The Pointe CUOA BOD Meeting

# Meeting Minutes

# 8/17/19

## Opening

The regular meeting of the **The Pointe CUOA BOD Meeting** was called to order at 9:02 am on 8/17/19 in Blackwater Room by Jack Parker

Jack Parker -Established quorum

## Present

* BOD – Steve Goff (phone), Jack Parker, Tommy Esarey, Mary Lou McDonald, Jodi Campion
* Owners- CD & Sheryl Holbrook, Al Dupuis, Renato Campion
* Invited- Lee Merritt RLM Associates,

## Approval of Minutes

* Tommy Esarey made motion to approve June 15th meeting minutes
  + 2nd Mary Lou McDonald
  + 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 spending on improvements.
  + Lee reviewed the budget to date VS expenses.
  + Lee brought up that the board needs to update bank account signee with Bank of Botetourt.
  + Lee ask to go into executive session to discuss accounts receivables.
* **Maintenance, Beautification and No Smoking – Mary Lou McDonald, Jodi Campion**
  + Mary Lou gave details on the door painting project. 3 colors were selected for testing and the choices will be sent to the owners via Eblast.
  + No-Smoking committee met, and Mary Lou gave update with recommendations of designated smoking areas. Possible areas include side of building 1 and in the front parking lot island areas. More investigation to follow. Including pricing on bus stop type enclosures.
  + Questions were brought up about enforcement of no smoking policy. The committee will meet again and submit plan to the Board.
  + Hallway wall painting and carpet to be 2020 project. Tommy Esarey to get pricing on wall painting.
  + Steve Goff recommended compiling project pricing for annual meeting / 2020 project list.
* **Communication (Website & Facebook) – Jack Parker** 
  + No Update
* **Contracts – Jack Parker**
  + Board working with RLM and Steve Moriarty on contracts.
  + Lee is contacting all vendors.
  + Working to update contract with Health’s also changing the payment structure.

**Security Committee Update – Tommy Esarey**

* **New Lock System**
  + All unit doors now the new lock system.
  + The system has had over 1800 keys made with almost no key issues.
  + We have replaced 3 lock batteries that went dead prematurely. Most likely the result of a bad battery from the factory. Manufacturer has been notified.
  + There will be a lock light indicator sheet sent out to owners and placed on the website. The lock lights will give notice of a low battery.
  + Entry door locks will be done in early 2020
  + Mobile key system is still in process. Will send updates as the progress changes.

**Pet Policy Committee – Steve Goff**

* **Committee Recommends the following:**
* Current policy captures the needs of the Pointe.
* Reminders of the policy to be sent out to owners.
* Policy will be enforced.

**CALM Pool Area**

* New lights will be installed
* Pool hours will be increased.
* Hot tub will remain open after pool closes.
* Fire Pit will be available.

**Scheduled Maintenance Projects**

Will review at October meeting.

**Old Business**

* **Bylaws Change Update**
  + Due to low response a new vote will be taken at this year annual meeting.
  + Details on previous vote validation is still under review.
* **Bike Rack and Kayak Storage Re-visit** 
  + Jack Parker recommended a committee to explore options.
  + Jack Parker to chair committee.

**New Business**

* Painting of hallway doors / Fall project
* Bank Accounts in process.
* Annual Meeting Preparation and Planning / In process
* Owner Notification policy for non-emergency entry. Board to work on updating owner information and notification systems.
* Lee Merritt received a bill from Bedford County for taxes for Verizon tower. Lee resolved the matter and they changed the bill to 0.

**Owners Forum 10:36 am**

**No Comments**

**Executive Session: To discuss accounts receivable**

* Jodi Campion made a motion to enter executive session. 10:38 am
  + Tommy Esarey 2nd All were in favor
* Returned to Normal Session: 11:03 am

**New Business**

* Implementation of new collection policy as presented by RLM. Effective January 1st, 2020. To be presented at annual meeting
  + Mary Lou McDonald made motion to develop a policy as drafted at this meeting
  + Jodi Campion 2nd
  + All were in favor

**Adjournment**

* Mary Lou McDonald made motion to adjourn meeting at 11:05 a.m.
  + 2nd by Jodi Campion
  + All were in favor

Minutes taken by: Tommy Esarey (BOD Secretary)