

**Porto Cima Townhome Property Owners Association**

**Annual Meeting Minutes**

**November 4, 2017**

**CALL TO ORDER:** President Manion called to order the Annual Meeting of Porto Cima Townhome Property Owners Association (PCTPOA) at 9:00 am on November 4, 2017 at the Porto Cima Clubhouse.

**ROLL CALL:** The following directors were present: Bill Manion, Fred Miller, Lee Eise, Jim Murphy, Lynn Diggs. Jim Barnett and Jim Butler were present via proxy (held by Directors Manion and Miller). Associate Director Bill Grafeman. Property owners (members) present were Walt Thompson, John Stiglich, Bill Grafeman, Jim Colman, Julie & Paul Pederson, Elaine Manion, Ken & Glynis LaBarre. Todd Nelson, Nelson Property Management was present.

President Manion shared the Board Purpose and Statement of Principles.

**REVIEW** of 2018 Townhome POA assessment budgets and year to date financial reports with p&l for each neighborhood. Mr. Peters requested breakdown of expenses for Maintenance & Repairs citing accountability and description of payment process. The 2018 Budget was reviewed with gratitude to Jim Murphy and Fred Miller for analysis . Noted the first time in at least 12 years that the assessments have not been increased the maximum of five per cent.

**REPAIRS:** General discussion regarding roofs and replacements. Noted lack of light and air movement contributes to moisture & affect roof membrane primarily when units are vacated. Review of maintenance and repair agreement with Huston Home Services. Inspection reports will spell out sense of urgency as it applies to Reserve Study.

**BRUSH CLEARING:** The golf course small tree and brush clearing was maintained by The Club @ Porto Cima until the units were sold at which time they no longer maintained. The maintenance of the clearing will be contracted and paid for by the Via Bacino neighborhood as approved by Board action and within the permission and within specifications of the golf course.

**TRASH ENCLOSURES:** Via Bacino trash enclosures that are non-metal will be replaced with metal enclosures.

**SNOW REMOVAL:** Snow will be removed at a depth of 2+ inches. Advise Todd Nelson if you are a year round resident or plan to be at the Lake during the winter when snow is forecast. Year round residents should also advise if planning to be away extended period. Ice will be treated.

**INSURANCE** Due to the critical nature of having a roof mate and the obvious dangers and the express requirement as stated in the declarations & regulations, each owner is required to furnish a certificate of insurance. The declaration page will satisfy the requirement. An automatic notification will occur if you name the Association an additional insured.

**DISCUSSION** Owner inquired regarding responsibility for landscape. Further discussion regarding trash enclosures; too expensive to re-powder coat.

**ADJOURNMENT** President Manion adjourned the meeting at 10:20 am.