

**Pass Marianne Homeowners' Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Thursday, February 15, 2024**

**Present:** Andy McCaffrey, Jackye Carroll, Karen Nugent, Darlene Taylor, Dan Rotter, Diane Carpenter, and Princy Harrison

**Absent:** Gerri Mackey

**Quorum:** 5

**Attendees:** Judy Stewart, Will Farris, Ann Matthews, Sherri Schaeffer, Margie Morken, and Diane Hawks

**Called to order:** 2:59 p.m.

**Approval of the Minutes:**

Dan Rotter motioned to approve the January board meeting minutes. Jackye Carroll seconded. All in favor.

**Treasurer's Report** - Karen Nugent

- The December statement of income and expenses and the statement of assets, liabilities, and fund balances were reviewed. Please see attached financials. The end of year financials revealed that the HOA broke even with an excess of \$985.
- The attached January statement of income and expenses and balance sheet were presented. It was reported that both the social and landscaping committees had unused funds for 2023 which were carried over to this year as a credit for their use. Total cash investments are \$394,993.
- It was recommended that the HOA invest \$100,000 in US Treasuries to gain more interest. Jackye Carroll moved to invest \$50,000 out of the HOA savings account and \$50,000 out of the HOA checking account in US Treasuries. Princy Harrison seconded. All approved.
- Karen gave an insurance committee update. Albert Betz, HOA insurance agent, does not have definite information as of this date. He did report that a few of the carriers have declined to offer quotes, but he does remain optimistic. He reached out to our broker who is working on getting the best terms possible. Karen also contacted Alex Murray from Eagan Insurance. No information was available from Eagan. She is in the process of getting contact information for Gambrell and Sturges, another insurance agency. Karen reported that the Gulf Coast Condo Association is not yet organized.

**Maintenance Committee** - Dan Rotter, Chair

- A stairwell railing broke between the 2<sup>nd</sup> and 3<sup>rd</sup> floor on the northeast side of the building. James was able to weld this.
- Dan is getting more quotes for replacement of the balcony railings. To replace the railings to look exactly like they do now (aluminum pot belly vertical picket) would be a custom and costly job. If the HOA decided to go to a standard railing design (straight pickets), the installation.

would be easier and the cost less. Using standard materials is reportedly half the price as custom materials. Standard installation would also be much quicker than custom. Powdered coated aluminum has minimal maintenance and will last 25 years.

- Dan spoke to a concrete specialist regarding the puddling on the 2<sup>nd</sup> floor. The floor by 208 probably needs a new drain hole created. The floor in the atrium can be grinded down to direct that puddle to the drain to the north. The drain in 210 needs work to become functional.
- The pool lighting is out of date and needs to be replaced.
- The lights that illuminate the Pass Marianne sign are out and will be addressed during the landscape lighting project.
- The garage windows are rusting. The maintenance committee does have a design to fix them. Currently these windows are safe and will be prioritized after the balcony rails.
- The west gate entrance panel should be operational soon.
- James will install two parking bumpers in the driveway to the dumpster to keep trucks from driving on the lawn.
- Maintenance is investigating if the city will place stones on the east side of the Boisdore Drive because the garbage trucks are making wide turns bringing mud into the drive.
- The AC in 210 will need to be replaced. This will be installed when it fails.
- Dan will get a recommendation from the fire department for replacement of the interior storage doors. Jackye will consult with a painter to see if the doors can be sanded and painted.
- The north stairwell lighting has been replaced.

#### **Communications Report - Emily Reisner**

- New residents Melanie Coulter of unit 312 and Rebecca Scully of unit 409 were welcomed to Pass Marianne by the welcome committee. The welcome committee is looking for an additional person to help welcome new residents.
- Units 205 and 209 are for sale.

#### **Janitorial/Housekeeping - Emily Reisner**

- A meeting has been scheduled with Andrew from Southshore Building Services to discuss janitorial concerns.

#### **Condo Manager Report - Emily Reisner**

- Southern Fire sent a quote for a pipe investigation and replacement of fourteen gauges and a FDC sign by the pool. The cost is \$3317.
- The annual Southern Fire monitoring bill of \$513.60 has been paid.
- Southern Fire replaced two control valves and a resistor.
- Southern Fire will assess a sprinkler leak in unit 512. The water will be turned off on that side of the building during the repair.
- The elevators are now cell phone compatible. The landline provider has been canceled. If someone becomes stuck in the elevator, push the call button. Schindler, the elevator company, will respond.
- The shelving in the office closet is close to being completed.

- The No EV parking signs have been ordered. One has been received.

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

- The 2024 members of the Architectural Review committee are: Diane Carpenter, Sharon Kroper, Sherri Schaeffer, Patsy Walet, and Darlene Taylor.
- The new interior light plan was reviewed. The atrium will be transitioned to commercial grade light bulbs that will match in light color. The fixtures will be cleaned as the bulbs are changed.
- The process and responsibilities for ordering the landscape lights and obtaining an installation quote were discussed.

**Landscaping Committee** - Alan Couvillion, Chair

- Will Ferris presented for the landscape committee. The committee is proceeding with prespring planting and pruning. The spring pine straw spreading will be \$3000 to \$4000.
- Edrington will transplant the plants that were planted in error. The correct shrubs will then be planted in the appropriate place. As soon as the plants arrive, a crew will be sent to complete the work. Will is going to supervise the planting.
- An "Adopt a Plant" fundraiser will be conducted this summer in coordination with the summer social. Will is going to contact Liz to coordinate.
- James will replace the sand fence posts which are failing.
- Consulting with a tree contractor resulted in a recommendation to prune the crepe myrtle trees (\$1400.) and fertilize two of the oak trees (\$500.).
- Trellises from the north side of the building were moved to the pool area. A gardenia was planted in their place. A pathway was formed from the pool to the picnic table.
- A discussion ensued regarding the importance of communication between committees and service providers. Will is going to supervise any landscaping service providers. The providers should inform Will ahead of time when they will be working on the premises.
- Committee chairs were reminded that no committee should decide on or give approval to any issue that would benefit only one individual owner without discussion by the board.

**Social Committee** – Liz Covington, Chair

- N/A

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

- N/A

Jackye Carroll moved to adjourn the meeting.

Karen Nugent seconded.

All in favor.

Meeting adjourned at 5:11 p.m.

Recorded by

---

Darlene Taylor, Board Secretary