

Willow Pointe Condominiums
Board of Directors Meeting Minutes
March 19, 2019

Opening:

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:26 PM on Tuesday, March 19, 2019 in the Willow Pointe Clubhouse by Kathy Wigley. A quorum was present at that time of 5 of 9 BOD.

Attendance:

Board Members: Kathy Wigley, Edmond Flowers, Aaron Wigley, Richard Elmes, Jim Willis
Guests: John Hughes, Woody Westmore, Mr. Perkins
Property Managers: Carly Engelbart, Dan Mobley
Officers: Officer Kreiter

[6:20 PM] - Meeting Called to Order

[6:20 PM] - Minutes Review

- Minutes were reviewed from the February WPCA BoD meeting.

[6:26 PM] - February Minutes Vote

- Motion was made by Edmond Flowers to accept the February minutes as written. Seconded by Jim Willis.
- Vote is called:
 - Ayes: Kathy, Edmond, Richard, Jim, Aaron
- Vote passes unanimously to accept the February meeting minutes as written.

[6:30 PM] - Member Inputs

- Homeowner/Tenant comments were taken from 6:05 to 6:20 prior to the start of the meeting as the BOD waited for a quorum.

[6:30 PM] - President's Report

- Audit committee is established with an approved charter. The President and Treasure are ready to support as the committee plans their first meeting
- Mailing is ready for the Homeowner Annual Meeting and will go out tomorrow.

[6:32 PM] - Financial Manager's Report

- Arrearage total is \$34,330.
- 98 units are current (81.6%), 22 units are past due (18.3%). Most of these are due to automatic payments not yet adjusted dues increase in January. Expectation is that the past due will drop back to 15% in March.
- February 28 Account Close Out Balance: \$ 12,742.07 (General) \$47,369.90 (Reserve)
- Total collected for the 2018 Roof Assessment: \$10,360
- IberiaBank Loan Balance \$965.59 (1 months) and \$190287.06 (80 months)

[6:38 PM] – Maintenance Report

- Good progress on the roof project. Roofing and gutters are complete. The Contractor is making repairs to water damage to homeowner units due to wind blowing off tarps during heavy storms. Tarps had been used to cover roof work that was in progress. Contractor is responsible for any water damage due unprotected roofs. Contractor is working on the building of the Chimney boxes. 9 chimney boxes are complete. Most other boxes have been started and are in various stages of work.

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- Chimney inspection showed the chimneys were a fire hazard and CO hazard and must be replaced immediately according to the city inspectors and Fire Marshall. A safety announcement was included in the homeowner annual meeting package and posted on all doors to not use the fireplaces until all work is completed. The safety announcement was approved by the association attorney and the BOD. One bid is in hand for replacement by AFCS. It is estimated to be approximately \$2500 per chimney. A special assessment will be required to perform this work.
- Motion was made by Richard Elmes to replace the fireplace inserts and chimneys restoring the property to a functional state at an estimated price of \$2500 per fireplace/chimney in accordance with the Fire Marshall's instructions. Seconded by Aaron Wigley.
- Vote is called:
 - Ayes: Kathy, Edmond, Richard, Jim, Aaron
- Vote passes unanimously to replace the fireplaces/chimneys as required by the city inspector and Fire Marshall.
- Motion was made by Richard Elmes to assess a special assessment of \$300 for the next five years to start on June 1, 2019 and payable in full by November 30 each year. Seconded by Edmond Flowers.
- Vote is called:
 - Ayes: Kathy, Edmond, Richard, Jim, Aaron
- Vote passes unanimously to approve a special assessment of \$300/year for 5 years.
- Motion was made by Richard Elmes to authorize WPCA to apply and acquire a loan for \$150,000 for terms similar to the current roof loan. Seconded by Jim Willis.
- Vote is called:
 - Ayes: Kathy, Edmond, Richard, Jim, Aaron
- Vote passes unanimously to approve WPCA to apply and acquire a loan to finance the chimney replacement.
- Motion was made by Aaron Wigley to authorize Katherine M. Wigley, President, and Richard Elmes, Treasurer as signers of all loan documents for the fireplace/chimney work. Seconded by Jim Willis.
- Vote is called:
 - Ayes: Kathy, Edmond, Richard, Jim, Aaron
- Vote passes unanimously to approve Kathy and Richard authorization to sign for the fireplace/chimney loan.
- It is understood that the contractor selected must have a bank bond to ensure completion of the work, Insured and bonded, and signed contract for the work.

[7:22 PM] - Facility Managers Report

- Smoking policy was included in the homeowner annual meeting packet.
- Fence post at drainage ditch is bent. Working estimates for repair.
- Pool work to start April 15 to prepare the pool for the summer season. It is expected to be ready mid-May.
- It was agreed that the Association will conduct the annual pool party Sunday, June 2, 2019 from 5:00 PM to 8:00 PM. More details on cost estimates will be provided at the next meeting.
- Truck with flat tires has been towed at Homeowner request.

[7:40 PM] - Unfinished Business

- Post Fireplace/Chimney letter on website

[8:43 PM] - Meeting Adjourns