

**PROMONTORY POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 1, 2021**

NOTICE OF MEETING

Upon due notice given, a meeting of the Board of Directors for Promontory Pointe Homeowners Association was held on February 1, 2021 at the hour of 6:10 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 6:18 p.m. by Mary Cavanaugh, President.

CONSENT CALENDAR

- A. Review/Approve Minutes of December 7, 2020.
- B. Review/Approve Management Report of December 7, 2020.
- C. Review Financials ending December 31, 2020.
- D. Ratify Financials ending November 2020
- E. Lien Resolutions for Non Payment #304-484-083.

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

LANDSCAPE REPORT/PROPOSALS

The Board of Directors reviewed the work completed report from CLS Landscape Management for November 20, 2020 and December 22, 2020.

The Board of Directors reviewed the following proposals from CLS Landscape bid #088986 to fill in the bare areas of 27898 JFK unit A&B totaling \$811.92, #088987 to fill in the bare areas of 27900 JFK unit A&B totaling \$859.58, #088988 from CLS Landscape Management to install 4-5 gallon Teenie Genie in the planter of 27968- A JFK totaling \$295.92 and #090457 to fertilize all plants and groundcover throughout the Community totaling \$1,132.08. *Motion made by Mary Cavanaugh to approve. Seconded by Steve Letko. Motion passes.*

UNFINISHED BUSINESS

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

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The Board of Directors reviewed and tabled indefinitely proposals for painting the buildings. Motion made to send letters regarding giving homeowners a dead line to have painting completed. Suggestion is for building owners to meet and get painting completed. Painting must be Sherwin Williams and they may not change any of the paint colors.

NEW BUSINESS

The Board of Directors reviewed a parking request from 27902 John F. Kennedy Drive, unit C for an extension until May 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 parking extension request from 27931 Cactus Avenue, Unit C due to their vehicle not fitting in the garage. The homeowner requested an extension until May 2021 to sell the vehicle. Motion made by Steve Letko to deny the extension request offer made previously by the Association for homeowner submit to rent a space for \$500.00/yr on the JFK side as the Cactus side is full. Seconded by Dayana Villasenor. Motion passes.

Motion made by Mary Cavanaugh, Seconded by Steve Letko to approve the following per the TD Ameritrade Recommendation:

There is an excess cash amount of \$1,139,000.00 in the TD Ameritrade Reserve account.

Recommend a purchase of Reserve CDs of 25% of the balance to mature each quarter:

\$415,000.00 for October-December 2021

\$124,000.00 for January- March 2022

\$330,000.00 for April-June 2022

\$270,000.00 for July- September 2022

Motion Passes.

Motion made by Mary Cavanaugh, Seconded by Steve Letko to approve the following per the TD Ameritrade Recommendation:

The Reserve account has the following Reserve CDs maturing:

\$50,000.00 maturing 11/10/2020

\$55,000.00 maturing 12/18/2020

\$100,000.00 maturing 1/7/2021

\$247,000.00 maturing 2/19/2021

\$50,000.00 maturing 3/10/2021

Recommend the purchase of the following Reserve CDs:

\$50,000.00 to mature October-December 2021

\$55,000.00 to mature October- December 2021

\$100,000.00 to mature January - March 2022

\$247,000.00 to mature January- March 2022

\$50,000.00 to mature For January-March 2022

Motion Passes.

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NEW BUSINESS CONTINUED

Motion made by Mary Cavanaugh, Seconded by Steve Letko to approve the following per the TD Ameritrade Recommendation:

There is an excess cash amount of \$31,000.00 in the TD Ameritrade Operating account.
Recommend a purchase of Operating CDs of 25% of the balance to mature each quarter:

\$5,000.00 for October-December 2021
\$25,000.00 for April- June 2022

Motion Passes.

Motion made by Mary Cavanaugh, Seconded by Steve Letko to approve the following per the TD Ameritrade Recommendation:

The Operating account has the following Operating CDs maturing:

\$25,000.00 maturing 12/18/2020
\$30,000.00 maturing 1/15/2021
\$65,000.00 maturing 1/22/2021

Recommend the purchase of the following Operating CDs:

\$25,000.00 to mature October-December 2021
\$30,000.00 to mature April-June 2022
\$60,000.00 to mature January - March 2022
\$5,000.00 to mature April-June 2022

Motion Passes.

The Board of Directors reviewed a memorandum regarding the storage facility that holds old alarm equipment. The storage facility has been paid through March 2021. Motion made by Board to begin remove items from the storage facility and request Bay Alarm to remove the equipment.

The Board of Directors reviewed the parking rules and CC&R's for the community.

The Board of Directors reviewed a proposal for annual fire hydrant services from Shield Fire Protection totaling \$3,425.00 annually inspection. Motion made by Steve Letko to approve proposal. Seconded by Dayana Villasenor. Motion Passes.

The Board of Directors reviewed a proposal #201113-293 from Shield Fire Protection for corrections to the quarterly inspection totaling \$1,070.00 Motion made by Steve Letko to approve proposal. Seconded by Bill Stringfellow. Motion Passed.

The Board of Directors reviewed and tabled proposal 2000831-293 from Shield Fire Protection for the 5-year certification corrections. Need explanation on correction.

The Board of Directors reviewed and tabled a proposal from CLS Landscape to steam clean the refuse areas. Proposal tabled.

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NEW BUSINESS CONTINUED

The Board of Directors reviewed the Winter Cleaning 2021 proposal from Personal Touch to clean shower tiles at the Cactus and JFK pool, and also restroom cleaning of floor tiles at JFK and Cactus pool. Motion made by Mary Cavanaugh to approve shower tile cleaning at Cactus pool of \$395.00 and also shower tile cleaning at JFK pool for \$595.00. Restroom floor tile cleaning at Cactus pool for \$495.00 and JFK restroom floor tile for \$695.00. Seconded by Steve Letko. Motion passed.

The Board of Directors reviewed catch basin service proposal from All-In-One Facilities Service Group, Inc regarding cleaning out twelve (12) Catch Basins totaling \$510.00 per occurrence. Motion Made by Steve Letko to approve. Seconded by Bill Stringfellow. Motion Passed,

The Board of Directors reviewed a proposal from Waste Management to increase service days from 4 days a week at \$4,458.40 monthly to 5 times a week totaling \$5,511.12 monthly or 6 times a week totaling \$6,533.52 monthly. Proposal Tabled.

The Board of Directors ratified estimate #36 and #37 from Crystal Water Pool Service and Repair for the replacement of the spa and pool pumps at the Cactus pool totaling \$4,124.23 and JFK pool totaling \$4,124.23.

NEXT MEETING

The next meeting date is scheduled for April 5, 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 8:26 p.m.

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

ATTEST:


(Authorized Board Member)


Date