

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

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

Quorum: 4

Attendees: Jackye Carroll, Diane Carpenter, Andy McCaffrey, Judy Stewart, and Ann Matthews

Called to order: 3:00 p.m.

Robert's Rules of Order Meeting Rules:

Robert's Rules of Order will be followed during the meeting.

Approval of the Minutes:

Minutes from the November Board meeting was motioned for approval as amended by Karen Nugent and seconded by Dan Rotter. Unanimously approved.

Minutes from the Executive Board meeting on October 12, 2023, were motioned for approval by Gerri Mackey and seconded by Margie Morken. Approved.

President's Report - Princy Harrison

- A reminder was given that the HOA will function on a cash basis as of January 1st, 2024.
- The condo docs were reviewed regarding the responsibility for the costs of repairs or replacement of balcony railings. The HOA is not responsible for the cost according to the condo docs (page 17, section 5). There are two condos that were grandfathered prior to this change in docs.
- Last month eighteen owners used autopay. Seven more owners signed up for auto pay this month. Discussion ensued regarding managing late HOA fees. Section 9 of the condo docs will be followed.
- Another \$100,000 will be invested in US treasuries. \$81,000 will come from savings and the rest from the checking. So far this year, the HOA has made \$2000.
- Dan Rotter made a motion to give a Christmas gift/bonus to both Emily and James in the amount that was given last year. Margie Morken seconded. All in favor.

Treasurer's Report - Karen Nugent

- The income statement and balance sheet were reviewed. Please see attached. The HOA is \$19,000 under budget year to date. The HOA should end the year slightly under budget.
- It was noted that nothing was added to the Reserve Fund this year because those funds were applied to the insurance cost. In doing this the HOA was able to minimize the increase in the HOA fees.

- The HOA is in the process of replacing the exit signs and emergency lights. Extra monies were identified in elevator maintenance which can be used for this project. Due to a decrease in elevator maintenance cost, this category is \$5000 under budget.
- The HOA insurance contract will come due April 1st. Karen Nugent has formed an insurance committee. The members are Karen Nugent, Dan Rotter, Ann Matthews, David Sturgis, and Norman Amort. The first meeting should take place next week.

Architectural Review Committee - Darlene Taylor, Chair

- The Architectural Review committee met November 21, 2023, to review two lighting plans proposed by Ryan Nugent. The first plan addressed making the lighting color temperature more consistent throughout Pass Marianne. The second plan addressed lighting for the front of the building. Both plans were strongly recommended. Thank you, Ryan, for freely sharing your expertise and time. Please see the attached report and plans.

Landscaping Committee - Alan Couvillion, Chair

- Phase One of the landscape plan is complete. The old plants have been removed and the new ones have been planted.
- Next steps will be discussed at the next committee meeting in 2024.
- Alan is still getting reports of sprinkler system issues.

Social Committee - Margie Morken, Chair

- The Christmas brunch was a success.
- The committee is \$250 under budget for the year.

Maintenance Committee - Dan Rotter, Chair

- The committee is in the process of purchasing exit signs and emergency lights.
- Maintenance is waiting for more info from Man of Steel regarding railing replacement. One design for the vertical picket has been received and more should be coming.
- Maintenance will get a quote for labor to install the outdoor landscape lighting.
- Results from the Southern Fire inspection revealed the need for an internal pipe investigation, inspections of the sprinklers inside all individual condos, and an FDC sign for water control. A quote was given for \$3300 to conduct an internal pipe inspection on half of the sprinkler systems (5). A quote will be sent for all sprinkler systems (10). It was suggested that the HOA have half of the sprinklers inspected in 2024 and, if no problems are identified, inspect the other half in 2025. Then the HOA should rotate the inspections every 5 years. It is recommended that the HOA have all individual inside condo sprinklers inspected in 2024 and then do half every other year. Maintenance has already researched the cost of an FDC sign for water control.

Rules and Procedures Committee - Gerri Mackey, Chair

- The committee will meet in January to add more specific information regarding electric vehicles to the rules and regulations.

Communications Report - Emily Stowe

- An email was sent to all members reflecting new HOA fees as of January 1st.
- Princy will send a newsletter at the beginning of the year.

Janitorial/Housekeeping - Emily Stowe

- N/A

Condo Manager Report - Emily Stowe

- Ben has been working on the west gate. He is waiting for a new part.
- New board member binders have been printed and distributed.
- The satellite tv box in the clubhouse was replaced.
- The annual sprinkler inspection was conducted and emailed to board members. The cost is as follows: fire pump inspection- \$550, fire sprinkler inspection- \$800, and fire alarm inspection- 300. The total is \$1650.
- Elevator updates regarding the elevator cube have been requested. Emily is waiting for a response from Schindler.

Old Business

- The special called meeting to elect officers for 2024 is scheduled for January 2nd at 3:00.

New Business

- The HOA has a new contract for James including a raise and benefits.

Gerri MacKey moved to adjourn the meeting.

Dan Rotter seconded.

All in favor.

Meeting adjourned at 5:26 p.m.

Recorded by

Darlene Taylor, Board Secretary