

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, September 14, 2023

Present: Margie Morken, Karen Nugent, Dan Rotter, Gerri MacKey, and Darlene Taylor

Quorum: 4

Attendees: Jackye Carroll, Sherri Schaeffer, Ann Matthews, Carrell Freeman, Linda Freeman, and Judy Stewart Farris

Called to order: 3:00 p.m.

Robert's Rules of Order Meeting Rules:

All in attendance were given a quick summary of rules from Robert's Rules of Order which will be followed during the meeting.

Approval of the Minutes:

Minutes motioned for approval as written by Dan Rotter and seconded by Gerri MacKey. Unanimously approved.

President's Report - Princy Harrison

- The President's newsletter was reviewed. Hancock Whitney auto pay program is running. Approximately 9 homeowners have signed up.

Treasurer's Report - Karen Nugent

- The Statement of Income & Expenses and Statement of Assets, Liabilities & Fund Balances were reviewed. Please see the attached reports. Highlights were given. The HOA is financially on schedule. It was pointed out that some bills have not come in this month due to the changing of the HOA address, thus showing the HOA to be under budget in the report. A transfer was made from the CAPEX fund to pay for part of the roofing project. There is a total of \$312,420 in the checking account, savings account, and U.S. Treasuries investments. The total assets of the HOA at this point are \$436,898. This includes prepaid insurance.
- A suggestion was made to invest \$100,000 more from CAPEX into U.S. Treasuries to get a much better return. This transfer would leave approximately \$80,000 in CAPEX. There are no heavily weighted expenses coming up this year and the treasuries are totally liquid. All agreed.
- The 2024 PMHOA budget was reviewed along with reasoning behind the calculations. Please see the attached reports. There is approximately an \$85,000 increase in the budget. Approximately \$65,000 is due to the previous insurance increase. The insurance increased from \$85,000 to \$180,000. Additionally, Allen Betz, our insurance agent recommended that we budget a 30% increase for this year. Note that the HOA will be seeking other options for insurance. The budget is based on the last 12 months for the items that tend to be consistent year after year. The HOA also applies an increase based on historical happenings with various

vendors. Different, large, upcoming items that may be a one-time occurrence (for example, replacing the metal bars in the garage windows) are also considered. Building and Ground Maintenance increased from \$55,800 to \$67,500. Research indicated that, for a condo of Pass Marianne's size and age, this increase is warranted for repairs. One of the larger items within this category is the garage window bars replacement. The budget expense total is \$535,504. In the past 25% of the expense total was transferred to fund CAPEX and Reserves (to cover the insurance deductible). Based on the information from the insurance agent the HOA does not need to fund the insurance deductible. Therefore, the transfer amount was decreased to 20% for the upcoming budget. The total transfer amount is \$107,101 with \$91,085 funding CAPEX and \$16,016 funding the reserve. To cover the increase in the budget, the HOA condo fees will be raised. Increases will be below 10%. Karen Nugent moved to approve this preliminary budget with the understanding that it may need tweaking if new information comes in prior to presenting it to the HOA for a vote. Margie Morken seconded. All in favor.

- Due to the changing of the HOA address, Visa statements were late resulting in a finance charge. Karen will call to set up automatic payments with online access, and to see about removing/adjusting the finance charge.
- Approximately \$600,000 will be needed for the exterior painting. It is scheduled for 2037. The HOA is anticipating a \$6400 special assessment in 2037. The assessment will bring in about half of the cost and the rest will be funded by CAPEX.

Architectural Review Committee - Darlene Taylor, Chair

- Andy McCaffrey graciously agreed to fill the vacant position on the Architectural Review Committee.
- Currently, there is nothing under review.

Landscaping Committee - Alan Couvillion, Chair

- Ann Matthews presented the Landscaping report. The sprinkler system will cost \$340 to repair.
- It was recommended to research the cost of an extension to run under the gate to reach plants which are dying.
- The committee will meet this Saturday, September 23rd.

Social Committee - Margie Morken, Chair

- Small groups (book club, crafts, games, bible study, movie night, exercise, and meet & greet) will start meeting in the atrium this fall after the weather cools.
- There will be a small group fair about one half hour before our annual meeting social to speak with small group leaders and give preferences for dates and times of meetings. A communication will be sent to inform all residents of the fair.
- The annual social will be Friday October 20th. All residents will be asked to bring their own drinks and an appetizer to share.
- The next social activity after this will be in December, possibly a Christmas brunch.

Maintenance Committee - Dan Rotter, Chair

- The roofing project is complete. The HOA has received a quote for repairs of the screens that were damaged during the roofing project. Please see attached. Ready 2 Roof is going to pay for the 15 screens that were damaged. All screens have been evaluated. If residents would like other new screens, they will be responsible for the cost.
- The West gate is operational. Ben is waiting for the delivery of parts before he can continue working on the control panel.
- Bollards for the west gate were delivered and will be installed after the control panel is completed.
- The pool filter will be replaced. Materials have been ordered.
- The garage painting is complete.
- James will chip out and fill the crack in the east driveway.
- The maintenance committee is currently exploring replacement and repair of the existing garage window bars.
- Interior cleaning of stairways has begun.
- There will not be enough time to test Zoom functioning in the atrium prior to the annual meeting.
- There will not be any EV vehicle parking in the garage due to possible fire hazard. The HOA board is questioning if these vehicles should even be allowed in the outer parking lot. The fire department will be consulted regarding this concern.
- Repair of two balcony railings which are the responsibility of the HOA still needs to be addressed. Maintenance is waiting to hear from Peter Wesner.
- Units 201 and 202 Juliet balconies potential water issues may be alleviated. There has not been heavy rain to confirm success. Continued monitoring is needed.
- The HOA did sign the Shindler elevator contract. In doing so, the HOA is avoiding a \$4000 fee. The monthly fee was lowered to \$700/month and there is a 4.5 % cap on increasing the fee annually.
- Drains need to be added to the atrium floor to drain water from the low spots. There are at least 3 low spots.
- The office AC unit needs to be replaced.
- South lighting needs replacement. It is possible that the project will be completed before the end of the year.
- The HOA may be able to have an additional security camera for the atrium installed before the end of the year.
- If Zack cannot address the lighting on the east side of the building, Ryan Nugent possibly can.
- The office rooms (kitchen, workout, meeting & bath) will be painted for \$600.
- The fire department will be consulted regarding replacement of the doors in the communications, electrical and storage rooms.
- The exterior doors for the waste, elevator, fire control rooms need to be replaced.
- Lighting is needed in the southeast garage. Maintenance will try to complete this before the end of the year.

Rules and Procedures Committee - Gerri Mackey, Chair

- “No Electric Vehicles are permitted in the garage or on the property,” was added to the rules and regulations. (#7 under parking). Types of vehicles will be listed, such as cars, bikes, scooters, etc. The bylaws will be researched to see if changes or additions need to be made to address electric vehicles.

Communications Report - Emily Stowe

- The newsletter was emailed August 31st.
- Insurance information was emailed.
- Updated resident directory for management was passed out to Board Members. The residents’ version is posted on the website.
- An email was sent alerting residents of stairwell power-washing.
- Emily is getting married on November 11th. She will be out November 13th through November 26th. A list of Emily’s responsibilities was given to Princy to make sure her duties are covered. Congratulations Emily!

Janitorial/Housekeeping - Emily Stowe

- N/A

Condo Manager Report - Emily Stowe

- The Annual Meeting will be October 21st. All materials (the ballot; a cover letter; letter from the board president; proxy vote; the annual meeting minutes from 2022; the agenda; statement of assets, liabilities, and fund balances; statement of operations; and projected budget) need to be prepared for mail and email by October 9th. A notice will also be posted in the lobby on October 9th.
- A contact list containing the names of board and committee members to be distributed to all residents was requested. The board agreed to post the board members, committee chairs and committee member names on the website.
- Emily will continue training with Patti on Saturday, September 16, 2023. They will also do some filing.
- Payroll is submitted on Tuesdays of each week. Timesheets are to be signed on Monday or no later than 2pm Tuesday of each week. Payday is on Wednesday.
- The Condo Manager 90-day trial period (June 12 – September 9, 2023) has ended. Change of duties and compensation will be reviewed.
- Unit 312 has been sold.

Old Business

- Roof Shingles replacement is complete.
- Annual Meeting will be October 21, 2023

New Business

- Emily will meet with the board members with whom she works closely (Princy Harrison and Karen Nugent) to assess the trial period.
- The nomination process history was reviewed. The bylaws were reviewed regarding this process. Please see attached. Request for new board member nominees will be emailed. Those who are interested will complete a form giving information about themselves (availability, interests, and skills). The board can also continue personal contacts to inquire if residents are interested in becoming board members.

Q & A

- Why is the increase in HOA monthly fees not the same for all units? The flood and property Insurances are prorated by square footage, so fee calculations for these expenses are made by square footage. All other expenses are allocated evenly.
- Is painting the condo front doors included in the budget for 2024? No, door painting is low priority considering all other needs of Pass Marianne.
- Can the gates be programmed to close quicker to prevent people from piggy backing/sneaking into the property? Dan will research.
- Is there a plan for painting the interior? James is power washing the stairwells at present. After this is complete, decisions will be made regarding any further power washing. Painting the atrium and interior is in the budget for 2031.
- Is assessing the sprinkler system on a regular basis included in the landscaping contract? Yes. The landscaping committee will get a copy of the contract and discuss any issues at the next landscaping meeting.
- Is the HOA being too rigid in not allowing electric vehicles in the parking lot? Dan will consult the fire dept. regarding this issue. The HOA will reconsider as technology improves and the electric vehicles are safer.

Karen Nugent motioned for adjournment.

Gerri MacKey seconded.

All in favor.

Meeting adjourned at 5:00 p.m.

Recorded by:

Darlene Taylor, Board Secretary