work on tall power poles. Karen Nugent will forward contact information to Dan Rotter for the electrical company that Ryan Nugent had received a reasonable quote from in the past.

- Committee chairs are responsible for taking notes, recording, and submitting minutes to the board each month.
- Schindler elevator contract is not up for renewal next year. It is active until November 28, 2028, with a 90-day termination notice prior to the contract end date. There was discussion as to whether the current contract meets the needs of the HOA.
- Emily has signed the letter of understanding for her updated job responsibility and terms.
- COL's and W9's were submitted for Premier Concrete and Ready 2 Roof.
- The security cameras are active on the office monitor as of July 11th, 2023.
- The HOA P.O. box has been terminated.
- The clubhouse rug has been purchased and is working well.
- Four HOA chairs have been missing since the crawfish boil. Walmart is selling basic black folding chairs for \$13.98.
- Concerns were posted on Facebook regarding projects being addressed in a timely manner. Emily did address each issue and presented her response to these issues to the board. Minutes are posted on the website to keep residents abreast of all issues, resolutions, and status.
- At least two, 20-foot extension cords with 3-way plugs are needed in the office.

Old Business

- Karen has continued contact with the community association manager of Gulf Coast Condo Association. The association is still trying to get another meeting scheduled but has had difficulty due to members vacationing, etc. She assured Karen that a meeting will be scheduled and Karen will be contacted regarding the meeting.

New Business

- All committee chairs should send a budget request for 2024 to Karen Nugent. A preliminary budget will be presented to the board at the August meeting. It will then be finalized at the September meeting and sent to the owners in time for the October annual meeting.

Q & A

- Has the board ever gotten cash back on credit cards? New credit cards have been procured that will give cash back rebates.

Dan Rotter motioned for adjournment.

Margie seconded.

All in favor.

Meeting adjourned at 5:00 p.m.

Recorded by:

Darlene Taylor, Board Secretary