

MINUTES

The Preserve at Indigo Run, HPR

Meeting of the Board of Directors

Friday, January 15, 2021

9:00 am | Via Zoom

- I. Roll Call/Call to Order – Joe Muenkel called the meeting to order at 9:03 AM.
 - A. **Board Members present** – Joe Muenkel, President; Kate Holland, Vice President; Elizabeth Davis, Secretary; Pamela Kosteva, Treasurer; Colleen Zaccardo, Member at Large
 - B. **IMC Resort Services representatives** – Deanna Anderson, Association Manager; Garrett Hamilton, VP of Accounting & CFO; Kathleen Smith, Minutes
 - C. **Guests** – Roger with Arn & Saffell Construction
- II. Approval of minutes
 - A. **Approval of the October 14, 2020 Board Meeting minutes and the December 2, 2020 Annual Meeting minutes** – Joe moved to waive the reading of the October 14, 2020 Board Meeting minutes and accept them into record as presented. Elizabeth seconded the motion. The motion passed without opposition. Joe then made a motion to waive the reading of the December 2, 2020 Annual Meeting minutes and approve the release of the draft minutes to the community for their review. Pam seconded the motion. The motion passed unanimously.
- III. Ratifications
 - A. Board Re-Organization – Joe moved to accept and ratify the reorganization of the Board. Kate seconded the motion. The motion passed without opposition.
- IV. President's Report
 - A. General – Joe reported there has been an increase of positive COVID cases in the community and wishes for people to be more vigilant. His biggest concern is socializing near the mail kiosk. Joe encouraged residents to wear a mask when they walk in and walk out of the kiosk area and follow the general instructions of hand washing, etc. Pam suggested adding signage to remind residents to wear a mask and limit residents to (2) at a time in the mail kiosk area.

Joe went on to report that he has been asked for the quarterly meetings to be open to the owners. Joe suggested holding an open “get together” around the pool area twice a year (May/October) for any owners/residents who wish to raise an issue. Pam asked about the legality of not permitting owners in Board meetings. Garrett reminded the Board that the governing documents do not permit open Board meetings.

Joe then mentioned he is pleased to report that a hidden driveway sign has been installed at the stop sign near Building 17/18. He noted that the trash area of concern has been gated. These two items were requested at the Annual Meeting and have been completed.
 - B. Landscape – The Board discussed the proposals for landscape upgrades. **Joe moved to approve the proposals with the exception of the 18 Building with funds to come from the operating expenses. Kate seconded. After discussion, the motion passed.**

- V. Financial Report – Pam reported she met with Chris to discuss the Association’s historical financials. She has also reviewed Strongroom, the payables system that processes all invoices. Pam also mentioned she has met with Garrett Hamilton of IMC to answer any financial questions. Garrett went on to present the year-end financial report. He mentioned the Association ended the year favorably in all categories with the exception of maintenance. Year end operating expenses, minus insurance and reserve expenses, were \$32,602 under budget. These funds will continue to sit in the operating account for future expenditures. Construction expenditures totaled \$182,000 from the construction reserve account. Replacement reserve spending was low due to COVID-19 and contractors not performing large projects which ultimately led to coming in under budget by approximately \$48,000. Garrett mentioned it would be in the Board’s best interest to address larger maintenance items at the buildings.
- VI. Executive Session – The Board entered into Executive Session at 10:03AM and exited at 10:38AM. Coming out of Executive Session, **Joe moved to accept and sign the 3-year contract between IMC and The Preserve beginning 2021. Pam seconded the motion. The motion passed without opposition.**
- VII. Old Business
- A. Website – Deanna reported Lyndsey and Jason to meet soon to discuss upkeeping the website. In order to create a password-protected owner’s section of the website, the website developer is charging \$2,500. A decision has been tabled.
- B. Reserve Study – The final version of the reserve study should be complete within the next couple of weeks.
- C. Building Improvements (Bldg 8) – Joe mentioned he expects Roger to perform work solely for the Association in order to get the jobs completed in a timely fashion. Roger went on to give the Board a status on the window replacement projects. Roger mentioned that he will have a better timeline as he pulls out the old windows and sees the status of wood rot. He mentioned he has already installed about 40 shutters and is awaiting a shipment of more shutters. **Joe moved to give Roger approval to complete Building 8 by February 1. Kate seconded the motion. Elizabeth abstained. The motion passed.**
- D. Custom Security and Hargray: Additional Cameras – Deanna reported the back gate work has been completed and the Association is no longer paying Verizon. Hargray and their new fiber optic lines will bring internet to the office, pool area, etc. but conduit has to be installed to the front kiosk which would create additional expenses to cut concrete and install. Matt with Custom Security is researching other ideas for the Board to consider. **Joe moved to approve the camera proposal with funds to come from the operating expenses. Kate seconded. Pam abstained. The motion passed.**
- E. Landscape Guidelines – Tabled.
- VIII. New Business
- A. Pool Resurfacing/Pool Furniture Upholstering – Deanna has received one bid for the resurfacing and is awaiting another. The Board will view the pool furniture upholstery samples and make a decision.

- B. Trash Compactor Repair – Jackson Electric has advised that there was a failure of the hydraulic pump. American Pride’s repair man has advised that loose wires in the box caused the failure and has been repaired. Deanna will keep an eye on the compactor’s performance.
- C. Gate Repair; Rebuilding Time and Insurance Claim – Deanna mentioned to the Board that MAJ will begin stucco work by the beginning of next week; once it is completed, the gate could be installed by the week after.
- D. Unit 2123 to Extend Wood Flooring – The Board discussed the proposal from the owner. **Joe made a motion to approve the project as submitted. Elizabeth seconded. The motion passed without opposition.**
- E. Cabana Cleaning Protocol – Deanna advised that the cabana is occasionally cleaned. If it is rented for an event, Deanna makes sure it does not need to be cleaned prior to the event. The cabana is also inspected and cleaned after the space is used.
- F. Dogs – Tabled.
- V. **Next Meeting Date** – April 15, 2021; tentatively scheduled.
- VI. **Adjournment** – With no further business to discuss, Joe adjourned the meeting at 11:08AM.

APPROVED