

**PROMONTORY POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
JUNE 1, 2020**

NOTICE OF MEETING

Upon due notice given, a meeting of the Board of Directors for Promontory Pointe Homeowners Association was held on June 1, 2020 at the hour of 6:00 p.m. via Zoom.US, I.D. 751 4676 5822, Password: 3ggfZc.

ATTENDANCE

Directors Present: Mary Cavanaugh, Steve Letko and Dayana Villasenor.

Directors not Present: Bill Stringfellow.

Representing Encore Property Management: Melissa Wudzke.

CALL TO ORDER

The Board of Directors Meeting was called to order at 6:03 p.m. by Mary Cavanaugh, President.

CONSENT CALENDAR

- A. Review/Approve Minutes of February 3, 2020.
- B. Review/Approve Organizational Minutes of February 3, 2020.
- C. Review/Approve Management Report of February 3, 2020.
- D. Review Financials ending April 30, 2020.

Motion made by Mary Cavanaugh to approve the Consent Calendar as submitted. Seconded by Steve Letko. Motion carried.

The Board of Directors reviewed Financials ending January 31, 2020, February 29, 2020 and March 31, 2020 via email.

UNFINISHED BUSINESS

The Board of Directors met with Ed Newton from Saddleback Fence & Vinyl Products via Zoom.US, to discuss the Proposals for new Aluminum Pool Fencing for the Cactus and JFK Pools. After discussing the Proposals and Scope of Work, a motion was made by Steve Letko to approve Proposal #12515 (JFK Pool). Fence: 7' High, Security Grade, 3 Rail, Powder Coated Florida Bronze Aluminum Fence (30 year material warranty). 1 ½" x 1 ½" Rail with 1" Pickets, Designed to Provide a High Level of Security. Approx. 134 Lineal Feet, in the amount of \$19,151.28. Gate: 2 - 42" Wide X 7' High, Security Grade, 3-Rail, Powder Coated Florida Bronze, Aluminum Gate with Perforated Aluminum Mesh, Designed to Provide a High Level of Security, in the amount of \$8,139.42. For a total of \$27,290.70. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

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UNFINISHED BUSINESS CONTINUED

The Board of Directors met with Ed Newton from Saddleback Fence & Vinyl Products via Zoom.US, to discuss the Proposals for new Aluminum Pool Fencing for the Cactus and JFK Pools. After discussing the Proposals and Scope of Work, a motion was made by Steve Letko to approve Proposal #12512 (Cactus Pool). Fence: 7' High, Security Grade, 3 Rail, Powder Coated Florida Bronze Aluminum Fence (30 year material warranty). 1 ½" x 1 ½" Rail with 1" Pickets, Designed to Provide a High Level of Security. Approx. 175 Lineal Feet, in the amount of \$27,552.62. Gate: 2 - 42" Wide X 7' High, Security Grade, 3-Rail, Powder Coated Florida Bronze, Aluminum Gate with Perforated Aluminum Mesh, Designed to Provide a High Level of Security, in the amount of \$8,139.42. For a total of \$35,692.04. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

The Board of Directors met with Kevin Kostka from Alan Smith Pools via Zoom.US, to discuss the Proposals for Re-Plastering both Pools and Spas and removing and replacing the decking at the JFK pool. After a discussing the Proposals and Scope of Work, a motion was made by Steve Letko to approve the JFK Proposal to re-plaster the pool and spa, in the amount of \$18,688.00, with additional options to add White Quartz finish and Plaster Matrix (extends life of plaster 50-100%), in the amount of \$4,035.00, New waterline Tile and Depth Markers in Pool and Spa (groups 1-4 tile selections included), in the amount of \$4,460.00, and 2 containers of stain inhibitor and Initial Water Treatment, in the amount of \$1,540.00, for a total amount of \$28,723.00. Seconded by Mary Cavanaugh. Motion carried unanimously. **RESERVES

The Board of Directors met with Kevin Kostka from Alan Smith Pools via Zoom.US, to discuss the Proposals for Re-Plastering both Pools and Spas and removing and replacing the decking at the JFK pool. After a discussing the Proposals and Scope of Work, a motion was made by Steve Letko to approve the Cactus Proposal to re-plaster the pool and spa, in the amount of \$31,452.00 and remove and replace the deck with Pavers, in the amount of \$61,668.00, for a total amount of \$93,120.00. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

LANDSCAPE REPORT/PROPOSALS

The Board of Directors reviewed Proposal #086392 from CLS Landscape Management, in the amount of \$676.00 for planting and have tabled the Proposal until Fall 2020.

The Board of Directors reviewed Proposal #086565 from CLS Landscape Management, in the amount of \$864.80 for planting and have tabled the Proposal until Fall 2020.

The Board of Directors reviewed the Quality Assurance Reports from CLS Landscape Management.

The Board of Directors reviewed the Water Usage from CLS Landscape Management.

Motion made by Mary Cavanaugh to Ratify Proposal #085393 from CLS Landscape Management, in the amount of \$648.00 to Snail Bait throughout the Community. Seconded by Steve Letko. Motion carried unanimously.

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NEW BUSINESS

The Board of Directors unanimously approved filing Lien Resolutions on Parcel #'s 304-484-066, 304-484-024, 304-484-090, 304-572-007, and 304-572-078.

Motion made by Mary Cavanaugh to approve the following CD recommendation. Seconded by Steve Letko. Motion carried unanimously:

There is an excess Operating cash balance of \$68k –

We recommending the purchase of Operating CDs –

\$30k for April -June 2021

\$8k for Oct- Dec 2021

The Operating account has the following Operating CD maturing –

\$80k on 07/02/2020

We are recommending a purchase of a Operating CDs –

\$60k for July – Sep 2021

\$20k for Oct – Dec 2021

The Board of Directors declined the following CD recommendation, because they have some large Reserve Expenditures coming up:

There is an excess Reserve cash balance of \$227k –

We recommending the purchase of Reserve CDs –

\$118k for Jan- March 2021

\$6k for April- June 2021

\$103k for Oct – Dec 2021

The Reserve account has the following Reserve CDs maturing –

\$248k on 07/01/2020

\$44k on 07/02/2020

\$50k on 08/12/2020

We are recommending a purchase of a Reserve CDs –

\$233k for April – June 2021

\$15k for July – Sep 2021

\$44k for April – June 2021

\$50k for April - June 2021

This will allow for 25% of the account balance to come due each quarter. Purchases will be within the \$250k FDIC limits per issuer.

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Motino made by Mary Cavanaugh to Adopt the Revised Election Rules, per SB 323. Seconded by Steve Letko. Motion carried unanimously.

Motion made by Steve Letko to approve the Proposal from Reserve Data Analysis for the 2021 Reserve Study update, in the amount of \$695.00. Seconded by Dayana Villasenor. Motion carried unanimously.

The Board of Directors discussed the verbiage that for the Reserved Parking Stalls. Motion made by Mary Cavanaugh to approve the Parking Stall Street Stenciling to read: *Resident Reserved Parking. Permit only*. The approval also includes the Curb Stenciling to read: *Resident Reserved #1 & Resident Reserved #2* for the two stalls on the Cactus side and *Resident Reserved #1, Resident Reserved #2 and Resident Reserved #3* for the three stalls on the JFK side. Seconded by Steve Letko. Motion carried unanimously.

The Board of Directors reviewed Hanging Tag samples for the Resident Reserved Parking Stalls. Motion made by Mary Cavanaugh to approve the 5"x3" Plastic Toughtags for Secureapass Parking Permits in Blue. Seconded by Steve Letko. Motion carried unanimously.

The Board of Directors reviewed a Proposal from Personal Touch Cleaning & Maintenance, Inc. Fro COVID-19 Sanitization of the pool areas The Board unanimously agreed to table to the Proposal until the Pools re-open.

Motion made by Mary Cavanaugh to Ratify the decision to close both pool areas while the social distancing orders are in effect. This decision was made because the Association is unable to enforce the guidelines that are in place for public pools at this time. Seconded by Steve Letko. Motion carried unanimously.

Motion made by Dayana Villasenor to Ratify Work Order #33091 for Antis Roofing, in the amount of \$4,988.00 for a Tile Removal and Replacement at 27910 JFK #C. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Steve Letko to Ratify Proposal #A13630 from Antis Roofing, in the amount of \$2,054.00 for Roof Repairs at 27942 JFK #A. Seconded by Dayana Villasenor. Motion carried unanimously.

Motion made by Mary Cavanaugh to Ratify Proposal #200331-293 from Shield Fire Protection, in the amount of \$1,665.00 for corrections to the Fire Sprinkler System(s). Seconded by Steve Letko. Motion made unanimously.

HOMEOWNER FORUM

Three Homeowners were present for Homeowner Forum.

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NEXT MEETING

The next meeting date is scheduled for August 3, 2020 at the hour of 6:00 P.M. Location to be Determined.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on June 1, 2020 to review the Executive Session Minutes, collection accounts, violations and hearings.

ADJOURNMENT

There being no further business to bring before the Board at this time, the meeting was adjourned at 8:06 p.m.

Respectfully submitted by:
Melissa Wudzke, CCAM®
Certified Community Manager.

ATTEST:


(Authorized Board Member)

8/14/2020
Date