

Porto Cima Townhome Property Owners Association  
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**Porto Cima Townhouse Property Owners Association  
Board Meeting  
June 4, 2014**

Bill Manion called the board meeting to order at 9:00 a.m. Board members present were Bill Manion, Jim Butler, Lynn Diggs, Lee Eise, Marti Eagan, Fred Miller. Also in attendance were Todd Nelson from Nelson Management Company and Dana Johannesen who recorded the minutes.

**Minutes:** Bill Manion asked if anyone had any comments or changes to the minutes from the annual board meeting of November 9, 2013. There being none, Lynn Diggs moved to accept the November board meeting minutes as distributed. Fred Miller seconded and the motion passed unanimously.

**Financial Receivables - 12/31/13 and 3/31/14:** Receivables "Current" and "Aging" for Villa La Cresta were discussed. The special assessment amounts, not considered due until work is completed, are shown as aging in the current financial reports. After further consideration, it was determined the unpaid special assessment amounts should be shown as current receivables until such time as the work is completed.

**Villa La Cresta Update:** Todd Nelson stated the work had progressed from the one story units to the two story units at the lower end of the neighborhood. When those units are complete, the remaining work will be the four buildings along Via Lauren. Troy, from Crosshair, is projecting completion in two months, unless the remaining damage is significantly worse than expected. Todd Nelson further indicated all owners in Villa La Cresta have been updated on the status of the ongoing work.

**Tree Removal and Ornaments:** Todd Nelson updated the Board on the status of tree removal in various neighborhoods. Todd also reaffirmed that the Association only removes or pays for tree removal if the tree is dead or presenting a structural issue. Further discussion was had regarding replacing trees and shrubs when removed by the Association. Lee stated that when trees are trimmed to abide by the 3 foot to foundation rule, they should not just be pruned on one side of tree. It was discussed that the landscapers or tree companies use common sense and trim equally all around.

**Operating Reserve:** In 2013 the Board decided to move budgeted but unused money from each neighborhood's Operating Expense account into the Designated Reserves account until each neighborhood accumulates \$8,000.00 in its Designated Reserves account. Marti Eagan expressed concern about the older neighborhoods deteriorating because the Operating Reserves are not being used to update neighborhoods and with the unused operating amounts being swept into reserves never leaving enough money for updating or special projects without having a Special Assessment. Discussion ensued regarding the operating reserves and individual neighborhood's wanting to have special projects done and how they would be approved and paid for. Marti Eagan believes more monies need to be left in general maintenance and Lee Eise agreed. It was discussed that a middle ground is needed and all unused operating funds should not be swept into the reserves. Marti Eagan will meet with her neighbors regarding updates that they feel need to be done within their deteriorating neighborhood.

Bill Manion stated that the major function of the board is to pay attention to the financial, not to the day to day operations of the neighborhoods. Nelson Management Company and Todd Nelson are responsible for the day to day and "critical eye" needs of the neighborhoods. The homeowners also need to participate in this responsibility. The homeowners need to bring their concerns and special projects requests to Todd Nelson in order to determine appropriate projects to present for the Board's consideration. The Board can then decide what needs to be done regarding the neighborhood requests.

Lynn Diggs commented that the \$8,000 per neighborhood does not take into account the disparity in size between the various neighborhoods. Lynn further suggested that consideration be given to adjusting the \$8,000 amount to be on a pro-rata basis based on number of homes in each neighborhood.

#### **Old Business:**

**Reserves new line items:** The Reserve Study will be updated based on 2013 numbers for 2014. New items needing to be added are trash enclosures, hand railings around decks and boardwalk lighting in Punto Pilato, awnings, shutters, and mailbox painting or replacement. Last year, the board took a proactive position regarding EFIS by instituting inspections for the outside coatings on all buildings in each neighborhood.

A motion was made by Lee Eise, seconded by Jim Butler, authorizing Todd to move forward with inspections in all neighborhoods. The motion passed unanimously.

Fred Miller moved and Lee Eise seconded to direct Todd Nelson to do a "useful life and cost study" for trash enclosures, railings and boardwalk lights.

#### **New Business:**

##### **Landscaping committee:**

In late May, the Landscaping committee walked all neighborhoods and discussed trees, shrubs, maintenance and needed replacements and repairs resulting from the hard winter and Co-Mo and Summit Gas construction activities. Todd Nelson has already started the replacement work, which is nearly complete. Todd Nelson has also made numerous attempts to contact both CoMo and Summit about their schedules for the repair work. To date, both companies have not adequately responded. Todd Nelson will continue to be in touch with both companies regarding the individual neighborhoods and what needs to be completed and when. The Board had further discussion regarding a number of different solutions that may be appropriate if CoMo and Summit delay much longer. The most serious issue is the damage CoMo did to the irrigation systems. Todd Nelson has already initiated Nelson Land making the required repairs to avoid further damage to the landscaping.

##### **Bello Point water/mold issues:**

There are two new issues. A townhome owner has had a problem with moisture and mold in the lower level. An engineering report was done to help discover where the moisture and the mold was coming from. In the report, it states that when people leave their unit closed up for months at a time, mold can appear. Units need sunlight. The report recommends that people do not close their window coverings all the way because of increased moisture that can cause mold.

The next quarterly letter will include a statement from the engineering report regarding airflow and not leaving units closed up too tightly. Screens on the sliders and the blinds on the windows need to remain open during the winter months when homeowners are gone. This avoids condensation and mold issues. On patio homes the homeowner should close the foundation vents in the winter and open them again in the summer.

The other issue is with the Patio Homes. A Bello Point patio home owner has indicated water coming into the home in a corner adjacent to the corner of the covered deck, from the top to the bottom and below the deck.

Fred Miller asked if the roof and gutter walks had been done. Todd Nelson stated the spring walk had been completed. Fred Miller then mentioned another homeowner that has an issue with his downspouts on the lake side. He asked Todd Nelson to check the owner's gutters to see if they are clogged.

During the landscape committee's spring walk, it was noticed in Bello Point that a number of buildings were missing deck joist hangers, which should have been installed by Four Seasons during initial construction. As a result, management has checked all buildings and have installed hangers where missing.

**Other:** Fred Miller questioned the status of the e-mail data base. Todd Nelson indicated nothing has changed and that many residents are hesitant to provide the information. It still remains to be completed.

Fred Miller brought up the issue of exterior mold on a number of buildings adjacent to foundation plants that are close to the side of the building. A discussion ensued about trimming shrubs to be no closer than 3 feet from the building. Concern was expressed about how bad the shrubs and would look after such drastic pruning. The consensus was that each situation needed to be looked at individually at the time of the first pruning scheduled to begin June 15. The Board also discussed efforts to prune symmetrically and not leave plants looking like they had a "bad haircut".

**General information:** Bill Manion attended a meeting regarding a movement to create a Road District for Porto Cima and The Villages. It would be similar to the Horseshoe Bend Road District. The discussions have just begun. Therefore, this is just preliminary information.

**Future meeting dates:**

**Preliminary Budget and Reserve Meeting:** 9:00am on August 9, 2014.

**Board Meeting:** 2:00pm on September 19, 2014 **or** 9:00am on September 20, 2014

**Annual Meeting:** 9:00am on November 8, 2014

Bill Manion will send out an e-mail requesting Board Member's confirmation of these dates.

At 11:45am, Fred Miller moved and it was seconded by Jim Butler to adjourn the meeting.

Respectfully submitted,  
Dana Johannesen