

# MINUTES

## THE PRESERVE AT INDIGO RUN, HPR

Meeting of the Board of Directors

Wednesday, January 26, 2022

5:30 pm | Preserve Clubhouse

- I. **Roll Call/Call to Order** – Kate Holland called the meeting to order at 5:30pm
  - A. **Board Members Present** – Kate Holland, President; Nancy Pavona, Vice President; Colleen Zaccardo, Secretary; Donald Cadman, Member at Large
  - B. **Board Members Present via Zoom** – Lee Norbeck, Treasurer
  - C. **IMC Resort Services Representatives** – Deanna Anderson, Association Manager; Garrett Hamilton, VP of Accounting & CFO; Lyndsey Dorshimer, Minutes
- II. **Approval of Minutes**
  - A. **Approval of the December 1, 2021 Board Meeting Minutes** – Kate Holland made a motion to approve the minutes from the December 1, 2021 Board meeting, as presented. Nancy Pavona seconded the motion. The motion passed without opposition.
  - B. **Approval of the Draft December 4, 2021 Annual Meeting Minutes** – Donald Cadman made a motion to approve the minutes from the 2021 Annual Homeowners Meeting in draft status to be approved by the ownership at the 2022 Annual Meeting. Colleen Zaccardo seconded the motion. The motion passed without opposition.
  - C. **Approval of the December 4, 2021 Board meeting Minutes** – Donald Cadman made a motion to approve the December 4, 2021 Board meeting minutes, as presented. Colleen Zaccardo seconded the motion. The motion passed without opposition.
- III. **Ratifications**
  - A. **Auditor Recommendation to Initiate Cash Transfers Prior to Year End** – Lee Norbeck made a motion to ratify the approval of the 12/31/2021 cash transfer from Insurance Reserve Fund (\$352,000) to the General Operating Fund (\$142,000) and the Capital Reserve Fund (\$210,000). Kate Holland seconded the motion. The motion passed without opposition.
  - B. **Planting Requests for Units 2223 and 1911** – Nancy Pavona made a motion to ratify the email approval vote for the planting requests from unit 2223 and 1911. Colleen Zaccardo seconded the motion. The motion passed without opposition.
- IV. **Reports**
  - A. **Presidents Report** – Kate Holland mentioned she is excited and encouraged about the current teams. She also stated that the Board is trying to figure out ways to help the community save money so that regime fees don't have to keep rising. Garrett Hamilton added that the Board is currently working within the parameters of the budget, however, cost of living increases should be looked at each year.

**B. Buildings Report** – Lee Norbeck mentioned the Buildings Committee has been very busy. Out of 42 buildings, they received 17 building refurbishing quotes. This would equate to roughly two years of building repair work. The quotes received to date are roughly \$12K/building on average. The Buildings Committee discussed improving five buildings initially in order to get sufficient backlog. A new building will be added as they finish. Communication will go out to the homeowners regarding a schedule and which buildings are impacted.

**1. Soft Washing Buildings** – Exterior building cleaning of all 42 buildings, inclusive of the clubhouse, etc., will be scheduled for early 2022. The Buildings Committee is in the process of gathering three quotes. At this time, they have only received two. Once the final quote is received and the committee has time to review them, they will be presented to the Board for final discussion and approval.

**C. Communications Report** – Colleen Zaccardo stressed the importance of communication when there are projects on property. Additionally, she questioned the utilization of The Preserve at Indigo Run website by SunQuest Property Group, formerly known as Coastal Property Group, to determine if a monetary contract for providing exclusive advertising existed between The Preserve and/or IMC and SunQuest. IMC representative Garrett Hamilton stated that no contract exists and that this link has been in place for a long period of time but can be discontinued at any time. The Board discussed adding additional long term rental company options to the site, potentially adding a secure portal as well as possibly utilizing the IMC website more.

**D. Landscaping Report** – Donald Cadman mentioned the Landscaping Committee is now a full six-member committee. A walk-through of the property was performed and areas of concern were identified. The landscaping upgrades discussed are factored in to the landscaping budget, however, Donald Cadman suggested going out for additional bids. Additional areas of concern will be identified and any recommendations will be brought back to the Board for final approval.

**E. Maintenance Report** – Nancy Pavona mentioned there are currently five Maintenance Committee members, with their first meeting next week. During this meeting, they will be looking in to how to divide up their committee area, including the pool, fitness center and tennis courts.

**1. 2022 Pool Maintenance Contract** – Nancy Pavona mentioned the 2022 pool contract has been received and reviewed. Maintenance cost went up \$46/month.

**2. Billing & Costs for New Pool Chlorine System** – Nancy Pavona stated that a drum of chlorine is roughly \$125. She added that the new chlorine system will be installed next week with the cost taken from the pool other line item noted in the budget.

**F. Safety and Security Report** – At this time, two proposals have been received on the updated camera alarm security system. Colleen Zaccardo is waiting on one additional proposal from Custom Security.

**V. Financial Report** – Garrett Hamilton reported on the cash position and the budget variance as of December 31, 2021.

**A. Appointment of Financial Auditors for Fiscal 2021** – Garrett Hamilton noted that a quote of \$3900 was received for a one-time audit. He hopes by July the Board will be supplied a draft. Lee Norbeck stressed that he would like an audit performed every year, rather than every other year, beginning with 2021. The Board unanimously agreed to perform an audit every year.

**1. Lee Norbeck made a motion to appoint McManamon & Co., LLC CPA as the Preserve’s auditor for 2021. Kate Holland seconded the motion. The motion passed without opposition.**

**B. IMC Administration Fee for AMRISC Program** – Garrett Hamilton explained that AMRISC is the largest wind underwriter in the country. IMC negotiated a “Loss Free” Exclusive Program, which allows for 5% return of the premium each year there isn’t a claim filed. From 2015 – 2021, the association received a 5% premium return 3 different years.

**C. Unrecovered IMC Insurance Claim Administration Fees** – Garrett Hamilton explained how they manage insurance claims for the association. Lee Norbeck mentioned adding a non-budgeted “building maintenance” line item for this year.

**VI. Executive Session** – The Board entered Executive Session at 6:57pm. During this time, outstanding owner accounts were discussed. The Board exited Executive Session at 7:08pm.

**VII. Old Business**

**A. Trash Compactor Upgrade from 60 to 100 Amps** – Nancy Pavona noted two proposals were provided currently and they are awaiting a third. Once the third proposal is gathered, it will be presented to the Board for approval.

**VIII. New Business**

**A. Unit 120 Flooring Request** – Colleen Zaccardo made a motion to approve the flooring request submitted by unit 120. Nancy Pavona seconded the motion. The motion passed with one abstained, Lee Norbeck.

**B. Mailboxes** – Deanna Anderson noted there is a section of mailboxes that cannot be opened by the USPS service. While The Preserve owns the mailboxes, USPS services the keys to the mailboxes. Deanna Anderson will look in to getting a new lock installed.

**C. Signs** – Two sign companies are currently working on ten “reserved parking” signs, as well as two “no parking – tow away” signs. Deanna Anderson will gather an estimate for four additional Wetland signs that need replaced throughout the property.

**V. Next Meeting Date** – The next meeting will be held on Thursday, April 21, 2022 at 5:30pm at the Clubhouse.

VI. **Adjournment** – With no further business to discuss, **Donald Cadman made a motion to adjourn the meeting at 7:27pm. Kate Holland seconded the motion. The motion passed without opposition.**