The Pointe CUOA BOD Meeting

# Meeting Minutes

# 1/16/20

## Opening

The regular meeting of the **The Pointe CUOA BOD Meeting** was called to order at 5:00 pm on 1/16/20 in Eastlake Room by Steve Goff

Steve Goff -Established quorum

## Present

* BOD – Steve Goff, Jack Parker (phone), Tommy Esarey, Mary Lou McDonald, Jodi Campion (Phone)
* Invited- Lee Merritt RLM Associates, Waller Perrow, Curt Heidel

## Approval of Minutes

* Mary Lou McDonald made motion to approve December 5th meeting minutes
  + 2nd Jack Parker
  + All were in Favor

## Ratify Board actions taken by email. (unanimous email vote)

* + **None**

**Committee Updates**

* **Financial – Lee Merritt**
  + Lee gave update on financials, Reviewed reserve and operational spending on improvements.
  + Lee reviewed the budget to date VS expenses for year end.
  + Lee brought up the electrical usage was over budget and was doing further research on it.
  + Lee is pursuing some accounts that are behind.
* **Reserve Study Review**
  + Lee gave a review of the reserve study and the procedure used to calculate the reserve study.
  + Lee explained that the State wants the reserve study to help avoid special assessments.
  + Lee explained the benefits of keeping the reserve study a “Green” document so that it is always current. It will be a long-term cost savings for future boards.
  + Tommy Esarey to get Lee pricing on project items to add to the reserve study.
  + Steve Goff spoke about the benefits of having the reserve study broken down the way Lee has it to add in long term planning.
* **Maintenance, Beautification and No Smoking – Mary Lou McDonald, Jodi Campion**
  + Mary Lou McDonald and Tommy Esarey reviewed pricing on carpet for building 2 and 3, Quote came in at $25,000.00.
  + Mary Lou McDonald made a motion to approve the quote for the carpet in building 2 and 3
    - Jodi Campion 2nd
    - All were in favor
  + Painting quote for the interior hallways of all 3 buildings, Materials and Labor $ 47,000.00
  + Tommy Esarey details the job procedure and payment details.
    - Mary Lou McDonald made motion to proceed with the painting project.
    - Jodi Campion 2nd
    - All were in Favor
  + Jodi Campion gave details on the decorations for elevator stops and lobbies and will send out more information to the board.
  + Steve Goff mentioned that the board has had feedback on the bulletin board being in the elevator. Going forward they will be placed in the building lobbies.
* **Bike Rack / Kayak Storage**
  + No Update
* **Communication (Website & Facebook) – Jack Parker** 
  + Password has been removed from POA website
* **Contracts – Jack Parker**
  + No-Update

**Security Committee Update – Tommy Esarey**

* Card renewals will be coming up end of February.
  + The board will be sending out an update to the owners on renewal procedure.

**Old Business**

* **Bylaws Change Update**
  + No update

**New Business**

* Asana Software Review
  + Postponed until full board is available in person.
* Post Office / Mailbox Update Tommy Esarey / Mary Lou McDonald
  + Tommy Esarey spoke to the local postmaster and clarified the use of banks of mailboxes.

The requirement is that one bank is dedicated per building. We do not need to have a mailbox for each unit. The banks could be installed anywhere on the property. Board to get more pricing options for mailboxes.

* Steve Goff and Mary Lou McDonald are working to update House Rules.
* Lee Merritt presented a request from Rebecca Carroll to have liens released. Lee stated that the properties are current. Lee to check with Rebecca about writing the releases.
  + Steve Goff made motion to pay to release the liens
  + Mary Lou McDonald 2nd
  + All were in Favor
* Perrow and Branch Mariners Landing Purchase - Discussion

**Owners Forum ….No Owners Present**

**Executive Session**

* Steve Goff made motion to enter executive session to discuss Community Development and Contracts at 7:05 pm
* Mary Lou 2nd
* All were in favor

**Returned to normal session 7:40 pm**

* No decisions were made.

**Adjournment**

* Mary Lou McDonald made motion to adjourn meeting at 7:42 pm
  + 2nd by Jack Parker
  + All were in favor

Minutes taken by: Tommy Esarey (BOD Secretary)