

**Pass Marianne Homeowners' Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, November 9, 2023**

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

**Quorum:** 4

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

**Called to order:** 3:02 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. Copies of Robert's Rules of Order were available for anyone interested.

**Approval of the Minutes:**

Minutes motioned for approval as amended by Karen Nugent and seconded by Dan Rotter. Unanimously approved.

**President's Report** - Princy Harrison

- Sixteen residents used autopay in November and four more signed up to start in December. November 22<sup>nd</sup> will be the cutoff date for those wanting to start autopay in December. December 20<sup>th</sup> will be the cutoff date for those intending to start in January.
- Princy complimented the social committee on the exceptional job done in orchestrating the annual social.

**Treasurer's Report** - Karen Nugent

- It was reported that the HOA has been in a good place financially for the past month. Total expenses were approximately \$15,000 under budget. Please see the attached financial statements.
- Karen met with Stephanie at Hancock Whitney Bank main office to gain an understanding of various features of the HOA accounts, online banking, and authorization of persons accessing accounts. Karen will meet with Princy to review.
- A recommendation was made to roll over any left-over, 2023 committee allocated funds to said committees for 2024. Discussion ensued. As the end of the year draws near, the HOA will assess it's financial situation and make decisions regarding discretionary funds. Any movement of these funds would be completed on an accrual basis. After discussion it was decided that a standard, annual evaluation of unused discretionary monies be conducted each November.

**Architectural Review Committee** - Darlene Taylor, Chair

- Currently, there is nothing under review.
- Painting to change the color of the interior condo doors was discussed. The HOA will fund this project; however, it is not of high priority when compared to other needs. The Architectural Review Committee will research colors in 2024.

**Landscaping Committee** - Alan Couvillion, Chair

- Edrington Landscapes has cut the weeds growing in the drainage ditch across the street from the west side of the parking lot. This should improve drainage.
- Edrington will begin removal of the Segro Palms and installation of the new plants on the north side of the pool. The new plants are being ordered and will be planted upon arrival. These plants are being paid for with fundraiser monies.
- Edrington will be pruning Crepe Myrtles that are blocking unit views on the building sides.
- Kyle with Edrington Landscapes will assess the sprinkler system issues.

**Social Committee** - Margie Morken, Chair

N/A

**Maintenance Committee** - Dan Rotter, Chair

- The West gate is operational. Ben Walker is still waiting for the delivery of parts before he can continue work on the control panel.
- The pool sand filter will be replaced. The funds will be taken from CAPEX.
- James Wesner will chip out and fill the crack in the east driveway. This is currently not scheduled.
- The HOA board agreed to prohibit any Electric Vehicle parking in the garage due to the possible fire hazard. Signage will be added to the garage entrances prohibiting EVs.
- Maintenance received a quote to repair the balcony of unit 311 (\$1200-\$1400); however, the parts are unavailable. The cost to replace the railing with powder coated aluminum is \$3740. This is one of the two balcony railings that are the responsibility of the HOA.
- Maintenance has received a bid to replace the garage window railings with powder coated aluminum. This is very expensive. Windows will be prioritized and changed as finances become available.
- 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 gave quotes to replace exit signs with "outdoor" quality material on the north end of the building and heavier duty indoor signs (damp resistant) for the rest of the building. Maintenance is seeking competitive costs for materials.
- Karen Nugent will investigate how to obtain written reports from various fire inspections so that the board will be aware of any possible future problems.
- Presently, the interior lights are different colors. Maintenance is exploring the best possible options to make the lighting consistent throughout the building.
- Two lights have been installed in the southeast side of the garage. Two more lights will be installed on the south side of the garage.

- The HOA is waiting for Schindler to install the elevator cube so that the land line phones can be replaced with cell service.
- 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 (\$6,500). Widening the roof door for easier access should be considered.
- Outside south lighting needs replacement (\$3,500). Maintenance is consulting with Ryan Nugent.
- If Zack cannot address the lighting on the east side of the building, Ryan Nugent possibly can.
- An additional security camera has been installed in the atrium.
- The office rooms (kitchen, workout, meeting & bath) will be painted for \$600.
- The interior doors for the communications, electrical and storage rooms and the exterior doors for the waste, elevator, and fire control rooms need to be replaced.

#### **Rules and Procedures Committee - Gerri Mackey, Chair**

N/A

#### **Communications Report - Emily Stowe**

- Emily is getting married on November 11<sup>th</sup> and will be out of the office until November 27<sup>th</sup>. Her new name is Emily Reisner. Residents have been notified by email.
- Darlene will check the mail while Emily is out.
- A "To Do List" was given to Princy and Darlene and emailed to the board.
- Vendors were notified that Emily would be out of the office. The Southern Fire and Schindler call list will be Dan Rotter, James Wesner, and Norman Amort.
- An email was sent reminding HOA members that advanced monthly HOA payments will no longer be accepted. An ACH sign up form was attached.
- The new HOA fees for January 1<sup>st</sup> were emailed to residents.
- An email was sent at the owner's request notifying all that unit 209 is for sale.

#### **Janitorial/Housekeeping - Emily Stowe**

- The janitorial supervisor was asked to ensure that the cleaning crew clean both sides of the glass windows in the lobby.

#### **Condo Manager Report - Emily Stowe**

- The project list for board tracking was updated by Emily and Darlene.
- Ben has been working on the West gate.
- New HOA Board binders were made for the new board members. Updated copies of binder additions were made for returning board members.
- Alexander Plumbing snaked P-traps on Tuesday, November 7<sup>th</sup>.
- The satellite tv box in the fitness room is not working. Andy and Emily completed trouble shooting steps. A call was placed to Starvision. The cables are bad and will be replaced.
- Southern Fire will conduct an inspection on Wednesday, November 29<sup>th</sup> beginning at 8 a.m. There will be noise at times throughout the day as the alarms are tested. The total cost for the

inspection is \$1650.00. This includes a fire pump inspection (\$550.00), a fire sprinkler inspection (\$800.00), and a fire Alarm Inspection (\$300.00).

**Old Business**

- The project list was reviewed. See attached.

Dan Rotter moved to adjourn the meeting.

Karen Nugent seconded.

All in favor.

Meeting adjourned at 4:29 p.m.

Recorded by

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Darlene Taylor, Board Secretary