

**PROMONTORY POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
DECEMBER 7, 2020**

NOTICE OF MEETING

Upon due notice given, a meeting of the Board of Directors for Promontory Pointe Homeowners Association was held on December 7, 2020 at the hour of 6:00 p.m. via Zoom.US.

ATTENDANCE

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

Directors not Present: None.

Representing Encore Property Management: Susan Beaver.

CALL TO ORDER

The Board of Directors Meeting was called to order at 6:02 p.m. by Mary Cavanaugh, President.

CONSENT CALENDAR

- A. Review/Approve Minutes of October 5, 2020.
- B. Review/Approve Management Report of October 5, 2020.
- C. Review Financials ending October 31, 2020.
- D. Lien Resolutions for Non Payment #304-572-078.

Motion made by Steve Letko to approve the Consent Calendar as submitted. Seconded by Dayana Villasenor. Motion carried unanimously.

LANDSCAPE REPORT/PROPOSALS

The Board of Directors reviewed the work completed report from CLS Landscape Management for October 20, 2020 and November 20, 2020.

The Board of Directors reviewed bids 088988; 088987; 088986 from CLS Landscape Management. The Board of Directors deferred action until the February 2021 meeting.

UNFINISHED BUSINESS

The Board of Directors reviewed the proposal#A15374 from Antis for gutter/downspout installation, valley extensions and PVC pipe extension on areas throughout the community. Motion made by Dayana Villasenor to approve bid in the amount of \$117,973.00. Seconded by Bill Stringfellow. Motion carried unanimously.

The Board of Directors reviewed and tabled the Proposal from Patio Shopper for new pool furniture until the February 2021 Board Meeting.

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NEW BUSINESS

The Board of Directors reviewed a parking request from 27888 John F. Kennedy Drive, unit B for an extension until February 1, 2021. Motion made by Mary Cavanaugh to have the homeowner submit to rent a space for \$500.00/yr otherwise extension is denied. Seconded by Steve Letko. Motion carried unanimously.

The Board of Directors reviewed a resident reserved parking permit from 27931 Cactus Avenue, Unit C due to their vehicle not fitting in the garage. Motion made by Mary Cavanaugh to have the homeowner submit to rent a space for \$500.00/yr on the JFK side as the Cactus side is full otherwise extension is denied. Seconded by Steve Letko. Motion passes.

The Board of Directors ratified a Transfer of CD in the amount of \$102,500 that are maturing. Funds to be transferred to Seacoast Commerce Bank operating account. Motion made by Mary Cavanaugh to approve ratification. Seconded by Bill Stringfellow. Motion passes.

The Board of Directors reviewed correspondence regarding an increase to the HOA Assessments. The Board of Directors thanks this homeowner for input, however Board did not fail to properly budget. The HOA did not raise the dues for a minimum of years and have paid for illegal dumping in dumpsters, minimum wage increase and 24 hour security.

The Board of Directors reviewed the water rates for the community from Eastern Municipal Water District showing the new residential tier rates.

The Board of Directors reviewed proposal Quote #35613-1 from Horizon Lighting for the lighting repair made to Building 27942 JFK, 27902 JFK and 27962 JFK totaling \$1200.00. Motion made by Steve Letko to approve bid in the amount of \$1200.00. Seconded by Dayana Villasenor. Motion carried unanimously.

The Board of Directors reviewed the contract increase from Personal Touch Cleaning & Maintenance, Inc. For 3% increase totaling \$322.92 annually effective January 1, 2021. Motion made by Dayana Villasenor to approve the contract increase. Seconded by Bill Stringfellow. Motion passes.

The Board of Directors reviewed and tabled two proposals from Personal Touch Cleaning & Maintenance inc for 2x and 3x per week for pool area janitorial services. Personal Touch is the current vendor. No action at this time.

The Board of Directors reviewed and tabled two proposals from CLS Landscape for 2x and 3x per week for pool area janitorial services. Proposal denied.

The Board of Directors reviewed and tabled a proposal from CLS Landscape for trash enclosure for 2x and 3x times per week for all ten (10) trash enclosures. Proposal denied.

The Board of Directors reviewed and tabled painting proposals from Pro-Tech, Empire Works, Pilot Painting and Painting Unlimited to the February 2021 Board Meeting.

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NEXT MEETING

The next meeting date is scheduled for February 1, 2021 at the hour of 6:00 P.M. Location via Zoom.

EXECUTIVE SESSION DISCLOSURE

The Board adjourned to Executive Session 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 8:05 p.m.

Respectfully submitted by:
Susan Beaver, CCAM® – ND, CI
Community Manager.

ATTEST:


(Authorized Board Member)

2/11/2021
Date