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**Porto Cima Townhouse Property Owners Association  
Board Meeting  
November 8, 2014**

Bill Manion called the board meeting to order at 11:06 a.m. Present were Bill Manion, Lynn Diggs, Marti Eagan, Lee Eise and Fred Miller. Also in attendance were Todd Nelson from Nelson Management Company and Dana Johannesen who recorded the minutes. Residents in attendance were Elaine Manion from Bello Point, Larry Johannesen from Via Bacino and guest, Deb Nicholas from Magnolia Point.

Bill Manion started the meeting by thanking the Board members for attending, giving their time and all of their hard work. He then introduced the first item on the agenda, the Nominating Committee's report.

1. **Report of Nominating Committee:** Fred Miller started the report by stating the committee, comprised of Marti Eagan, Lee Eise and himself, had developed a slate of officers. The committee proposed Jim Barnett as Treasurer, Marti Eagan as Secretary, Lee Eise as Vice President and Bill Manion as President. In addition, the committee has identified a need for a new task, which would be someone responsible for managing and watching over the Association's web site and be aware of items that should or should not be there and ideas that could help the Association's web site be a better communications tool. Also, the position would help develop the Association's e-mail listings to provide better opportunities to contact and communicate better with the Association's members. Bill Manion then asked to clarify this would not be managing the activities of the web site, but more an oversight capacity. Fred Miller indicated that the committee had asked Lyn Diggs if she would fill the position. Bill Manion then asked Lynn Diggs if she would accept the position. She said yes. After further discussion, the Board agreed the position would have the title of "Communications Director".

Bill Manion then asked the status of a replacement for the current manager of the web site. After some discussion about qualified providers, Todd Nelson indicated he had found a qualified person who would manage the site for a fee of \$50.00 each time the site needed updating. The members of the Board agreed that Todd Nelson's candidate should make the transition from the current manager and manage the web site this year.

2. **Election of Officers:** Bill Manion stated that there was a quorum and asked if there were any other questions or discussion and if it would be appropriate to have one vote for the entire slate of officers. There being no other questions and the members of the Board agreeing one vote was appropriate, Marti Eagan made a motion, seconded by Fred Miller to accept the slate of officers. The vote passed unanimously.

3. **Board Meeting Dates and Calendars:** Bill Manion started the discussion by confirming the date of the Association's Annual Meeting being November 7, 2015. After comparing schedules through spring of 2015, the Board member's agreed the first scheduled meeting of 2015 would be May 2<sup>nd</sup>. The Board agreed that in the event issues requiring full Board member participation, special meetings could be held, even if they required teleconferencing. Bill Manion then asked about scheduling other meetings for the balance of the year. After discussion, the Board agreed to set the date for the second meeting for August 8<sup>th</sup>, 2015, which would allow time for early budget work prior to required budget approval before the end of September. After further discussion, the Board members agreed the September meeting would be held on September 12<sup>th</sup>, 2015 and the final Board meeting for 2015 would be held on November 7<sup>th</sup>, immediately following the Association's Annual Meeting. After restating the schedule of meetings;

- May 2, 2015 – Spring Board Meeting
- August 8, 2015 – Board Meeting (1<sup>st</sup> cut budgets)
- September 12, 2015 – Board Meeting (2016 budget approval)
- November 7, 2015 – Annual Meeting
- November 7, 2015 – Board Meeting (election of officers)

Bill Manion called for a vote, which was a unanimous yes.

#### 4. Old Business:

**Reserve Study:** Todd Nelson restated the information from the Association's Annual Meeting, as directed by the Board at the September meeting, the Association has contracted with Reserve Advisors, and a Milwaukee based national company, for a certified, professionally prepared "Designated Reserves Study" and a "Transitional Study", a study reporting the original builder's construction deficiencies. The report is projected to take twelve weeks to complete and should be available in early March, 2015.

**Distinguishing Between One and Two Story Homes in Regard to Reserves:** Lynn Diggs stated that she wanted to make sure the reserve study contractor be made aware of the difference between Villa La Cresta Townhomes and Patio Homes. Bill Manion indicated that he, Todd Nelson and Fred Miller had a prior discussion, about addressing this issue, not only in the reserve study, but during the next budget preparation. Todd Nelson then asked if the Board's direction was to address the difference, not only in allocating reserves, but also in quarterly assessments. Bill Manion indicated that Bello Point recognizes the difference between its Patio and Town homes. He reminded the Board members this issue was raised a few months ago during initial discussions of having a professional study done, and decided to defer any action pending recommendations coming from the reserve study.

#### 5. New Business :

**Via Bacino Inspection Reports:** Todd Nelson stated that the EFIS inspections had been completed in the Via Bacino neighborhood. The most significant issue is the brick molding around windows are rotting and need to be replaced. He said the preliminary estimate to replace the molding in all ten homes was around \$20,000. He then said that he would be getting formal bids from a number of contractors to repair all of the damage listed in the inspection reports... Todd Nelson then asked the Board for direction in how the Association would pay for the work. Lynn Diggs the asked why he work would not be funded the same way Villa La Cresta was (by special assessment). Lee Eise indicated that keeping consistent would make sense. Fred Miller stated the Board would agree it was clear this work was not reserved for. Todd Nelson then asked Board direction in notifying individual owners of the issues with their homes. After further discussion, the Board members agreed that Todd Nelson should mail each owner the report for their home. There was additional discussion about the problem and the cause. Marti Eagan pointed out that this was not the result of a lack of proper maintenance. Likely, the issue is the result of the way the windows are manufactured, namely the ends of the molding not being sealed before the window is assembled. It is likely this same problem will occur in Punta Piloto and other neighborhoods where similar types of windows were used. The Board agreed that finalizing this matter would require a separate discussion once Todd Nelson had received all of the bids and the total cost of the repairs would be known.

There being no further questions or comments about the Via Bacino situation, Todd Nelson indicated there was one additional item under new business. He stated that an owner in the Avilla neighborhood had experienced a break in the sewer line between his home and his "grinder pump". Since the break is more than three feet from his home, the owner has asked the Association to pay for the repair. Todd Nelson stated he had told the owner the covenants consider the "grinder pump" an appliance of the home and the service line to the "pump" was an extension of the appliance. There was then considerable discussion about experiences of other owners in the Association had experienced "grinder pumps" failing and needing to be replaced. It was pointed out that in each case, the owners had to pay for the repair. Bill Manion indicated this situation appears to be different and warrants further discussion after more is known about the circumstances and the cost of repairs. Members of the Board expressed concern about being consistent in the way these situations are handled. The Board agreed more information was needed and asked Todd Nelson to report back after he had contacted Enviroline about the cause and cost of repairs.. The matter was tabled, pending Todd Nelson's report.

Bill Manion brought up an item from the September meeting by asking if any Board Member had been contacted by Leslie Gentry or her attorney. Members of the Board and Todd Nelson answered no. Bill Manion then asked if her water meter readings had been taken and if any other work had been done. Fred Miller stated that the water meter had been checked and there were no leaks between the meter and the inside "shut off". Todd Nelson stated that he had followed up on inspecting the cross front yard drain, which required a minor repair that was made. Bill Manion then said the Association does have information indicating moisture build up in homes from one to three gallons per day needing to be emptied from dehumidifiers. Todd Nelson reminded the Board of having discussed buying a dehumidifier to monitor occupied and unoccupied lake front homes. Fred Miller suggested we talk with roofers who had worked on on Bello Point homes for additional information. Both Bill Manion and Todd Nelson said they would make those contacts. Bill Manion further stated that more information may come when Leslie Gentry's home is inspected by Pete Hye. He finished the discussion by saying the Association would follow up as discussed.

Bill Manion then asked if there were any other matters to discuss. Being none, Fred Miller made a motion to adjourn. After being seconded by Lynn Diggs and a unanimous vote, Bill Manion called the meeting to a close at 11:58 AM.

Respectfully submitted,  
Dana Johannesen