The Pointe CUOA BOD Meeting DRAFT

# Meeting Minutes

# 2/20/20

## Opening

The regular meeting of the **The Pointe CUOA BOD Meeting DRAFT** was called to order at 5:03 pm on 2/20/20 in Eastlake Room by Steve Goff

Steve Goff -Established quorum

## Present

* BOD – Steve Goff, Tommy Esarey, Mary Lou McDonald, Jodi Campion
* OWNERS – Jerry Ferguson, Bob & Lisa Forsyth
* Invited- Lee Merritt RLM Associates

## Approval of Minutes

* Mary Lou McDonald made motion to approve January 16th meeting minutes
  + 2nd Jodi Campion
  + All were in Favor

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

* + **Approval for Lobby 3 upgrade**
    - Mary Lou McDonald made motion to ratify the email vote to spend $950.00 to update Building 3 lobby.
    - 2nd Jodi Campion
    - All were in Favor

**Committee Updates**

* **Financial – Lee Merritt**
  + Lee gave update on financials, Reviewed reserve and operational spending on improvements.
  + Lee reviewed the budget to date with only one month in there was little to report.
  + Lee reported year to date we were under budget.
* **Maintenance, Beautification and No Smoking – Mary Lou McDonald, Jodi Campion**
  + Jodi Campion reported that the projects were progressing and that she is working with Mary Lou on décor.
  + Steve Goff gave comments on working with the budget and balancing spending on maintenance items VS décor improvements.
  + Tommy Esarey gave details on the carpet project
    - Carpet installation is complete
    - Walk through has been completed and punch list work scheduled
  + Steve Goff brought up question on the % of votes needed to change the House Rules.
    - Discussion was had.
    - Steve Goff will send to Steve Moriarty to clarify Article 4 Section 4
* **Bike Rack / Kayak Storage**
  + No Update / May change with PMC transfer.
* **Communication (Website & Facebook) – Jack Parker** 
  + No Update
* **Contracts – Jack Parker**
  + No-Update

**Security Committee Update – Tommy Esarey**

* Two notices have been sent out to owners.
* Key Cards have been updated, waiting on more Owners to pick up.
* Multiple owners have had lock boxes installed.
* The lock system has had an update that will allow Card expiration to be extended to 3 years. System changes will be live late spring 2020. Updates from committee to be sent to all owners.
* The phone app is still in process and updates to be sent out.

Dean Atkins – Pointe POA Operations and Facilities Manager: Update. (Dean not present, Out Sick)

* Steve Goff gave update on Dean’s hours and the need to cut back on his time as he transitions into retirement.
* Steve Goff and Tommy Esarey have interviewed potential candidates to back up Dean.

**Old Business**

* **Bylaws Change Update to include establishing a new Bylaws committee**
  + Discussion was had
  + Steve Goff to get feedback from attorney
  + Tommy Esarey made motion to set up Bylaw committee
    - 2nd Mary Lou McDonald
    - All were in Favor
    - Committee Members: Steve Goff, Tommy Esarey, Jerry Ferguson, Lisa Forsyth
    - Tommy Esarey to send information links to committee members.
    - Meeting Date of March 14th

**New Business**

* Asana Software Review
  + Postponed until full board is available in person.
* Post Office / Mailbox Update Tommy Esarey / Mary Lou McDonald
  + No Update
* Perrow and Branch Mariners Landing Purchase / Real Estate Exchange Agreement– Discussion
  + Steve Goff gave the meeting dates for the MLCA meetings
  + Steve Moriarty working on the clean up on building 3 common area
* Add March meeting date- very active 1st quarter
  + Meeting Date of March 19th
* Spring Quotes – Landscaping, Outside Vents, and other preseason items?
  + In Process – Tommy Esarey to meet with contractors
* Newsletter to go out with quarterly billing – Friendly reminders on Important Topics
  + Mary Lou McDonald to send pictures to Jodi
  + Jodi Campion to do layout, Mary Lou McDonald to print.

**Owners Forum … 6:32pm – 7:00pm**

**Bob Forsyth:**

* **Ask about elevator flashing, ask about Bird Covers for Vents.**
  + BOD responded that it is on the schedule to be repaired with other lift related projects
* **Ask about entrance door locking system upgrades.** 
  + BOD responded that the upgrades to the entrance doors project is still active

**Jerry Ferguson**

* **Ask about Gazebo** 
  + CALM to Maintain
* **Ask about the carpet contractor**
  + BOD responded Carpet Land did the work
* **Ask about water company changeover**
  + Closing is still pending but moving ahead
* **Ask who enforces the House Rules**
  + The BOD is charged with enforcing the rules. Without full time security the BOD relies on Owners and Guests to report violations. The BOD is also looking into adding in season security.
* **Ask where to charge boats**
  + BOD is looking into charging stations

**Lisa Forsyth:**

* Thanked the board for their service.

**Executive Session 7:10pm**

* Tommy Esarey made motion to enter executive session to discuss accounts receivables
* 2nd Jodi Campion
* All were in favor

**Returned to normal session 7:16pm**

* Tommy Esarey made motion for RLM to take out Liens on properties discussed.
  + 2nd Jodi Campion
  + All were in Favor

**Adjournment**

* Mary Lou McDonald made motion to adjourn meeting at 7:18pm
  + 2nd Jodi Campion
  + All were in favor

Minutes taken by: Tommy Esarey (BOD Secretary)