

Pass Marianne Homeowners' Association, Inc.
Board of Directors Meeting Minutes
Thursday, October 12, 2023

Present: Princy Harrison, Margie Morken, Karen Nugent, Gerri MacKey, and Darlene Taylor

Quorum: 4

Attendees: Jackye Carroll, Alan Couvillion, Sherri Schaeffer, Ann Matthews, Andy McCaffrey, Wayne Peterson, Judy Stewart, and Patsy Wallet

Called to order: 3:01 p.m.

Robert's Rules of Order Meeting Rules:

All in attendance were reminded that Robert's Rules of Order would be followed during the meeting. Any questions from those in attendance should be asked and answered at the end of the meeting.

Approval of the Minutes:

Minutes motioned for approval as amended by Princy Harrison and seconded by Gerri MacKey. Unanimously approved.

President's Report - Princy Harrison

- Emily will be borrowing one of the HOA long tables for her wedding reception.

Treasurer's Report - Karen Nugent

- In August a few transactions were booked late (accounting, supplies and contract labor, and telephone service) causing a discrepancy between the financial statements and Quickbooks. The August financial statements were adjusted to agree with Quickbooks.
- The September Statement of Income & Expenses and Statement of Assets, Liabilities & Fund Balances were reviewed. The HOA is financially on schedule. The HOA has approximately \$400,000 in assets. Please see attached reports.
- Beginning January 1st, advanced fee payment will not be an option due to the additional record keeping and bookkeeping they require.
- The 2024 PMHOA budget was reviewed. Please see the attached report. There is an \$84,825 increase in the budget. Approximately \$64,000 is due to a 30% increase in the insurance budget as recommended by the HOA insurance agent. Note that the HOA will be seeking other options for insurance in 2024. All other expenses increased by \$20,000. The HOA fee increases were less than 10%.

Architectural Review Committee - Darlene Taylor, Chair

- Currently, there is nothing under review.

Landscaping Committee - Alan Couvillion, Chair

- Grass will be added around the water meter box at the east gate to help hide the box.
- Kyle with Edrington Landscapes will assess the sprinkler system issues. Any issues regarding the system should be reported to Alan Couvillion.
- Alan will research a sprinkler system extension to reach plants which are dying.
- Judy reported that weed killer has killed several plants. Alan will discuss this situation with Kyle.
- Kyle will give an estimate for removal of the diseased sego plants and for weeding.
- Plants will be ordered soon using the plant donation money.

Social Committee - Margie Morken, Chair

- A flier was sent to announce this year's annual social which will be held at 6:00 p.m. on Friday, October 20th. All attendees should bring their drink of choice and a snack. Those who are interested in small group activities (book club, crafts, games, bible study, movie night, exercise, and meet & greet) should come at 5:30 p.m. to sign up. Communication was sent regarding these groups.
- The next social activity will be in December.

Maintenance Committee - Dan Rotter, Chair

CURRENT OPEN 2023 PROJECTS

- The repairs of the screens that were damaged during the roofing project are complete. Ready 2 Roof paid for the 15 screens that were damaged.
- The West gate is operational. Ben Walker is waiting for the delivery of parts before he can continue work on the control panel.
- James Wesner added a new 220V line by the west gate and Zack Adams installed the new bollards.
- The pool sand filter has been replaced.
- The garage painting is complete and looks great.

ADDITIONAL PROJECTS FOR 2023

- James will chip out and fill the crack in the east driveway in the future. This is currently not scheduled.
- The maintenance committee is exploring replacement and repair of the existing garage window bars.
- Interior cleaning of stairways on the north side of the building is complete.
- There was not enough time to test Zoom functioning in the atrium prior to the annual meeting.
- The HOA board agreed to prohibit any Electric Vehicle parking in the garage and on property due to the possible fire hazard.
- 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.
- Zack ordered parts to replace exit signs with "outdoor" quality material on the north end of the building and heavier duty indoor signs for the rest of the building. These should be installed in 2023.

- Zack will install an additional security camera for the atrium by the end of the year.

PROJECTS FOR 2024

- The HOA signed the Shindler elevator contract. The land line phones will be replaced with cell service.
- Garage windows will be repaired or replaced at a height to deter climbing (\$15,000 to \$30,000).
- Drains need to be added to the atrium floor to drain water from the low spots. There are at least three low spots. The floor will need to be x-rayed.
- The office AC unit needs to be replaced (\$6,500). Widening the roof door for easier access should be considered.
- South lighting needs replacement (\$3,500).
- 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 doors in the communications, electrical and storage rooms need to be replaced.
- The exterior doors for the waste, elevator, and fire control rooms need to be replaced.
- Zack will install southeast garage area lighting and an emergency exit sign by the door.
- Paint interior unit doors.

Rules and Procedures Committee - Gerri Mackey, Chair

- “No Electric Vehicles are permitted in the garage,” 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

- Annual Meeting Contents were emailed, mailed, or delivered to unit doors.
- Emily is getting married on November 11th. She will be out November 13th through November 26th. A list of Emily’s responsibilities will be given to Princy to make sure her duties are covered. Darlene will check the mail while Emily is out.
- Emails regarding the annual meeting social and the small groups were sent.

Janitorial/Housekeeping - Emily Stowe

- N/A

Condo Manager Report - Emily Stowe

- Patti and Emily completed office filing on Saturday, September 16, 2023.
- Resident Contact, Car and Emergency Forms are in the process of being updated.
- Unit 312 sold. Melanie Coulter is the new owner and will be on the property in November or December. Lise will be moving by the end of October.
- Benn Walker will be on the property Monday to finish the west gate work.
- James is going to replace the west orange bollard protectors to match the white ones on the east gate side.

- An Evaluation of Emily's new Bookkeeping duties was conducted on Tuesday, October 10, with Princy and Karen.

Old Business

- Annual Meeting will be October 21, 2023
- Organization of the meeting was discussed. The president and treasurer will present.
- All committee chairs will present what their committee has completed for the year. Each chair will send a chart to Emily by the end of the day Tuesday.
- Forms will be available at the meeting for anyone who is interested in signing up for an automatic draft of HOA fees.
- Proxy forms were sent out in the annual meeting packets. Bios and ballots were also mailed.
- A recommendation was made to have only seven board members. A discussion ensued. The HOA docs say that the board should consist of 3 to 9 members. This should be put on the agenda for next year's board to research. It was also recommended that the number of years per term should be researched.
- Voting will be confidential. All ballots will be placed in a box.
- A 3-member committee made up of homeowners who are not on the board will count the votes. Tricia Leonard, Carell Freeman, and Herb Dubuisson were recommended with Wayne Peterson as an alternate. Darlene Taylor moved that these people form the committee. Princy seconded. All in favor.

New Business

- Emily will meet with the board members with whom she works closely (Princy Harrison and Karen Nugent) to assess HOA Manager duties.
- The nomination process history was reviewed. The bylaws were reviewed regarding this process. Please see attached. Potential new board members will be contacted by email. Those who are interested will complete a form giving information about themselves (availability, interests, and skills). The board can also pursue personal contacts to inquire if residents are interested in becoming board members.

Q & A

- If there is an even number on the board during a vote, can the president be the tie breaker? Yes, this is an option.
- Can those members who are responsible for repairing their balconies get a list of providers? Yes

Gerri MacKey moved to adjourn the meeting.

Princy Harrison seconded.

All in favor.

Meeting adjourned at 4:55 p.m.

Recorded by

Darlene Taylor, Board Secretary