

# ***Porta Cima Townhome Property Owners Association***

## ***Meeting Minutes***

September 30, 2017

### **I. Call to order**

President Manion called to order the regular meeting of Porta Cima Townhome Property Owners Association (PCTPOA) at 9:03 am on September 30, 2017 at the Porta Cima Clubhouse.

### **II. Roll Call**

The following directors were present: Bill Manion, Fred Miller, Jim Butler, Lee Eise. Jim Barnett was present via proxy (held by Director Manion).

Director Lynn Diggs was absent:

Property owners (members) present were Walt Thompson (Via Bacino), Bill Grafenen (Via Bacino), Ken Lavarve (Villa La Cresta).

Todd Nelson, Nelson Property Management was present.

### **III. Approval of minutes from last meeting**

The minutes of the last meeting were previously approved.

### **IV. Open issues / Old Business**

- a) President Manion indicated the main purpose of the meeting to be a discussion and consideration of Association Fees for 2018. He indicated that Directors Murphy, Miller, Todd Nelson and he had conducted a review of the Association's operations, operating history, current operating environment and future operating and replacement requirements. A summary of their review is attached to these Minutes and incorporated herein.

Director Murphy and Mr. Nelson will monitor expenditures henceforth to determine the effect of those expenditures on Reserve amounts, operating budgets and Fee levels. Consensus of the Board was that Reserves as they exist are sufficient currently but that the levels of reserves will be reviewed at least annually, with the objective of maintaining appropriate but not excessive reserves.

After extensive discussion, Director Miller made a motion to adopt the fees as proposed, including the policies regarding the establishment of the budget and

Reserve determinations. The motion was seconded by Director Butler. The motion passed unanimously by the Directors present in person or by Proxy. Director Diggs was absent.

- b) Proposals to replace trash containers at 10<sup>th</sup> Green, Via Bacino and South Shore have been received.

Director Butler moved that Mr. Nelson be authorized to accept the most favorable proposal to replace those facilities. Director Eise seconded the motion. The motion passed unanimously by the Directors present in person or by proxy. Director Diggs was absent.

- a) Property owner Lavrve inquired regarding stolen street signs. President Manion indicated that such occurrences had occurred in the past. The Lakesites Property Owners Association (Lakesites POA) is the entity responsible for maintenance of the street signs. He also agreed to communicate with Lakesites POA regarding missing signs as well as light pole maintenance, on behalf of Mr. Lavarve and the PCTPOA.

## **V. New business**

- a) Property Owner's Thompson and Grafenen Inquired as to the Boards formal plan of building inspection and maintenance. Among several concerns they were interested ad to whether there is a regular plan to check moisture levels behind Dryvit walls.

As a result of the ensuing discussion it was determined by the Board investigate the development of a plan to systematically and regularly inspect all buildings for items of Association responsibility that are in need of repair. Directors Manion, Murphy and Mr. Nelson will conduct informal discussion with potential vendors, and over a short time develop a specification for the nature and extent of any such inspection program.

It was agreed that the matter be tabled until such sprcification is developed.

- b) Property owner Grafenen agreed to lead an effort to improve communications between the Board and Property Owners, including the development and maintenance of a current e-mail directory.
- c) President Manion noted the potential of a vacancy on the Board and asked Property Owner Grafenen to become an associate Board Member with the

expectation that he would assume a Board Membership when a vacancy on the board might occur.

**VI. Adjournment**

President Manion adjourned the meeting at 10:59 am

Minutes submitted by James J Murphy

Minutes approved by: [Name]