

PRITCHARD ISLAND HOMEOWNERS ASSOC.  
BOARD of DIRECTORS' MEETING  
January 21, 2019

Call to Order: 6:02 pm by President, Harriet McCombs

Roll Call:	President	Harriet McCombs
	Vice President	Karen Elzinga
	Treasurer	Kathy Wuenstel
	Secretary	Beverly Wise
	Director	Marlene Korycki

**Minutes of Previous Meetings:**

Motion to accept minutes of November 12, 2018 Regular Board Meeting, minutes of November 12 informal Annual Board Meeting, and November 12, 2018 Board Meeting of the newly elected 2019 Board, was made by Kathy Wuenstel. Seconded by Marlene Korycki Vote: Carried: all yes votes No: None

**Treasurer's Report:** Report presented by: Kathy Wuenstel.

Motion made by Beverly Wise to update accounts at Brannen Bank by removing names on the account of Wayne Martin and Gloria Huffman and adding Harriet McComb, President; Karen Elzinga, Vice-President, Kathy Wuenstel, Treasurer and Marlene Korycki, Director. This motion was seconded by Harriet McCombs Vote was unanimous

Motion made by Beverly Wise to update accounts at Compass Bank by removing names of Wayne Martin and Gloria Huffman, and adding names of Harriet McCombs, President; Karen Elzinga, Vice-President, Kathy Wuenstel, Treasurer; and Marlene Korycki, Director. Seconded by Harriet McCombs and vote unanimous.

Kathy Wuenstel read the treasurer's reports as of November 30, 2019 and December 31, 2018. A motion was made by Harriet McCombs to approve both Treasurer's Reports as read. Second was by Beverly Wise and was approved by all.

Kathy reported a bad debt of Gospel Island HOA due to the fact Gospel Island felt they had not received services rendered from what they had been billed for Sam Gumbel. The amount of \$200 has been on the books for over a year and Gospel Island was still refusing to pay. Therefore the \$200 was written off. After some discussion the Board agreed there was not a need for a motion and/or vote since the debt had already been written off.

There was discussion regarding assessments to Gospel Island, as there was a raise on all assessments for 2019.

**Manager's Report** Keith Mahoney - Integrity.

Letter sent to owner of motorcycle marring parking pavement. Letter gave the homeowner two weeks to place an item under the motorcycle stand.

Reported some erosion behind a few of the buildings.

Ron Wuenstel reported that he had talked to Neat and Tidy and they have scheduled to do some erosion work behind 918 in March.

Some roofs have been worked on in the past couple weeks.

860 needs to be inspected after the work has been done since this was so far the most expensive fix at \$1600.

Dock #5 has been removed and work should start soon on replacement.

**Violations:**

Fining Committee was formed, and Jim Surette, Ziggy Jablonski, and Dana Sutter have volunteered as committee members.

**Screenings:** 858

**Landscape Committee-** Kathy Wuenstel reporting

Kathy Wuenstel reported that newer plants have been marked with red ribbon to alert landscapers to avoid trimming these plants during regular trimmings.

Kathy requested the board to vote to continue the lime and shrub applications this year. Monies left over from 2018 will cover a good bit of this cost. Motion was made to continue the lime and shrub applications in 2019 by Karen Elzinga. Second by Marlene Korycki. Vote was yes by all.

Some plants a Wandering Jew (very invasive) at 858 and dead Ligustrum at 890 will be pulled out and not replaced. At 924 an Albera Viburnum which is dead will be replaced with a new one.

Remove and replace dead plants and shrubs in entrance flower beds.

**Maintenece Advisory Committee-** Ron Wuenstal and Jim Surette

New signs were hung at pool entrance gate and pool house. A " No parking on grass" sign was hung at both front entrances.

New timer purchased for Christmas lights \$195.

Neat n Tiday completed yearly mulch spreading.

Back gate at pool has been fixed by Neat n Tidy.

864 and 918 erosion fix approved last year and scheduled for March

All gutters cleaned on January 17, 2019 by Neat n Tidy

Jim Surette accompanied by Keith Mahoney from Integrity on his weekly property inspection.

Front pool gate worked on by Jeff Umphries. Ron has requested monies from petty cash to buy new springs for the gate. Jeff will install. Motion was made that Maintenance Advisory may use petty cash to buy "small fix" items without board approval by Bev Wise. Seconded: Karen Elzinga motion carried.

**Pool Committee** – Nancy Smith

Nancy Smith reported Jon Marchant drained water from the pool after the heavy rains in the past weeks.

The raise to all three associations was discussed at length as the raise was needed to accumulate monies for pool repair in the year 2022.

There is a \$1200 repair that Keith from Integrity is working on and motion was mad by Karen Elzinga for Integrity to go ahead and have the repair done. Seconded by Kathy Wuenstel. Yes, votes by all.

### **OLD BUSINESS**

Roof repairs on 924 and 910 have been completed.

860 has more damage than anticipated. There will be additional costs for wood and possibly additional panels.

Dock Masters has removed dock #5.

### **NEW BUSINESS**

Ron Wuenstel has asked permission of the Board to use a golf cart on the property for the purpose of maintaining contact with the contractors working on the property.

Motion was made by Karen Elzinga that we allow Ron Wuenstel to use a street-legal golf cart (paid for at his own expense) for the exclusive use of Maintenance Supervision Seconded by Bev Wise. Vote carried.

Harriet McCombs reported what she had found about legality of conducting business and making decisions between meetings. Confirmations are legal as are email confirmations. Printed Emails can be written proof for the file.

Broken stoop at 848. 870 has rotted wood along sidewalk. Jeff usually replaces the wood.

Maintenance Advisors will look into getting stoop repaired.

Water spilling over stone in front of 930,926, an 826 – Keith will check on his weekly walk-around.

Bids will be obtained for pressure washing of buildings and docks.

Kathy Wuenstel reported that everyone starts looking for people to serve on the Board.

Leasing Agent requirements – Who are They and What do we want them to do.

Keith Mahoney – Integrity to check on 932-hard ship garbage receptacle outside door and 916 handicap ramps installed without permission.

Bev Wise reported she had heard an owner may be planning to do short-term rentals via VRBO/AirBnB. Discussed, but nothing determined. Gloria recommended that we contact Wendy at Integrity and ask her how we should state a possible Rules and Reg addition/change.

***OPEN TO MEMBERS:***

Marlene Korycki said she would be willing to have some members go her house for coffee to try and restore rapport with Gospel Island members. This would have to be with no quorum there of any association, no voting would be done, and only discussion.

Nancy Smith asked about tennis courts. Bids have been taken but not enough money in reserves at this time.

***Adjournment:*** Having no further business, Bev Wise made a motion to adjourn. Seconded by: Karen Elzinga. Vote carried.

Respectfully Submitted,

Beverly Wise, Secretary  
PIHA

MINUTES  
PIHA  
BOARD of DIRECTORS MEETING  
February 18, 2019

Call to Order: 6:03PM By: President Harriet McCombs

Roll Call:	President	Harriet McCombs	<u>  v  </u>
	Vice-President	Karen Elzinga	<u>  v  </u>
	Treasurer	Kathy Wuenstel	<u>  v  </u>
	Secretary	Beverly Wise	<u>  v  </u>
	Director	Marlene Korycki	<u>  v  </u>

***Minutes of Previous Meeting: January 21, 2019 – Beverly Wise Secretary***

Kathy Wuenstel noted one correction to make in the January 21, 2019 minutes. The \$195.00 was for fixing the electrical outlet for the Christmas lights. Then there was \$19.00 to purchase the timer for the lights. The Motion to approve was given by Karen Elzinga, 2<sup>nd</sup>: Marlene Korycki Carried: Yes   v   No     

***Treasurer's Report for month ended January 31, 2019 – Kathy Wuenstel Treasure***

*Information has been updated at Brannen bank. New board members will become the check signers  
Monthly financial report.*

*Kathy gave an explanation of most every item on the Treasurer's report so everyone present might understand how the financials were listed, what they were for, as far as income, expenses, and reserves. This seemed to be very helpful to several members present.*

*Kathy also explained that several areas of the reserve funds are under-funded which was the reason for the raise in the monthly HOA fees.*

*Motion to approve: Beverly Wise 2<sup>nd</sup>: Marlene Korycki Carried: Yes   v   No*

***Managers' Report – Keith Mahoney, Integrity***

Power washing bids are being solicited. A few people have been here to look at job. Talked about all areas to power wash: buildings, sidewalks, docks, etc.

Gutters are still an issue.

Keith gave a report of units receiving violation warnings/fine letters.

*Screenings Report: None*

***Violations Committee Report - Jim Surette, Ziggy Jablonski, Dana Sutter***

*Violations and complaints from residents should be emailed or submitted in writing to Integrity.  
Dana Sutter did agree to be on this committee.*

## ***Landscape Committee Report – Kathy Wuenstel***

Walked property and planned for spring planting needs. Replacing a couple plants on the front and there are a few to replace around the property. Bare grass areas will be spot seeded. Have not had to put sod in large areas. Will have to do some sodding close around the buildings.

Nancy Smith wanted to talk about trees, but was mainly talking about SAPHIA. She will talk with them at their next meeting.

## ***Maintenance Advisory Committee Report – Ron Wuenstel and Jim Surette***

*Helped in compliance of pool inspection. Compliance items i.e. installed rope. – Issue will be resolved when the pool is drained to repair the pump seal and the missing mariscite coating repaired at the same time.*

*Roof leak 906 and 908 dead valley area. Reported and has been repaired.*

*Dock Masters working on rebuilding dock # 5.*

*Broken stoop at 848 being fixed by Neat and Tidy.*

*Inspected Tennis Courts*

## ***Pool Committee Report – Nancy Smith***

Nothing to report at this time.

## ***Old Business***

Pressure Washing Bids -- requirements – siding, buildings, sidewalks, and soffits on buildings docks? Keith reported someone will give him a quote on the docks. Talked about washing the screens on the lannis, but decided against washing the screens and roofs.

Election Committee – We still need to search for people willing to serve on the Board or a committee. There was some discussion about internet to be able to conduct meetings of the Board via Skype or something similar.

Leasing Agent and Sales Agent Requirements- Need a letter drafted to the Leasing Agent/Sales Agents for owners who rent their units or have units for sale to again make them aware of the requirements for the process of living at PIHA, i.e., interviews must be done before signing lease or sales agreement and other requirements. Kathy Wuenstel said she would work on this in the next month.

Conducting legal business between meetings – This issue has been resolved. Good Record Keeping is going to resolve most our questions concerning this issue.

PIHA President and Treasurer had an informal talk (no quorum) with GIHA. Seems that they misunderstood some of assessments they were being billed for from PIHA. Gospel Island will bring assessments issue to their meeting in Feb. Report on Gospel Island/PIHA meeting – President Harriet McCombs reported. Harriet said it would be good to have better communications between the two associations.

Water spilling over stone at 930, 926 and 826. Integrity has included these units with the gutter issues.

## ***New Business***

Lake front between buildings F and G/ or from Dock 6 to 4—Keith Mahoney was aware of this problem and is working on getting Neat n Tidy to clean up the debris.

Karen asked about bids for dock #4.

Revise Rules & Regulations immediately regarding Short-term rentals, and discuss other issues the board might want to address at this time to update and revise the Rules and Regulations. Bev Wise was still concerned about short-term rentals. After some discussion the Board feels they are safe on this issue as of now. Kathy Wuenstel made a motion to give permission for Bev Wise to copy Rules and Regulations as of the last revision in 2005. Karen Elzinga seconded. Motion carried.

### ***Open to Members***

Owners of 910 have sent emails regarding problem with front of building gutters and the tree roots growing under the front corner of building. They have had no acknowledgement or response from Integrity as to whether the email was received or whether this has been addressed or repaired. – This issue was added to the gutters issue per Keith Mahoney.

Bev Wise asked about the wooden material (arsenic) that is being used on the new dock #5. No one seemed to be concerned at this time.

Rich Gruenwald from SAPIA reported that he and his dog were attacked by a loose dog a few nights ago. Seems he was walking his dog and from out of nowhere this brown mid-size stocky dog, maybe a pit bull mix, came from across the street and parking lot and tried to get at his dog, which he had grabbed by the harness and lifted above his head. The dog left a long gash on the Gruenwald dog. The dog's owner (unknown) finally came and got the dog and drove away according to Mr. Gruenwald.

Gloria asked if the PIHA fining committee would represent SAPHIA since they can't find someone to serve.

Bev Wise asked the requirements for replacing windows when/if they decide to replace them.

Lots of talking between several groups of people and not able to understand several conversations at the same time on the recorder. Some people talking about tennis courts, some about gutter guards, some about screens and much paper movements and coughing. As far as this author can decipher, no motions, seconds or votes were made during this time.

### ***Adjourn*** – Approx. 7:30 pm

Having no further business or comments, Karen Elzinga made motion to adjourn; seconded by Beverly Wise  
Carried: Yes  No

Respectfully submitted,

Beverly Wise, Secretary  
Pritchard Island Board of Directors

MINUTES  
BOARD OF DIRECTORS MEETING  
MARCH 18, 2019

Call to Order: 6:05\_\_PM By: President, Harriet McCombs

Roll Call:	President	Harriet McCombs	<u>  v  </u>
	Vice-President	Karen Elzinga	<u>  v  </u>
	Treasurer	Kathy Wuenstel	<u>      </u>
	Secretary	Beverly Wise	<u>  v  </u>
	Director	Marlene Korycki	<u>  v  </u>

Immediately after calling the meeting to order, Harriet read a resignation letter from Kathy Wuenstel and from Ron Wuenstel. Kathy resigned from her position as treasurer of the Board and Ron from the Maintenance Committee.

***Minutes of Previous Meeting: February 18, 2019 – Beverly Wise Secretary***

Motion to approve as presented.

The Motion to approve was given by Karen Elzinga, 2<sup>nd</sup>: Marlene Korycki Carried: Yes   v   No       

***Treasurer's Report for month ended February 18, 2019 – Kathy Wuenstel Treasurer***

*Kathy had send last month's report along with her letter. Motion to approve as presented*

*Motion to approve: Beverly Wise 2<sup>nd</sup>: Harried McCombs Carried: Yes   v   No*

*We did have to pay taxes on our interest on our CD's in the amount of \$499.00*

*Gospel Island is current on their assessments. There are a few owners, who are not paying the new assessment amount. They have been notified.*

***Managers' Report – Keith Mahoney, Integrity, Tony Wahl, Integrity***

*o906 & 908 roofs have been completed. Repaired Feb. 8<sup>th</sup>.*

*o828, 840, & 860 are still being bid out. Waiting on an estimate from Frankhart. Board told Tony to see if Frankhart returns a reasonable bid, to request since he is getting more than one roof, if Frankhart might be willing give a better price. Tony discussed several quotes, roofer warranty, etc. and his experiences with other HOA's and regarding multiple roofs. Roofers do not like to repair. Board did give Tony authorization to try and negotiate a lowerer price from Frankhart.*

*o904 has been approved for a re-roof by the board using Frankhart. Work to start soon.*

*o848 & 854 have been bid on by Advanced Aluminum. Bids were discussed and approved. Motion made by Harriet McCombs, Seconded by Karen Elzinga. Motion carried. \$460.00 for each unit. Harriet signed the bid.*

*oShine On Power Washing was approved by the board to do the power washing of the buildings and walk ways. They will be starting on 3/25/19.*

*oWorking on bids to do the docks as well...will keep the board informed.*

*oWater spilling over rock walls at several units.—Gutter issue*

*oPool Repair – Has anything been done other than the rope being placed back on? Filter has been replaced. Integrity has left messages for pool people with no response as yet. Integrity will keep trying to contact. Waiting for warmer weaher. No better answer at this time.*

*oTony had bids on fence repair. Board approved Neat N Tidy to do the work installing new steel fencing, prime and painting. Three bids presented to Board. Tony recommended to do the whole fence right now and use operating funds since there is not enough money in the reserves at this time. This can be done by certain accounting procedures. Motion to approve was made by Harriet McCombs, Seconded by Karen Elzinga and Motion Carried.*

oAnnual pipe inspection and wash out on building G. Has this been scheduled? Integrity will get in touch with plumbers to get bids. Pipes are cracked, due to roots and old piping. Karen explained that Don's Plumbing has done this in the past as well as Chimura.

oDock #5 completed. Bids for # 2, #3, and #4. Tony recommended yearly maintenance included into the budget. For the docks. Need bumpers on the one derelict Boat at dock 5 before it damages the new dock. Boat owner needs to be notified to get bumpers. Also need cleats on the new dock #5 for boats to tie up. Someone needs to contact dock masters about cleats. Also talk with Dock Masters about preventive maintenance. This may have to be added to the budget for next year. Karen Elzinga asked to get a price on a railing for Dock #6. A motion was made to accept the Managers' report by Harriet McCombs. Seconded by Karen Elzinga Motion carried.

### **Violation/fines report**

Keith Mahoney reported he had a list to be sent letters. They are also following up letters with phone calls.

**Screenings Report:** 912, 918, 888(?) maybe one more. No screenings were reported  
No screenings reported .

### **Violations Committee Report - Jim Surette, Ziggy Jablonski, Dana Sutter**

Please study your Rules and Regulations as you will be needing this knowledge to have hearings with individuals who may/ not have fines imposed. This committee will start having hearings (per HOA R&R) with individuals who have fines recommended against them. A Quorum of 2 persons are required to recommend to fine or not to fine based on findings in the hearing. Keith Mahoney will notify the Violations Committed as of hearing date, time

**912 Has several violations – Committee needs to act on this. No interview, short-term rental, and others.**

This issue has not been resolved. Letters to the owner in process of going out.

**Other violations?**

### **Landscape Committee Report – Kathy Wuenstel sent report.**

Lime and pesticide spread on grass by Neat and Tidy.

No tree has been replaced at 924? Due to be replaced along with 4 more trees to be put at entrances.

### **Maintenance Advisory Committee Report – Ron Wuenstel and Jim Surette**

\*Dock Masters has completed dock # 5. Needs Inspection by Board and Maintenance Committee

\*Pool gate has been repaired \$75.00 Labor; Hinge \$120.00. Washer again installed to deter unlawful entry.

\*3 letters replaced at front entrance at cost of \$25 each. Letters made by Ron Dahlnor (Gospel Island) and installed by Ron Wuenstel.

\* Several letters on entrances are showing deterioration. Painting them would prolong them.

Round pictures at front entrance are also beginning to deteriorate. Beverly Wise said if the round pictures at front entrance could/would last until she returns. She would be willing to paint them for free providing the association would get supplies and paint.

### **Pool Committee Report – Nancy Smith**

No report

### **Old Business**

Pressure Washing Bids -- requirements – siding, buildings, sidewalks, and soffits on buildings docks



Election Committee – We still need to search for people willing to serve on the Board or a committee.

Pool pump issue and a bad place at 5 foot mark that has to be repaired Where are we? When is deadline?

Revised Rules and Regulations are completed and Board needs to Discuss and Vote.

### ***New Business***

Behind building G needs grass and/or sod. Was asked for last year, but was not done. 826 needs new sod also 916 and 918 soil washing away under 916's patio and 918 is in beginning stages of same. No grass.

Need permission for Board to pay for Kathy O'Gaffeny \$75 for consultation to answer a few questions about short term rentals. Motion made by Karen Elzinga, Seconded by Beverly Wise Motion carried

New Interview sheet – Done by Virgil Stacy Is this something we want to use? Integrity has a copy and will look over and give comments.

The new Rules and Regulations were to be discussed, but interference and disturbance by of SAPIHA Board members caused the President decrease any further discussion until after the meeting with the lawyer.

### ***Open to Members***

Gloria asked if the PIHA fining committee would represent SAPHIA since they can't find someone to serve. This was done in the February meeting and PIHA will represent SAPHIA. It was mistakenly left on the agenda for March.

A couple of members had questions concerning the gutters on 920, 908 and 910's tree roots growing under the front corner of building. Keith is to address these with contractors.

***Adjourn*** – Approx. \_8:15\_\_\_ pm

Having no further business or comments, Karen Elzinga made motion to adjourn; seconded by \_Beverly Wise\_\_\_ Carried: Yes \_\_ No\_\_\_

MINUTES  
PIHA  
BOARD of DIRECTORS MEETING  
April 15, 2019

Call to Order: 6:02PM By: Harriet McCombs

Roll Call:	President	Harriet McCombs	<input checked="" type="checkbox"/>
	Vice-President	Karen Elzinga	<input checked="" type="checkbox"/>
	Treasurer	Ziggy Jablonski	<input checked="" type="checkbox"/>
	Secretary	Beverly Wise	<input checked="" type="checkbox"/>
	Director	Marlene Korycki	<input checked="" type="checkbox"/>

President to announced appointment of new Board Member Ziggy Jablonski as Treasurer and committee member Virgil Stacey to the Violations and Fines Committee.

***Minutes of Previous Meeting: March 18, 2019 – Beverly Wise Secretary***

Minutes were read by Harriet McCombs, since copies were not available to the Board Discussion? There was a comment by a SAPIHA member that they had objected to the minutes noting a disturbance caused by a SAPIHA member. The Motion to approve was given by Karen Elzinga, 2<sup>nd</sup>: Marlene Korcki Carried: Yes  No

***Treasurer's Report for month ended March 31, 2019 – Ziggy Jablonski Treasurer***

*Ziggy read the financial Report. Harriet read the Treasurer's Report sent by Kathy Wuenstel Discussion? There was a questions by a member of the audience on the pool funding and Gloria Huffman explained the budget and reserves on the pool and the long term plan to accrue monies to get it refurbished since she had helped prepare this year's budget*

*Motion to approve: Karen Elzinga 2<sup>nd</sup>: Beverly Wise Carried: Yes  No*

***Managers' Report – Keith Mahoney, Integrity***

828, 840, & 860 are still being bid out. Ziggy reported 828 roof is completed  
904 has been approved for a re-roof by the board using Frankart.compleated  
848 & 854 have been bid on by Advanced Aluminum.  
Shine One Power Washing started on 3/25/19. completed  
Working on bids to do the docks as well...will keep the board informed.  
Water spilling over rock walls at several units.  
Tree root growing under front corner of building a 910. – Jeff of Neat & Tidy has cut the root.  
Completed .

Pool Repair – Has anything been done other than the rope being placed back on? There was discussion regarding the pool pump not working properly and Harriet had called someone to check on it.

Annual pipe inspection and wash out on building G. Has this been scheduled? *This item was not discussed*

He said he wasn't sure 884 had gotten a letter.

Tennis court, pool walk, buildings and sidewalks have all been pressure washed.

Dock #5 cleets are to be installed. Dock #6 still has no railings but he is looking for bids.

Neat N Tidy has removed sections of the front fence and working on getting them re-built and replaced.

Erosion issues are being addressed

### ***Violation/fines report***

Keith reported that 834, 846, 882, 890, 932 have been sent warnings/ and or fines.  
Virgil Stacey talked at length about the Violation/fining committee and their duties.

**Screenings Report:** 912 918 888(?) maybe one more? **NONE DONE**

**Violations Committee Report** - Jim Surette, Virgil Stacey, Dana Sutter

*Please study your Rules and Regulations as you will be needing this knowledge to have hearings with individuals who may/ not have fines imposed.*

912 Has several violations – No interviews, 5 short-term rentals, and others.

912 – Harriet explained that 912 is the reason PIHA hired an attorney

**Landscape Committee Report** – Nancy Surette reported she has been marking bushes to be removed, or fertilized, etc.

*No tree has been replaced at 924? Karen Elzinga said Jeff of Neat N Tidy was behind with the trees, but he will get them at a later time.*

### ***Maintenance Advisory Committee Report – Jim Surette***

\* Dock Masters has completed dock # 5. Needs inspection by Board and Maint. Advisor?

\* Several letters on entrances are showing deterioration. Painting them would prolong them.

\* Round pictures at front entrance are also beginning to deteriorate. Karen Elzinga volunteered to work on this item

### ***Pool Committee Report – Nancy Smith***

*Keith Mahoney is to check with Heather at Integrity and see if they can find if/when the pump may have been replaced. Other work to be done will have to wait until warmer weather.*

### ***Old Business***

Election Committee – We still need to search for people willing to serve on the Board or a committee.

Karen Elzinga presented the Board with a bill for \$250.00 for repairing and painting her bedroom ceiling that was damaged when the roof repair was done and then had to be redone because the Pro-Roofing company went out of business, therefore not honoring their warranty. Motion was made to reimburse MS Elzinga by Beverly Wise and seconded by Ziggy Jablonski Carried\_✓\_\_Yes \_\_\_No

Virgil Stacey asked to address the Board about getting bids and warranties.

Pool pump issue and a bad place at 5 foot mark that has to be repaired. Where are we? When is deadline? This was discussed above in the Treasure's report.

Gutters on 920 and 908 -- **Virgil Stacey has asked to speak on some solutions he has found.**

*Virgil explained the problems/fixes he had found with the gutter problems. He and Ziggy were to meet and check on some more solutions to the gutter problem.*

New Revised Rules and Regulations - Harriet went over a few of the changes in the Amended Rules and Regulations on 7.1, 7.2, 8.6, 8.7, 9.4 , 9.5 and 9.10 which had been stricken out and replaced by the following:

“ 9.10 Owner shall notify the Board in advance by written notice of the arrival and departure of guests or family who have owner's permission to occupy the unit in the absence of the owner. The Owner shall also provide the Name, Address, Phone # as well as License Plate number and make of vehicle of the Guest/Family temporarily staying in the unit while the owner is away. Also see item 9.11 which applies.

9.11 The non-resident owner of a unit will be responsible for compliance with these rules and regulations by their guests, family and/or resident Lessee(s). A copy of Rules and Regulations, By Laws, and Covenants must be in the premises at all times.”

SAPIHA residents had some issues with the R & R as they felt they do not fall under the PIHA and Sub-HOA. Harriet tried to explain, but was interrupted several times by a SAPIHA Board member and she finally asked that person to leave the meeting for being disorderly. Harriet, asked the second time for that Board member to leave before the person exited the building.

Marlene Korycki, Board member had questions and thought the regulations were too strict. Harriet McCombs, Karen Elzinga, and Beverly Wise tried to explain to her that for years they had gotten so lax that no one paid attention to the regulations. Therefore, the Board decided to amend them and some were tightened more and some were relaxed in areas they felt might balance.

Marlene also wanted more time to review, but Beverly Wise told her that she had had as much time as anyone else and that she had received all revisions/rewrites up until the last one which was Sunday, April 6<sup>th</sup>. On Monday, April 15<sup>th</sup>, Harriet had emailed Beverly because one of the items was wrong and it was corrected and that was announced at the beginning of the discussion on 9.10.

The underlying problem according to SAPIHA members is they do not want to be ruled by PIHA, and we will have to have the attorney define this issue as well at the cost to PIHA and SAPIHA. There was also an issue as to the right of the Board of Directors to have a “working” meeting or an “ executive session without the membership. Harriet explained that it was spelled out in the By-Laws that the Directors could have a called meeting as long as the directors had 3 days notice. At the called meetings, minutes Were written up, attendance taken , and no votes were taken.

Virgil Stacey, tried explaining about sub-associations and the meeting was taken over by Virgil Stacey and Gloria Huffman who agreed and disagreed about several matters.

At this time, the Secretary, Beverly Wise on conference call, asked the Board to record the rest of the meeting and she excused from the meeting and she hung up her phone.

**Open to Members (who have signed up to speak) on Old Business – 3 minute time limit**

***New Business***

Behind building G needs grass and/or sod. Was asked for last year, but was not done. 826 needs new sod also.

916 and 918 soil washing away under 916's patio and 918 is in beginning stages of same. No grass.

President's report on visit to Karen O. Gaffney regarding 912.

New Interview sheet – Done by Virgil Stacy Do we want to use? If so, when do we start?

Foreclosure on Bldg 896.

Yapper dog in Bldg H.-- Dog is being left out on the lanai and it barks incessantly. Disturbing neighbor who works night shift and needs to sleep during the day. Complaints from 924, 922, 910, 908 against this dog.

884 is listed for sale.

***Open to Members who have signed up to speak on New Business – 3 minute Time limit.***

There were further discussions on the issues above but the meeting had gone over 2 hours, so a motion was made by Karen Elzinga to table the new business items until the next meeting. Motion was seconded by Ziggy Jablonski

***Adjourn*** – Approx. \_8:40\_\_\_ pm

Having no further business or comments, \_KE\_\_\_\_\_made motion to adjourn; seconded by \_ZJ\_\_\_  
Carried: Yes \_v\_\_ No\_\_\_

MINUTES  
PIHA  
BOARD of DIRECTORS MEETING  
MAY 20, 2019

Call to Order:     \_6:05\_\_PM   By: Harriet McCombs

Roll Call:	President	Harriet McCombs	<input checked="" type="checkbox"/>
	Vice-President	Karen Elzinga	<input checked="" type="checkbox"/>
	Treasurer	Ziggy Jablonski	<input checked="" type="checkbox"/>
	Secretary	Beverly Wise	<input checked="" type="checkbox"/>
	Director	Marlene Korycki	<input checked="" type="checkbox"/>

President McCombs and Secretary Wise were present via teleconferencing.

***Minutes of Previous Meeting: April 15, 2019 – Beverly Wise Secretary***

A correction to April's minutes is listed in Violations/Fines report below by Beverly Wise, Secretary  
Discussion of Minutes of April 15

A Motion to approve was given by \_\_Karen Elzinga\_\_, 2<sup>nd</sup>: \_\_Ziggy Jablonski\_\_ Carried: Yes  No\_\_

***Treasurer's Report for month ended April 15, 2019 – Ziggy Jablonski Treasurer***

*Ziggy read the financial Report.*

*Discussion: There was some discussion on the bids for our insurance policy with Statewide Insurance at this time*

*A Motion to approve was made by: Karen Elzinga\_ 2<sup>nd</sup>: Ziggy Jablonski Carried: Yes  No\_\_*

***Managers' Report – Tony Wahl, Integrity***

\*848 & 854 have been repaired by Advanced Aluminum.

\*Working on bids to do the docks as well...will keep the board informed as K. Mahoney will assume this responsibility on June 1<sup>st</sup>, 2019.

\*Water spilling over rock walls at several units. Ziggy Jablonski has volunteered to look at this problem and report next meeting.

\*There was discussion regarding the pool pump not working properly and Harriet had called someone to check on it.\* Pool inspection   Quite a discussion was had regarding the pool. Harriet had reported that EML had repaired the pump. Gospel Island folks had asked PIHA to look into a new pool company. EML's work is sub-standard and after receiving 3 new bids for pool maintenance The Board voted to accept a bid for Back Yard Pool of \$475 per month for service of 2 times a week. There was discussion about the bid, then a motion was made by Karen Elzinga, seconded by Marlene Korycki and the motion carried with no "no" votes. Also, John Marchand of SAPIHA has volunteered to check the pool readings every day and record required information on the Pool Log as required by State.

Bids for pool maintenance need to be discussed and voted on – see paragraph above.

Annual pipe inspection and wash out on building G. Has this been scheduled? This item had not been scheduled by Integrity and will be picked up by Keith Mahoney as of June 1. There was a motion taken to get Don's Plumbing to do the Annual pipe inspection, but motion died as Board felt we should get

bids to have this done from Dons Plumbing and a couple others. At the same time, we would get a bid for repairing the leak in the handicap bathroom at the Pool.

\*Dock #5 cletes are not installed as of 5/18/19. Dock #6 still has no railings but they are looking for bids.

\*Neat N Tidy has completed the iron sections of the front fence and they have been reinstalled. Everyone was very happy with the work done.

\*Erosion issues are being addressed. This will also be picked up on June 1 by Keith Mahoney.

### ***Violation/fines report***

Apologies are in order to the Owner of 846 in that he was sent a violation/fine letter and it went to the wrong Unit owner. It was reported in the April 15 minutes that 834, 846, 882, 890, 932 have been sent warnings/ and or fines. Unit 846 was not in violation and the violation/fine has been rescinded.

**Screenings Report:** *None*

### ***Violations Committee Report - Jim Surett, Dana Sutter***

*Please study your Rules and Regulations as you will be needing this knowledge to have hearings with individuals who may/ not have fines imposed.*

***Landscape Committee Report*** *Tree has been replaced at 924*

***Maintenance Advisory Committee Report – Jim Surette***

### ***Pool Committee Report – Nancy Smith***

*Heather at Integrity was to check if they can find if/when the pump may have been replaced. Other work to be done will have to wait until warmer weather. ( Pool Inspection)*

### ***Old Business***

Election Committee – We still need to search for people willing to serve on the Board or a committee.

Who does Pool House/Deck Cleaning that we pay 45\$ per month to? Can't that person perform the daily PH check on the pool? ( question from Bev Wise) This question was answered in the discussion above.

Entrance Signs ( Karen Elzinga) There was no motion or vote on the entrance signs. Karen Elzinga said new signs would be around \$900+. The company that looked at them said the letters needed to be replaced, but the round signs we in great shape, just a bit faded. Bev Wise has volunteered to look at them to maybe refresh the paint on the round ones.

New Revised Rules and Regulations – This issue was tabled because the attorney now has these papers overlooking them. Motion was made by Karen Elzinga to table this issue until the attorney has finished perusing these new Rules & Regs. Marlene Korycki seconded and vote carried with one objection by Beverly Wise.

### **Open to Members (who have signed up to speak) on Old Business – 3 minute time limit**

There was a couple people who wanted to discuss the Rules and Regulations, but since the Attorney is handling these, The Board didn't feel this was the time to take time in this business meeting to discuss these any further at this time.

### ***New Business***

President's report on visit to Karen O. Gaffney regarding 912. The Board did take up the issue of voting to have the Attorney to go ahead and proceed with a lawsuit against the owner of Unit 912 for the short-term vacation rentals. A motion was made by Ziggy Jablonski, seconded by Harriet McCombs. The vote carried unanimously.

\*Behind building G needs grass and/or sod. Was asked for last year, but was not done. 826 needs new sod also. After a short discussion, Ziggy Jablonski made a motion to have Neat N Tidy take a look at sodding these areas. Karen Elzinga seconded and motion carried. The Board will ask owners to water the sod. Keith Mahoney will also follow up on this after June 1<sup>st</sup>.

Buildings G and H have Kayaks improperly stored. On Building H- 928's kayak is leaning against 926's screens. Building G-- 2 kayaks-- one hanging in 2 trees one on ground ( Karen Elzinga) This issue was addressed, but owners need a warning and/or fine depending on whether they have been notified before on this same issue.

\*916 and 918 soil washing away under 916's patio and 918 is in beginning stages of same. No grass. This was discussed and will be added to the items to talk with Neat N Tidy about.

\*Foreclosure on 896 -- informational

\*Yapper dog in Bldg H Unit 928.-- Dog is being left out on the lanai and it barks incessantly. Disturbing neighbor who works night shift and needs to sleep during the day. Complaints from several units against this dog. Item for Management -- needs warning and/or fine.

\*884 is listed for sale. - Informational

### ***Open to Members who have signed up to speak on New Business – 3 minute Time limit.***

Michelle Gilpin requested that the plants at the East entrance to PI, be brought up to the standard that the West entrance is.

Someone, not sure who wanted to know about Service Dogs and Support Animals Harriet McCombs expounded a bit on this, but did say that this issue is addressed in the new Amended Rules and Regulations .

Dana Sutter commented that she was uncomfortable with not using Integrity as our Bookkeeping Service. There was some discussion and explanations about this.

Having no further business or comments, Beverly Wise made motion to adjourn; seconded by :\_Karen Elzinga\_ Carried: Yes \_v\_\_ No\_\_\_ Meeting was adjourned at

**Adjourn** – Approx. 7:50 pm.



AGENDA  
PIHA  
BOARD of DIRECTORS MEETING  
June 17, 2019

Call to Order: 6:01\_\_PM By:

Roll Call:	President	Harriet McCombs	<input type="checkbox"/> _v_	Phone
	Vice-President	Karen Elzinga	<input type="checkbox"/> _v_	
	Treasurer	Ziggy Jablonski	<input type="checkbox"/> _A_	
	Secretary	Beverly Wise	<input type="checkbox"/> _v_	Phone
	Director	Marlene Korycki	<input type="checkbox"/> _v_	

***Minutes of Previous Meeting: May 20, 2019 – Beverly Wise Secretary***

Discussion: Marlene Korycki made a motion to amend the minutes of the May 20, minutes to reflect that SAPIHA members had requested a meeting to review the new Amended Rules and Regulations which were tabled at the May 20<sup>th</sup> meeting.

The Motion to approve was given by \_\_MK\_\_\_\_\_, 2<sup>nd</sup>: \_\_BW\_\_\_\_ Carried: Yes  No

***Treasurer's Report for month ended March 31, 2019 – Ziggy Jablonski Treasurer***

*Discussion: Since Ziggy was absent from this meeting, Bev Wise told everyone that there was a loss for the month of May of \$301.00.*

*Motion to approve: \_\_MK\_\_\_\_ 2<sup>nd</sup>: \_\_HM\_\_\_\_ Carried: Yes  No*

***Maintenance Managers' Report – Keith Mahoney***

Working on bids to do the docks -- #5 and #6 need warranty work. Received Bid from Triton Construction on repairing these two docks. – A Motion was given by Harriet McCombs and seconded by Marlene Korycki to wait for Dock Masters to complete the warranty work on Dock 5 and do a railing on Dock 6. The motion carried.

Roof Repair – Frankart Bid 886, 892, 928 Note: 928 notified on 5/29 deadline for repair/signoff is 7/28. (60) days. 892 Closing date scheduled for 7/2<sup>nd</sup>. – Harriet McCombs made a motion to accept the bids from Frankart and have the repairs done on these roofs. Marlene Korycki seconded and the vote carried with Yes from all Board members.

Water spilling over rock walls at several units. No discussion on this item.

Pool Repair –Report by Karen Elzinga – the second pump was not hooked up and the new pool company will finish getting it hooked up on Tuesday this week. The pool people want to come out on Tuesday and Fridays instead of Monday and Thursdays. The Board voted to buy a reconditioned PH feeder with a 1 year warranty for \$750.00. Motion was made by Harriet McCombs, seconded by Marlene Korycki vote carried with all Yes votes from Board members.

Annual pipe inspection and wash out on building G. – after some discussion, the Board decided to wait on a few more bids for this inspection and maybe get better prices for this work which included the leaking sink in the Handicap restroom at the pool.

**Violation/fines** 898 has been called a few times, cannot leave message as voice mailbox is full. Keith sent text 6/11/19. If unable to get in contact with Unit owner, will need vote to send letter regarding derelict boat. – After some discussion about this derelict boat and no response from owner, Marlene Korycki made a motion to move forward with fines, as per our rules and regulations. A second was made by Bev Wise and motion carried with yes votes from remaining Board members. Shannon will follow up with Integrity regarding fine letter and having boat towed from the docks.

*Screenings Report: 892 New Owner was interviewed by Integrity and was approved via email by Board Members.*

### **Violations Committee Report - Jim Surette, Dana Sutter**

*912 Has several violations* – No interviews, 7 short-term rentals, and other violations. Harriet McCombs reported that the attorney reported she is following through with filing a law suit against the owner through the court system regarding his short-term rentals and violations.

**Landscape Committee Report – Nancy Surette** – Sprinkling system at entrances are now working was reported by Karen Elzinga after working with Neat N Tidy this month. A motion was made by Harriet McCombs to continue with replacing dead plants at the East entrance. Seconded by Marlene Korycki. Votes Carried.

### **Maintenance Advisory Committee Report – Jim Surette**

**Pool Committee Report – Nancy Smith** – The pool situation was previously discussed under maintenance report. Harriet did explain that the marcite repairs will not be done until there is enough money in the pool reserves to cover the cost which will be about two years from now.

### **Old Business**

Election Committee – We still need to search for people willing to serve on the Board or a committee.

Pool pump issue and a bad place at 5 foot mark that has to be repaired. Where are we? When is deadline? Update given under Managers' Report on pool by President Harriet McCombs.

What to do about Karen O Gafney. Harriet had explained we had a notice from Ms. Gafney regarding an email she sent informing she has gone ahead with court proceedings in this case.

New Revised Rules and Regulations – Tabled 5/20/19 --Still with Attorney at this time? – SAPIHA members say they are feeling they are left out on decisions regarding newly revised Rules and

Regulations. Harriet and Karen explained that when everyone is back this fall we will have a time to go over these one by one and that no one is being left out.

Gutters on 922 and others in Bldg H. – Did Ziggy and Virgil get together on this? Virgil said he and Ziggy did not get together regarding the gutters. A motion by Karen Elzinga was made to try the gutter brushes on the gutters on Building H, seconded by Bev Wise and vote carried. And someone needs to talk to Tony of Integrity to see what kind of money may be in the budget for gutter repair/maintenance.

Bldg G – Washout of sewer line – annually – Karen Elzinga has bid(S) ? Previously mentioned under old business. Waiting on more bids

### **Open to Members (who have signed up to speak) on Old Business – 3 minute time limit**

*Marlene Korycki had signed up to speak regarding the duplexes for sale in SAPIHA regarding the potential owner is wanting to build his own dock. Marlene felt this might prevent more rentals. Harriet explained that she had been asked the same questions by the realtor and had explained to the realtor that PIHA had the task of maintaining SAPIHA docks as well as PIHA docks and PIHA did not want any more docks to maintain because of the expense. Should the Realtor find some way to alleviate the responsibility for PIHA to maintain any more docks, she, Harriett, would bring it to the Board*

### **New Business**

Behind building G needs grass and/or sod. Was asked for last year, but was not done. 826 needs new sod also. – not addressed

Sprinklers in front entrances-- Listed under Landscape Committee Reported on under Landscaping.

We don't know if there will be anything from Karen Morton..??? addressed under “open to members who have signed up to speak” above.

Docks #3 and #4 – Karen Elzinga had questions – Not addressed at this time

Virgil Stacey has asked to speak regarding Community website and CAM for PIHA. – Virgil did speak about the CAM record keeping and Harriet read a letter from Tony of Integrity received today that Integrity is covering any CAM work that would have to be done for PIHA until Keith can take the CAM test.

### **Open to Members who have signed up to speak on New Business – 3 minute Time limit.**

Having no further business or comments, \_\_KE\_\_ made motion to adjourn; seconded by \_\_BW\_\_  
Carried: Yes  No  Adjourned – Approx. \_\_7:30\_\_ pm

MINUTES  
PIHA  
BOARD of DIRECTORS MEETING  
July 15, 2019

Call to Order: 6:01 PM By: Karen Elzinga, Vice President

Roll Call:	President	Harriet McCombs	<u>  v  </u> (Phone)
	Vice-President	Karen Elzinga	<u>  v  </u>
	Treasurer	Ziggy Jablonskis	<u>  v  </u>
	Secretary	Beverly Wise	<u>  v  </u> (Phone)
	Director	Marlene Korycki	<u>  A  </u>

***Minutes of Previous Meeting: June 17, 2019 – Beverly Wise Secretary***

Discussion: Beverly Wise, Secretary would like to add an amendment to the April 15, Minutes reflecting that Kathy Wuenstel, Treasurer had sent a resignation letter to the Board as of the April 15, 2019 Meeting. It was announced at that meeting Ziggy Jablonskis would take Kathy's place on the Board at that time and would assume the office as Treasurer. This statement will fulfill requirements of the Bank in order to have Ziggy's name replace Kathy's as a check signer on the bank account.

Motion: to amend the April minutes: H. Mc Combs 2<sup>nd</sup>: Karen Elzinga Carried Yes   v   No     

Discussion – any comments, etc. on June 17 minutes? A SAPIHA member requested we amend the June minutes to reflect a motion made by Marlene Korycki regarding a meeting on the newly Amended Rules and Regulations that was tabled at the May 20 meeting. Karen Elzinga will search the recordings of the meetings to get the correct motion Marlene made. SAPIHA Vice-President found the motion made by Marlene on the SAPIHA recording and sent to the secretary. The two minutes have been amended and the corrected page attached to the original along with the emailed quotation from SAPIHA recording.

The Motion to approve and amend was given by Ziggy Jablonskis, 2<sup>nd</sup>: Bev Wise Carried: Yes   v   No     

***Treasurer's Report for month ended June 30, 2019 – Ziggy Jablonskis Treasurer***

*Ziggy read the Treasurers report. Discussion? There was some discussion regarding a couple of the expenditures on the pool. Secretary's apologies to Ziggy on the spelling of his name. Will be corrected coming forward on all minutes, etc.*

Motion to approve: Bev Wise 2<sup>nd</sup>: H. McCombs Carried: Yes   v   No     

***Maintenance Managers' Report – Keith Mahoney, Maintenance***

Working on bids to do the docks -- #5 and #6 need warrenty work. The warrenty work in still in process. Dock 5-Dock Masters was supposed to have installed owed cleats 7/9/19 but realized they did not have the proper screw so supposed to go back out 7/11. Dock 6-Dock Masters supposed to have looked at Dock 6 and let us know his plan on repairs needed for warranty work and also rail down center of Dock.

UP-date: Dock 3 and 4-Dock Masters sending bid-- Karen Elzinga wants to go ahead and start proceedings on getting Dock #4 replaced We already have a bid from Ellis Dock Contractors and want to get the one from Dock Masters as well. There was discussion regarding bumpers, but it was determined that the bumpers are the responsibility of the boat owners.

**Roof Repair** – Frankart Bid 886, 892, 928 Note: 928 notified on 5/29 deadline for repair/signoff is 7/28. (60) days. 892 Closing date scheduled for 7/2<sup>nd</sup>. Maintenance Manager is waiting on bids on four of the units needing repair.

Update: 840- new roof issue reported 7/6-notified Frankart 7/8/19

884-new roof issue reported 7/9/19-notified Frankart 7/9/19

886-still needed-emailed Frankart 7/9/19

892-completed but reported a new issue on lanai has been reported emailed Frankart 7/9/19

928-still needed emailed Frankart-7/9/19

Building F- I requested a bid for a new roof today 7/9 for Building F. New roofs are estimated for 2020 for the following units- 884, 888, 894, & 898 The 3 units with reported issues are all the same building (884, 886, and 892). That is 6 out of the 8 units in that building that are either reporting current issues or estimated to have a new roof next year. Will get a bid to have complete new Roof on Building F units since they are all due to be replaced in 2020.

**Siding on Building B** – During the discussion regarding roofs, someone mentioned the siding on Building B that is damaged. The board requested we have a quote on repairing the siding. A motion was made that we get a quote to have the siding repaired by H. McCombs, seconded by K. Elzinga, Motion carried.

**Erosion** : Still need bids from Jeff on Erosion issue- 918 reported today 7/9 she is having issues every time they mow her patio is getting dirt kicked up all over. Keith will call Jeff 7/10/19

**Water spilling over rock walls at several units.** This is a gutter run over and Keith is to see if the gutters are being cleaned on a timely basis.

**Pool Repair** – Still needed -- Pool pump issue and a bad place at 5 foot mark that has to be repaired. Where are we? Pool inspection on July 8th – to be repaired and re-inspection on July 22nd.

There was a motion by Harriet McCombs to have the leaking sink in the Handicap restroom repaired at the pool for \$98. Seconded by B. Wise. Motion carried unanimously.

**Annual pipe inspection and wash out on building G.** Update on Pipe inspection-still waiting on bids from multiple companies. We have called numerous times and they say they are sending but do not. Karen did send me quotes from the companies but need it on an official form and none of them have confirmed that quoted price for me to go forth with accepting or submitting. Have called 7/8 will call 7/10. Received one back will continue to try and get for decision on 7/15. All buildings due for jetting and inspection of piping this year. I found a report from 2018 that gave that information. Board to let us know, shall we move forward with bids or defer? This item was discussed and everyone

was in agreement to have all the buildings inspected and jetted since they were all due this year. Bids will be requested again for all the buildings.

**Window Replacements** --918-reported she is replacing windows "soon" not sure if that means within a month or so but she is aware the color has to match building.  
928-reported he is replacing windows end of July or August. It was determined that both unit owners understand how they are to proceed to have their windows replaced and they are aware of the color requirements of the windows.

**Violation/Fines** 898 and 906 have been sent a letter. 898 has until 14th will check on 15th and proceed if needed. 906 has until 30th will check end of month.

898 has sold the derelict boat and 906 has updated their required license.

**Screenings Report:** 928 has a new tenant that moved in on 7/4 or 5. Keith was on the property and interviewed with them and texted the Board members as to what was going on that day.

884 has a prospective buyer.

#### **Violations Committee Report - Jim Surette, Dana Sutter**

There was discussion about the motorcycle owners being sent warning letters due to their kick stands damaging the surface of the parking area. They need to have a board or some type of protecting surface under the stands.

*912 Has several violations – No interviews, 8(?) short-term rentals, and other violations.*

**Landscape Committee Report – Nancy Surette –** *From Kathy Wuenstel - I would like to purchase some compost and fertilizer stakes for the new trees.*

*Jeff agreed with the treatment and he will spread compost and nail in fertilizer stakes.*

*Let me know if this is OK with you all.*

*Thanks*

*Kathy*

*To the Secretary's understanding, this was a request from Kathy to have Jeff of Neat N Tidy treat new trees that she wanted to provide compost and fertilizer for at her cost.*

#### **Maintenance Advisory Committee Report – Jim Surette**

#### **Pool Committee Report – Nancy Smith**

#### **Old Business**

Check signers need to be changed from Kathy Wuenstel, Treasurer, to Ziggy Jablonski, Treasurer. (Bev Wise asked for an amendment to April minutes to clarify this change.)

Election Committee – We still need to search for people willing to serve on the Board or a committee.

New Revised Rules and Regulations – Tabled 5/20/19.

Gutters on 922 and others in Bldg H. – Virgil to present bill for gutter brushes, which he purchased and installed, to Board for Reimbursement. The Board entertained a motion from Bev Wise to pay \$83.84 reimbursement to Virgil Stacy for the purchase of gutter brushes to try in the gutters of 922 and 924 to see if they help with the problem they are having. Seconded by K. Elzinga and motion carried.

Behind building G needs grass and/or sod. Was asked for last year, but was not done. 826 needs new sod also. This was not addressed by the Board at this time.

**Open to Members (who have signed up to speak) on Old Business – 3 minute time limit:**

A SAPIHA member asked about financials for the pool. Secretary could not hear what she was saying, but someone explained that they would get her an answer to her question.

Another SAPIHA member reported that the timer lights needed to be adjusted since we are having longer days. Keith said that he would take care of the lights being reset.

***New Business***

***Open to Members who have signed up to speak on New Business – 3 minute Time limit.***

Having no further business or comments, Bev Wise made motion to adjourn; seconded by H. McCombs Carried: Yes  No  Adjourned – Approx. 7:25 pm

AGENDA  
PIHA  
BOARD of DIRECTORS MEETING  
August 19, 2019

Call to Order: \_\_\_PM By:

Roll Call:	President	Harriet McCombs	___
	Vice-President	Karen Elzinga	___
	Treasurer	Ziggy Jablonskis	___
	Secretary	Beverly Wise	___
	Director	Marlene Korycki	___

***Minutes of Previous Meeting: July 15, 2019 – Beverly Wise Secretary***

Discussion

Motion: The Motion to approve was given by \_\_\_\_\_, 2<sup>nd</sup>: \_\_\_\_\_ Carried: Yes \_\_\_ No \_\_\_

***Treasurer's Report for month ended July 31, 2019 – Ziggy Jablonskis Treasurer***

Discussion? \_\_\_\_\_

Motion to approve: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Carried: Yes \_\_\_ No \_\_\_

***Maintenance Managers' Report – Keith Mahoney, Maintenance***

Dock 3 and 4 Bids

Dock 5-Dock Masters was supposed to have installed owed cleats 7/9/19.

Dock 6 – Progress on warrenty work?

Roof Repair – Frankart Bid 886, 892, 928 Note: 928 notified on 5/29 deadline for repair/signoff is 7/28. (60) days. 892 Closing date scheduled for 7/2<sup>nd</sup>.

Roofing Repair issues: Building F, 884, 886,892,888,894.

Siding on Building B – Bid?

**Erosion** : Still need bids from Jeff on Erosion issue- 918 reported 7/9 she is having issues every time they mow her patio is getting dirt kicked up all over. Also behind 916. Keith will call Jeff.

Water spilling over rock walls at several units. Did anyone tell Jeff, gutter was probably blocked?

Pool Repair – Still needed -- a bad place at 5 foot mark that has to be repaired.

Annual pipe inspection and wash out on building G. Update on Pipe inspection-still waiting on bids from multiple companies?



***Violation/Fines: -- Dana Sutter***

*Screenings Report: 912 Still doing short-term rentals up to #9 without any notifications interviews, etc. Violations are mounting upward.*

***Violations Committee Report - Jim Surette, Dana Sutter***

***Landscape Committee Report – Nancy Surette –***

***Maintenance Advisory Committee Report – Jim Surette***

***Pool Committee Report – Nancy Smith***

***Old Business***

Check signers need to be changed from Kathy Wuenstel, Treasurer, to Ziggy Jablonskis, Treasurer.

Election Committee – We still need to search for people willing to serve on the Board or a committee.

Newly Revised Rules and Regulations – Tabled 5/20/19.

How are gutter brushes doing at 922 and 924?

Behind building G needs grass and/or sod. Was asked for last year, but was not done. 826 needs new sod also.

**Open to Members (who have signed up to speak) on Old Business – 3 minute time limit**

***New Business***

Nomination letters to membership need to go out by the end of August?

Need volunteers to preside over (count voting/proxies at the annual Meeting (Election Committee for the annual meeting)

*Discussion about SAPIHA attacks against the PIHA board*

***Open to Members who have signed up to speak on New Business – 3 minute Time limit.***

Having no further business or comments, \_\_\_\_\_made motion to adjourn; seconded by \_\_\_\_\_  
Carried: Yes \_\_\_ No\_\_\_ Adjourned – Approx. \_\_\_\_\_ pm.

MINUTES  
PIHA  
BOARD of DIRECTORS MEETING  
SEPTEMBER 16, 2019

Call to Order: 6:00\_\_PM By: Karen Elzinga, V. President

Roll Call:	President	Harriet McCombs	Vacation
	Vice-President	Karen Elzinga	<u>  v  </u>
	Treasurer	Ziggy Jablonskis	<u>  v  </u>
	Secretary	Beverly Wise	<u>  v  </u>
	Director	Marlene Korycki	<u>  v  </u>

**Minutes of Previous Meeting: August, 19, 2019 – Beverly Wise Secretary**

Discussion.

Motion: The Motion to approve was given by ZJ, 2<sup>nd</sup>: KE Carried: Yes v No   

**Treasurer's Report for month ended August 31, 2019 – Ziggy Jablonskis Treasurer**

Discussion: None Motion to approve:   BW   Second: --MK--- Carried: Yes v No   

**Maintenance Managers' Report – Keith Mahoney, Maintenance**

Dock 3 and 4: After some discussion regarding last month's vote on repair/replacing these two docks. Ziggy made a motion to amend the vote that was made by the Board last month on Dock 3 and to replace the whole dock at the price of \$29,460.00, seconded by BW and the vote carried unanimously.

**Erosion:** The subject of the erosion was not discussed during the meeting.

Roof Repairs on 822,840, 892 and 910 have been approved during the August meeting and are now in the works.

Roofs on 842, 886 and 884 Keith reported have been completed.

The roof leak on 864 included a leaking lanai roof. Karen Elzinga made a motion to approve 864 providing Keith checks to make sure the lanai roof has not been modified previously to the leak. This is a \$5000.00 fix and the motion was seconded by Marlene Korycki and all votes were "Yes".

A new leak in 924 roof: roofer says this is a different spot than where work was previously done. Bev Wise made a motion to repair 924's leak, seconded by Marlene. Motion carried.

Karen Elzinga reported that the sprinkler system at the East Entrance was found to be leaking and will cost \$277 to repair. The work will be done on Thursday, 9/19.

The subject of repair/replace/cleaning the gutters and gutter extensions was explained by Virgil Stacy as he had been working with getting prices from some gutter cleaning businesses. Virgil felt once the

gutters were cleaned and gutter brushes installed, that most of our problems would go away with the addition of downspout extenders and gutter sealing to existing gutters. Keith also reported 2 bids. First for Boston's Home Service for cleaning buildings 1-5 every 3 months and buildings 6&7 every month. \$458.35/ month totaling \$5,500.20/ year. Second was from Gould's Gutters there was a large break down but overall price would be upwards of 11,600/ yearly. They were also willing to do the gutter guards with a quote of 14,400 overall Gould's was determined to be too costly which Keith agreed. Boston's was not considered after D&K was discussed. It was decided that D & K Gutters had the best price and once hurricane season was over around 11/15, we would have all the gutters cleaned for the price of \$1300 (This includes front of the buildings, rear lanai gutters, and lanai roofs). D & K would also install gutter brushes for \$400 or \$0.40 per linear foot (in the event allotted gutter brush funds do not get all 7 buildings done. There was a motion made by Ziggy Jablonskis to approve the purchase of gutter brushes by Virgil when they come on sale up to the amount of up to \$2800.00; seconded by Marlene Korycki. Votes carried. Virgil will advise D & K Gutters of PIHA's plans.

Virgil gave the following units as having damaged gutters: 920,856-858,and 922 that should be replaced. The gutter between 840 - 842 is sagging in the middle and should be either lifted or replaced. Other gutters should be inspected and resealed at the edges to prevent water leaking down the walls. Nearly every unit needs new gutter extensions and water runoff blocks to eliminate damage in landscaped areas and soil erosion.

There was also discussion about concrete fiber curbing on the buildings in place of the wooden landscape timbers. Virgil will talk with the company to get a quote on replacing only the existing landscape timbers with the concrete fiber curbing. Original quote was for a per building basis around the entire landscaped areas but the cost for all buildings would be too much at this time. No motions or actions were taken.

Shannon worked on the FWC and they have been updated and renewed permit issued 9/5/19 for the Aquatic Plant Control.

Keith reported a tree at 884 was reported to him as dying. Karen said she will check the tree on Thursday.

Keith reported that 840 had sold to Jennifer Deweese, a current tenant of 864. 892 was sold to J.G.W. Holdings.

Keith stated that 890, 868, 854 and 832 had violations and letters were going out to the residents and/or owners. 854 was to get a Final Notice letter to the owner regarding an unlicensed vehicle stored in the parking space. It was stated that any owners that are more than 30 days in arrears on their monthly assessments and/or fines will not be allowed to vote in the upcoming board election. Letters to go out to current residents in arrears.

**LANDSCAPE COMMITTEE** –No one present from that committee to report. Karen Elzinga reported that Neat and Tidy had just planted 4 trees at the rear entrance in addition to some other plants. They will also be repairing the sprinklers Thursday the 19<sup>th</sup>.

**POOL COMMITTEE** – Phil Kemp was not at meeting; having surgery. Everyone said that the pool was looking very good. Karen had talked with Phil and he said that he is working on getting a process going on the pool.

**Violations Committee Report - Dana Sutter--** 912 Still doing short-term rentals up to #10 without any notification's interviews, etc. Violations are mounting upward. Fines need to be levied

## ***Landscape Committee Report – Nancy Surette***

## ***Maintenance Advisory Committee Report – Jim Surette***

### ***Old Business***

Election Committee – We still need to search for people willing to serve on the Board or a committee.

Election Counting Committee – Volunteers needed for the annual meeting to help oversee counting of proxy votes and voting.

Ziggy Jablonskis reported he has gotten his signature on the bank accounts at both banks.

Karen Elzinga reported she is buying an external speaker for her phone and will bring it to the meeting next month and try it to see if it will help everyone hear better at the meetings.

Karen also reminded everyone to send in their proxy votes or attend the annual meeting in November.

**Open to Members (who have signed up to speak) on Old Business – 3 minute time limit**

### ***New Business***

Proxy letters to membership need to go out by the end of September – Being handled by Integrity.

Need volunteers to preside over (count voting/proxies at the annual Meeting (Election Committee for the annual meeting)

**Open to Members who have signed up to speak on New Business – 3 minute Time limit.**

Marlene Korycki reported that she wished to paint the trim on her house. Karen Elzinga advised her to take her color to the SAPIHA Board at their meeting on Thursday.

Marlene Korycki asked to have her exercise group come to the PIHA pool on a Friday evening around 6pm. She said there would be around 10 people just for exercise and they would then gather at her home. Motion was made by Bev. Wise and seconded by Ziggy to allow the pool to be used for this group. Vote was unanimous.

Having no further business or comments, ZJ\_\_ made motion to adjourn; seconded by MK Carried:  
Yes   V   No        Adjourned – Approx.   7:50   pm.

Respectfully Submitted by

Beverly Wise, Secretary

PIHA  
BOARD of DIRECTORS MEETING  
October 21, 2019

Call to Order: 6:02PM By: Harriet McCombs

Roll Call:	President	Harriet McCombs	<u>  v  </u>
	Vice-President	Karen Elzinga	<u>  v  </u>
	Treasurer	Ziggy Jablonski	<u>  v  </u>
	Secretary	Beverly Wise	<u>  v  </u>
	Director	Marlene Korycki	<u>  v  </u>

***Minutes of Previous Meeting: September 16, 2019 – Beverly Wise Secretary***

Discussion: The date of the previous meeting on the Agenda was incorrect as secretary had used a prior agenda form. The correct date was corrected on the agenda and by the Secretary by hand and later on the typed form.

The Motion to approve with the correction was given by the Treasurer, SJ 2<sup>nd</sup>: KE Carried: Yes   5    
No   0   Abs   0  

***Treasurer's Report for month ended September 30, 2019 – Ziggy Jablonski Treasurer***

*It was noted by the Treasurer there are 5 units late on their assessments.*

*Discussion: There was some confusion and concern in the discussion on the financials with questions on the pool charges and gutter cleaning from Neat n Tidy. KE made a motion to table approval of the financial report until the next meeting to get more information. 2<sup>nd</sup>: by MK and all 5 voted yes to table.*

*Motion to approve: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Carried: Yes    No*

***Maintenance Managers' Report – Keith Mahoney***

Roof Leak #864 includes leaking lanai roof is still in process. Roof leak 924 has been completed. Roof repairs on 822,840,892, 910 have been completed. 918 and 854 have reported leaks after the recent rain.

Keith reported that 3 gutters that were considered as damaged and needed new screws to repair at a cost of \$125 for all three gutters Motion to get the gutters repaired with new screws for \$125.00 was made by KE, 2<sup>nd</sup> by HM Carried: Yes   5   No: 0 Abs   0  

***Violation/fines report = :*** 890,868,854,832 second letter sent out? 858 has corrected the tire issue. 902 and 918 have been sent first violation letters. 854 was reported getting a second letter. No mention of hearings or fines on any of the above.

Screenings Report: No report

***Violations Committee Report - Dana Sutter--Please study your Rules and Regulations as you will be needing this knowledge to have hearings with individuals who may/ not have fines imposed.***

**Violations--** 912 Has several violations – No interviews, 11 short-term rentals, and others. Harriet explained to everyone about the progress that the Attorney had made. Due to SAPHIA members inquiring what the attorney had done/not done and if it was costing them any money. She advised them of the letter, ballot and proxy that would be going out to all PIHA members advising them of a vote to amend our Covenants at the annual meeting in November. This vote will limit short term rentals in our PIHA community. A partial description is listed in the Agenda for the October meeting and will not be repeated in these minutes. A copy of the letter and ballot is included in the Secretarial files and is to be mailed to each unit owner explaining the voting at the annual meeting in November.

**Landscape Committee Report –** Tree at unit 884. Karen Elzinga had volunteered to check on the tree and it is diseased. She had one outside her unit that was the same way last year and she was able to find out what to spray the tree with, did so, and saved her tree. She has volunteered to spray the tree at unit 884 and try and save that one as well.

**Maintenance Advisory Committee Report – Jim Surette**

**Pool Committee Report – Phil Kemp--** Phil was not at the meeting, but did let Karen know that there is a small issue with the pool phosphorous that Phil will take care of on Thursday.

### **Old Business**

Ziggy- Docks 3 and 4. He has been working on this and had a good presentation. After some discussion the motion to repair the whole dock #3 for the \$29,460 was redacted with a motion made by KE, 2<sup>nd</sup> by MK and voted by all Yes votes; No 0 Abs: 0 Another motion was made by KE to repair the oldest part of the dock #3 at a cost of \$25,220, or \$4,240 less 2<sup>nd</sup>: MK and Yes 5, No 0, Abs. 0.

Gutters: Karen reported that the gutter brushes installed as a test are working great and the gutters will be cleaned and new brushes installed in early November.

### **Open to Members (who have signed up to speak) on Old Business – 3 minute time limit**

Dana Sutter reported she has not received the ballot and proxy letter for the election of the 2020 officers.

Marlene asked a question regarding the fence along Gospel Island Road, It was answered that all three associations share in the cost of the fence.

A SAPHIA member had a questions regarding the cracks in the tennis court/pickle ball court.

Maintenance Manager, Keith, said he would look into new quotes for recoating since it had been almost a year since we had gotten quotes.

### **New Business**

Ballots have been sent out for election of 2020 Board of Directors – Reminding everyone to attend the annual meeting and send in or Bring their ballot in sealed envelope or send in their ballot and proxy.

The PIHA Board held a Special Meeting October 7, 2019. The subject was 2020 Budget funding.

2020 Budget - Special meeting with Integrity on Wednesday October 16, 2019 at 11:00 AM at Integrity Offices to discuss adjustments to the proposed budget for 2020. This item was informational only.

Budget Approval: Discussion? No discussion or voting at this time. Will be done at the November regular meeting.

Motion:  2<sup>nd</sup>:  Yes  No

Proceed with election process for Annual Members Meeting in November.

**Harriet- Proposed Amendment Resolution.**

1. Notice of Proposed Rule Change: General notice pursuant to Civil Code Section 4045. Due to the occurrence of a short-term rental within the PIHA, ignoring the documents that explicitly restrict the amenities offered by said unit, it has been determined by the board of directors that further restrictions upon renting or leasing properties within the PIHA sub-division are Agenda Items for October 21, 2019 Meeting.

2. Necessary to preserve and benefit the property values and general scheme of development within the Pritchard Island sub-division. All proposals have been amended for us by attorney Karen O'Gaffney to assure that we follow all the State of Florida guidelines for writing or amending HOA Documents.

3. Within your PIHA Documents, please read: 10. USE RESTRICTIONS ...10.1 UNITS  
10.1.1. and, please read 10.1.6. These two rules have been amended for us by Attorney Karen O. Gaffney.

There is also a proposal to amend our procedure for fining.

Members will be receiving a letter containing the complete wording and more information for all the proposed amendments as well as a ballot to vote yes or no for these proposed changes.

***Open to Members who have signed up to speak on New Business – 3 minute Time limit.***

Marlene had a question about power washing the top of the front entrance fence. The top is capped with a very white concrete (?). There was a bid of \$300 from someone and through the discussion it was determined to get another bid or two.

Someone asked for a copy of Karen O. Gaffney's letter.

Having no further business, questions or comments a motion was made to adjourn the meeting by \_KE  
2<sup>nd</sup> SJ \_ Carried: Yes \_\_5\_ No\_\_0\_

Respectfully submitted by  
Beverly Wise, Secretary PIHA

MINUTES  
PIHA  
BOARD of DIRECTORS MEETING  
November 18, 2019

Call to Order: 6:00 PM By: President, Harriet McCombs

Roll Call:	President	Harriet McCombs	<u>  v  </u>
	Vice-President	Karen Elzinga	<u>  v  </u>
	Treasurer	Ziggy Jablonski	<u>  v  </u>
	Secretary	Beverly Wise	<u>  v  </u> (phone)
	Director	Marlene Korycki	<u>  v  </u>

***Minutes of Previous Meeting: October 21, 2019 – Beverly Wise Secretary***

Discussion? \_\_\_\_\_

The Motion to approve was given by   ZJ  , 2<sup>nd</sup>:   HM   Carried: Yes   5   No    Abs   

***Treasurer's Report for month ended October 31, 2019 – Ziggy Jablonski Treasurer***

*Treasurer's Report for September 30, 2019 needs to be approved also.(from October Meeting)*

*The Treasurer's Report for September 30, 2019 was again tabled as it needed correction due to the changes in pool charges and changes in charges for the Landscaping company.*

*Treasurer gave the revised report in a new template and asked for a motion to approve. There was no Discussion. Motion to approve:   ZJ   2<sup>nd</sup>:   HM   Carried: Yes   5   No*

***Maintenance Managers' Report – Keith Mahoney***

Maintenance Manager Keith Mahoney was absent from the meeting, but sent a report read by President McCombs, (attached to minutes) which included some of the following items:

Roof Leaks #864 also includes leaking lanai roof

918 and 854 and 850 roof leaks Bids - Bids were approved by motion from KE, 2<sup>nd</sup> ZJ and 5 yes votes.

868 roof repair at \$1800 by Frankart

***Violation/fines report = :*** *Any report from 890,868,854,832 letters out? 854 final letter. Any response? No violation/fines report was given at this meeting.*

*Screenings Report: There were several screenings listed in the Maintenance Managers report. These were also reported by the President during the meeting.*

***Violations Committee Report - Dana Sutter***

*Please study your Rules and Regulations as you will be needing this knowledge to have hearings with individuals who may/ not have fines imposed.*



*912 Has several violations – No interviews, 12 short-term rentals, and others.*

*Other violations - Violations*

### ***Landscape Committee Report -***

### ***Maintenance Advisory Committee Report – Jim Surette***

***Pool Committee Report –*** There was discussion about pool maintenance during the winter months, no motions were entertained and no votes taken. There was a consensus that the pool is being well maintained by the new pool company.

### ***Old Business***

Gutters: Virgil Stacy reported the gutters were cleaned on 11/16/2019 and the new brushes were installed and he presented the D & K invoice for \$1841.00 to the Board for payment. A motion was made by KE to approve the bill for payment; seconded by HM and Yes 3 – unanimous.

Quotes on Tennis courts: KE volunteered to get bids on repairing the tennis court cracks as we have monies in reserves to work on this project.

Information you need to know : Special meeting with Attorney Karen O. Gaffaney held on November 6, 2019, regarding clarification of new amendments to covenants and update on short-term rental problem with 912. Harriet gave a short explanation of the meeting with the attorney and what the Board intends to do.

### ***Open to Members (who have signed up to speak) on Old Business – 3 minute time limit***

922– Talked about roofs, and reserves, and the warranty by roofer is only for labor – the product he puts on the roof would be warranted by the company that makes the roofing material. A SAPIHA member commented that when there is contracted workers someone needs to watch the workers.

Ziggy- commented when roofs were mentioned that he had known Frankhart our current roofer for a very long time .

### ***New Business***

For New Business:

1. Neat and Tidy will pressure wash the entries. The cost they gave was \$300.00 which doesn't require Board approval or other bids.
2. Budget approval. 2020 Budget: Presentation, Discussion, Motions and Vote

There was some discussion and it was noted to the members present that the assessment would be the same as last year. There was not a vote of approval on the budget.

Discussion:

Motion to approve: \_\_\_\_ 2nd \_\_\_\_ Yes \_\_\_ No \_\_\_ Abs \_\_\_\_

3. New signs and letters. – On October 31, 2019 the West entrance was vandalized. Several letters in the “Pritchard Island” name were torn down as well as the large circular signs. Then the signs were taken from the property. The Sheriff’s department was notified and a report was filed. The signs and letters at the East entrance were not bothered. The board discussed whether to have wooden letters made or to have them made of a better lifetime-warranted material and bolted to the brick wall. The cost would be divided among the three associations in the manner of the other amenities or maybe a special assessment since there is no reserve funds for this item. No action was taken at this time. The Board will seek more information to make a better and informed decision.

4. Letter to us from Gospel Island HOA: A letter from the President of the GI HOA was read by Harriet McCombs regarding their concerns about people driving over to the office/pool area and parking in the utility easement and affecting their grass. They (GI) say no one should park in that area and have blocked it off with signs and tape to keep people from driving into that area. This action requires the handicapped person to vacate their vehicle, walk to the tape/chain and remove; get back in vehicle drive car a short distance; get out of car reattach tape/chain; get back into vehicle and drive to office/pool area and park. They (GI) said they would allow persons who have handicapped license or tags to park there. Note: This is an area that is utilized by the whole island as the meeting building (for the purpose of the HOA Meetings) is located there and is very near the tennis courts and pool. A PIHA Board member said she had spoken to the City Manager, Frank DeGiovanni regarding the blocking and he informed her that the easement should not be blocked or locked with a chain, etc. which what the letter from GI had stated they were planning to do. This is an issue that will have to be resolved by the city or one of their commissioners. This will be another on-going issue.

5. Broken Tiles in pool restrooms -- There are a couple broken tiles in the pool restroom and Harriet and Karen have volunteered to replace them for free.

**Open to Members who have signed up to speak on New Business – 3 minute Time Limit.**

Note: The Board received a letter from Keith Mahoney who has been doing our maintenance management for the past 5 months stating he will resign as of the end of his contract on 12/31/19, as he is planning to take a new career path. The Board will have to make the decision to look for another Maintenance person or self-manage the maintenance. No decision was made or voted on at this time.

Having no further business or comments, \_\_\_KE\_\_\_made motion to adjourn; seconded by \_\_\_MK\_\_\_  
Carried: Yes \_5\_ No\_\_\_

Respectfully submitted by  
Beverly Wise, Secretary PIHA

PIHA  
ANNUAL MEMBERS AND BOARD of DIRECTORS MEETING  
November 18, 2019

CALL TO ORDER by President Harriet McCombs at 7:35pm

ROLL CALL: Roll call was the same as the monthly meetine previous to this annual meeting.

SELECT COMMITTE TO COUNT PROXIES AND BALLOTS (Dana Sutter and Jim Surrette volunteered)

VERIFICATION OF QUORUM (25) 15 People present and 15 Proxies received

APPROVAL OF NOVEMBER, 2018 MINUTES

Motion made to approve minutes \_KE\_\_\_\_\_ 2<sup>nd</sup> \_ZJ\_\_\_\_ Yes votes \_\_3\_\_ No votes\_\_0\_\_

MOTION TO BORROW FROM RESERVES TO PAY INSURANCE

Motion made to pay insurance from reserves by \_KE\_\_\_\_\_ 2<sup>nd</sup> \_HM\_\_\_\_\_ Yes votes \_\_3\_\_ No votes\_\_0\_\_.

MOTION MADE TO TRANSFER PROFIT IF NEEDED TO AVOID TAXES by: \_KE\_\_\_\_\_ 2<sup>nd</sup> \_HM\_\_ Yes \_\_3\_\_ No \_\_0\_\_ Abs \_\_0\_\_

AMENDMENTS TO COVENANTS: This item was found to be incorrect and the President requested a motion to redact the amendment at this time.

Motion to redact, correct and revote at a later date : \_KE\_\_\_\_\_ 2<sup>nd</sup> \_ZJ\_\_\_\_ Yes \_\_3\_\_ No \_\_00\_\_ Abs \_\_0\_\_

ELECTION OF NEW BOARD MEMBERS:

Announcement of Board Members and # votes candidates received:

Joseph DeMorrow (SAPIHA) 29	Ziggy Jablonskis (PIHA) 24
Marlene Korycki (SAPIHA) 24	Cindy Marchand(SAPIHA ) 21
Beverly Wise (PIHA) 21	Karen Elzinga (PIHA) 20
Harriet McCombs (PIHA) 16	

Total Votes : 155

Motion to Elect persons with most votes: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abs \_\_\_\_\_

There were no motions asked for nor made.

Having no further business or comments, \_ZJ\_ made motion to adjourn; seconded by \_\_KE\_\_  
Carried: Yes \_3\_ No \_0\_ Abs \_0\_

Respectfully submitted by  
Beverly Wise, Secretary PIHA



# MINUTES

## PIHA

### NEWLY ELECTED 2020 BOARD of DIRECTORS MEETING

November 18, 2019

Newly elected 2020 Board Member Joe DeMorrow jumped in and conducted this meeting. The purpose of the meeting was to elect officers for the 2020 PIHA Board of Directors.

The meeting started directly after the PIHA Annual meeting of the members and Board at 8: 20 p.m.

Board Members Present were:

Joe DeMorrow, Ziggy Jablonskis, Beverly Wise, Marlene Korycki, and Cindy Marchand

1. Elect officers of newly elected 2020 Board of Directors:

President: Motion to elect Joe DeMorrow:  MK

2nd:  CM Yes  3 No   Abs  2

Vice-President: Motion to elect Marlene Korycki:

JD 2nd:  CM Yes  3 No   Abs

2

Treasurer: Motion to elect Ziggy Jablonskis:  JD

2nd:  CM Yes  3 No   Abs  2

Secretary: Motion to elect Cindy Marchand : \_\_JD\_\_  
2nd: \_\_MK\_\_ Yes \_\_3\_\_ No \_\_\_\_\_ Abs \_\_2\_\_

Director: Motion to elect Beverly Wise as a Director was not made as this was only position left on the Board.

There was no further business to conducted at this time so JD made the motion to adjourn 2<sup>nd</sup> by \_\_MK\_\_ Yes \_\_\_\_\_3 No \_\_\_\_\_Abs: \_\_2\_\_

Respectfully Submitted

Beverly Wise, Secretary

PIHA

PIHA L

	Proposed 2020 Budget	PIHA Year Total	SAPIHA Year Total	GI Year Total	PIHA Year/Unit	SAPIHA Year/Unit	GI Year/Unit	PIHA Mo/Unit	SAPIHA Mo/Unit	GI Mo/Unit
<b>INCOME</b>										
PIHA maintenance fees	\$154,560.00	\$154,560.00	\$0.00	\$0.00	\$2,760.00	\$0.00	\$0.00	\$230.00	\$0.00	\$0.00
SAPIHA maintenance fees	\$13,524.32	\$0.00	\$13,524.32	\$0.00	\$0.00	\$500.90	\$0.00	\$0.00	\$41.74	\$0.00
GI Maintenance fees	\$8,920.56	\$0.00	\$0.00	\$8,920.56	\$0.00	\$0.00	\$287.76	\$0.00	\$0.00	\$23.98
Dock fees										
<b>TOTAL INCOME</b>	<b>\$177,004.88</b>	<b>\$154,560.00</b>	<b>\$13,524.32</b>	<b>\$8,920.56</b>	<b>\$2,760.00</b>	<b>\$500.90</b>	<b>\$287.76</b>	<b>\$230.00</b>	<b>\$41.74</b>	<b>\$23.98</b>
<b>EXPENSES</b>										
Lawn Service & Landscaping	\$29,379.00	\$26,957.74	\$1,127.14	\$1,294.12	\$481.39	\$41.75	\$41.75	\$40.12	\$3.48	\$3.48
Pest Control	\$5,104.00	\$4,678.00	\$198.00	\$228.00	\$83.54	\$7.33	\$7.35	\$6.96	\$0.61	\$0.61
Termite Treatment, PIHA bldgs.	\$800.00	\$749.16	\$23.66	\$27.18	\$13.38	\$0.88	\$0.88	\$1.11	\$0.07	\$0.07
Pool Maintenance & service	\$5,000.00	\$2,456.00	\$1,184.00	\$1,360.00	\$43.86	\$43.85	\$43.87	\$3.65	\$3.65	\$3.66
Pool House & Deck Cleaning	\$2,080.00	\$1,022.00	\$492.50	\$565.50	\$18.25	\$18.24	\$18.24	\$1.52	\$1.52	\$1.52
Building, Cleaning & Maint.	\$7,769.00	\$7,769.00	\$0.00	\$0.00	\$138.73	\$0.00	\$0.00	\$11.56	\$0.00	\$0.00
Electric	\$3,780.00	\$1,856.84	\$895.27	\$1,027.89	\$33.16	\$33.16	\$33.16	\$2.76	\$2.76	\$2.76
Water & Sewer	\$2,400.00	\$1,178.95	\$568.42	\$652.63	\$21.05	\$21.05	\$21.05	\$1.75	\$1.75	\$1.75
Legal Fees	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$44.64	\$0.00	\$0.00	\$3.72	\$0.00	\$0.00
Audit & Accounting	\$5,100.00	\$5,026.00	\$37.00	\$37.00	\$89.75	\$1.37	\$1.19	\$7.48	\$0.11	\$0.10
Mailings, Meetings, Office, Postage	\$330.00	\$313.50	\$16.50	\$0.00	\$5.60	\$0.61	\$0.00	\$0.47	\$0.05	\$0.00
Tax & Government Fees	\$311.25	\$234.93	\$35.53	\$40.79	\$4.20	\$1.32	\$1.32	\$0.35	\$0.11	\$0.11
Contingency Fund	\$767.88	\$767.88	\$0.00	\$0.00	\$13.71	\$0.00	\$0.00	\$1.14	\$0.00	\$0.00
Insurance	\$24,484.75	\$23,880.10	\$281.28	\$323.37	\$426.43	\$10.42	\$10.43	\$35.54	\$0.87	\$0.87
Beautification & landscaping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Management	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$85.71	\$0.00	\$0.00	\$7.14	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$94,605.88</b>	<b>\$84,190.10</b>	<b>\$4,859.30</b>	<b>\$5,556.49</b>	<b>\$1,503.39</b>	<b>\$179.97</b>	<b>\$179.24</b>	<b>\$125.28</b>	<b>\$15.00</b>	<b>\$14.94</b>
<b>RESERVE BREAKDOWN</b>										
Roof replacement & repairs	Proposed 2020 Budget	PIHA Year Total	SAPIHA Year Total	GI Year Total	PIHA Year/Unit	SAPIHA Year/Unit	GI Year/Unit	PIHA Mo/Unit	SAPIHA Mo/Unit	GI Mo/Unit
Roof, pool house	\$1,252.00	\$615.01	\$296.53	\$340.46	\$10.98	\$10.98	\$10.98	\$0.92	\$0.92	\$0.92



S	Roof, Office building ✓	\$277.00	\$136.07	\$65.61	\$75.32	\$2.43	\$2.43	\$2.43	\$0.20	\$0.20	\$0.20	\$0.20
P	Siding, PIHA buildings ✓	\$6,309.00	\$6,309.00	\$0.00	\$0.00	\$112.66	\$0.00	\$0.00	\$9.39	\$0.00	\$0.00	\$0.00
S	Siding, pool building ✓	\$329.00	\$161.62	\$77.92	\$89.46	\$2.89	\$2.89	\$2.89	\$0.24	\$0.24	\$0.24	\$0.24
P	Painting, PIHA buildings ✓	\$4,167.00	\$4,167.00	\$0.00	\$0.00	\$74.41	\$0.00	\$0.00	\$6.20	\$0.00	\$0.00	\$0.00
P	Roof shingle cleaning, PIHA buildings ✓	\$414.00	\$414.00	\$0.00	\$0.00	\$7.39	\$0.00	\$0.00	\$0.62	\$0.00	\$0.00	\$0.00
S	Painting & repair fences ✓	\$1,743.00	\$856.21	\$412.82	\$473.97	\$15.29	\$15.29	\$15.29	\$1.27	\$1.27	\$1.27	\$1.27
S	Painting, pool house & office building ✓	\$300.00	\$147.34	\$71.03	\$81.63	\$2.63	\$2.63	\$2.63	\$0.22	\$0.22	\$0.22	\$0.22
S	Swimming pool & pool house ✓	\$7,470.00	\$3,669.47	\$1,769.21	\$2,031.32	\$65.53	\$65.53	\$65.53	\$5.46	\$5.46	\$5.46	\$5.46
S	Tennis court ✓	\$1,000.00	\$491.24	\$236.84	\$271.92	\$8.77	\$8.77	\$8.77	\$0.73	\$0.73	\$0.73	\$0.73
S	Docks, PIHA & SAPIHA ✓	\$17,430.00	\$11,760.00	\$5,670.00	\$0.00	\$210.00	\$0.00	\$0.00	\$17.50	\$17.50	\$17.50	\$0.00
P	Docks, pressure cleaning ✓	\$200.00	\$134.94	\$65.06	\$0.00	\$2.41	\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.00
P	Plumbing ✓	\$2,567.00	\$2,567.00	\$0.00	\$0.00	\$45.84	\$0.00	\$0.00	\$3.82	\$0.00	\$0.00	\$0.00
P	Asphalt capping of parking areas ✓	\$3,360.00	\$3,360.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00
P	Sealing & striping of park areas ✓	\$946.00	\$946.00	\$0.00	\$0.00	\$16.89	\$0.00	\$0.00	\$1.41	\$0.00	\$0.00	\$0.00
P	Tree lifting ✓	\$925.00	\$925.00	\$0.00	\$0.00	\$16.52	\$0.00	\$0.00	\$1.38	\$0.00	\$0.00	\$0.00
	RESERVE TOTAL	\$82,399.00	\$70,369.90	\$8,665.02	\$3,364.08	\$1,256.61	\$320.93	\$108.52	\$104.72	\$26.74	\$9.04	\$9.04
	TOTAL EXPENSES	\$94,605.88	\$84,190.10	\$4,859.30	\$5,556.49	\$1,503.39	\$179.97	\$179.24	\$125.28	\$15.00	\$14.94	\$14.94
	TOTAL RESERVE	\$82,399.00	\$70,369.90	\$8,665.02	\$3,364.08	\$1,256.61	\$320.93	\$108.52	\$104.72	\$26.74	\$9.04	\$9.04
	Grand Total	\$177,004.88	\$154,560.00	\$13,524.32	\$8,920.56	\$2,760.00	\$500.90	\$287.76	\$230.00	\$41.74	\$23.98	\$23.98

**PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.**  
**BUDGET JUSTIFICATION FOR FISCAL 2020**  
 Prepared by Heather Vayens, Integrity Tax & Bookkeeping

**EXPENSES:**

**LAWN SERVICE AND LANDSCAPING**

Part # 1:

Neat & Tidy has renewed a 3-year contract. The base annual cost for 2020 is \$ 21,012. A 3 % charge for each month gas prices are over \$ 3.00 per gallon is not included in 2020. The contract includes one (1) tree trimming, including front entries, and two (2) lake cuts to tree line. Neat & Tidy estimated that 12.5% of the \$ 21,012.00 for grounds keeping of entrances, front burm, recreational areas, and meeting room. This is a common expense, which should be shared by all on an equal basis.

$\$ 21,012. \times .125 = \$ 2,626.50 / 114 \text{ units} = \$ 23.04 \text{ per unit per year} / 12 \text{ months} = \$ 1.92 \text{ per mo.}$   
 $\$ 21,012. - \$ 2,626.50 = \$ 18,385.50 / 56 \text{ units} = \$ 328.31 \text{ per unit per year} / 12 \text{ mo} = \$ 27.36 \text{ per unit per mo. for PIHA only.}$

	<u>SUB-Total</u>	<u>PIHA</u>	<u>SAPIHA</u>	<u>G.I.</u>
	\$ 2,626.50	\$ 1,290.24	\$ 622.05	\$ 714.21
	18,385.50	18,385.50	---	---
Part 1				
<b>TOTAL</b>	<u>\$ 21,012.00</u>	<u>\$ 19,675.74</u>	<u>\$ 622.05</u>	<u>\$ 714.21</u>

Part # 2

The following services are also with 12.5% to all members:

Mulch ( 106 yards @ \$ 47. Per yd), buildings B thru H, front entrances, pool fence, and meeting Room.....	\$ 4,982.00
Tree and palm trimming one extra including front entrances and pool area.....	350.00
Fertilizing lawn grass including around entrances and pool area twice (2) per year Utilizing 90 bags of fertilizer @ \$ 18.50 per bag.....	1,665.00
Fertilize shrubs around pool enclosure and front entrances twice per year 20 bags of fertilizer X \$ 18.50.....	370.00

**TOTAL Part 2** \$ 7,367.00

$\$ 7,367 \times .125 = \$ 921. / 114 = \$ 8.08 \text{ per unit per yr.} / 12 = \$ .67 \text{ per unit per month for all units.}$   
 $7,367. - \$ 921. = \$ 6,446. / 56 = \$ 115. \text{ Per unit per year} / 12 = \$ 9.58 \text{ per unit per month PIHA.}$

**TOTALS BREAKDOWN PART 2 Per Assoc.**

Total	PIHA	SAPIHA	G.I.
\$ 7,367.00	\$ 6,459.00	\$ 205.00	\$ 235.00

Part 3

The following services are provided for PIHA units only.

Lake cuts, to tree line if needed, \$ 500. Per cut (2 included), 2 extra @ \$ 500.00 each for a total of four per year.....	\$ 1,000.00
Extra, if needed beyond tree line, \$ 500. Per marsh cut to low lake levels, X 4. Not Included in this year's budget due to high lake levels.	
Gutter cleanings all buildings quarterly	.00
8 extra gutter cleanings on rear of buildings G & H @ \$ 150.00 per time	1,200.00
	<hr/>
TOTAL PART 3	\$ 2,200.00

\$ 2,200.00/56= \$ 39.29 per unit per year/12 mo.= \$ 3.27 per unit per month.

RECAP, total per association per year.	<u>Total</u>	<u>PIHA</u>	<u>SAPIHA</u>	<u>G.I.</u>
Part 1	\$ 21,012.00	\$ 19,675.74	\$ 622.05	\$ 714.21
Part 2	7,367.00	6,899.00	218.00	250.00
Part 3	2,200.00	2,200.00	---	---
TOTAL	<hr/> \$ 30,579.00	<hr/> \$ 28,774.74	<hr/> \$ 840.05	<hr/> \$ 964.21

RECAP. Total per unit per year				
Part 1		\$ 341.00	\$ 22.00	\$ 22.00
Part 2		123.00	8.00	8.00
Part 3		39.00	--	--
TOTAL		<hr/> \$ 503.00	<hr/> \$ 30.00	<hr/> \$ 30.00

RECAP, per unit per month				
Part 1		\$ 28.42	1.84	1.84
Part 2		10.25	.66	.66
Part 3		3.25	--	--
TOTAL		<hr/> \$ 41.92	<hr/> \$ 2.50	<hr/> \$ 2.50

NOTE: This item (Landscaping) is by contract and should not be changed unless services or rates or increases by the Board of Directors. Current contract with landscaping company Neat & Tidy expires after the fiscal year 2022.

**PEST CONTROL**

This item has been allocated on the same basis as Lawn Service and Landscaping, and is provided by Neat & Tidy. Services include:

Spray lawn twice per year for weed control including front entrances and pool area.

		PIHA	SAPIHA	G.I.
Total	\$ 1,480.00	\$ 1,386.00	\$ 44.00	\$ 50.00

Spray lawn three (3) times per year for pests, including front entrance, pool area

	\$ 2,220.00	2,079.00	66.00	75.00
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Spray shrubs four (4) times per year for pests, including front entrances, pool area, and meeting room.

	\$ 864.00	809.00	26.00	29.00
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Treat pool building and area and meeting room on a bi-monthly basis for ants.

N/C

Treat buildings (PIHA), pool house, meeting room for spiders twice a year

	\$ 540.00	265.00	128.00	147.00
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Total per association per year:

	<u>\$ 5,104.00</u>	<u>4,678.00</u>	<u>198.00</u>	<u>228.00</u>
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Total per unit per year:

	<u>84.00</u>	<u>7.00</u>	<u>7.00</u>
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Total per unit per month: \$ 6.96      .61      .61

**TERMITE TREATMENT**

\$ 800.00 including pool and office building. 12.5% to all units X \$ 800.00= \$ 100.00/114 units/12 mo.= \$ .07 per unit per month to all units.

\$ 800.00- \$ 100.00=\$700.00 for PIHA/56 units= \$ 12.50 per unit/12 mo.= \$ 1.04 per unit per month.

This is a contract item.

Total	\$ 800.00	\$ 749.16	\$ 23.66	\$ 27.18
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**POOL MAINTENANCE & SERVICE**

Backyard Pool Service \$ 475.00 per month X 12 mo.= \$ 5,700.00

Pool supplies, extra chemicals, etc. 1,650.00

Total \$ 7,350.00

Common expense to be shared by all, \$ 7,350.00/114 units/12 mo.= \$ 5.37 per unit p.m.

## POOL HOUSE & DECK CLEANING

27 services X \$ 45.00 (May-October)= \$ 1,560.00, 6 services X \$ 45.00 (Nov,-April)=\$ 270.00  
Supplies, (paper goods, soap, light bulbs, etc.) \$ 250.00 per yr. Common expense shared by all.

Total \$ 2,080.00 / 114 units/12 mo.= \$ 1.52 per unit per month.

## BUILDINGS CLEANING AND MAINTENANCE

Includes pressure cleaning buildings and walkways (no roofs) for \$ 3,220.00. This refers to all original units, miscellaneous maintenance including plumbing, this includes \$ 250.00 to jet out main sewer lines of Bldg. G each November per Board approval in 2015 for a total of \$ 6,569.00. The board wants to add regularly scheduled gutter cleanings and gutter repair/replacements. Estimated total of \$6,000. Refers to all original units and only charged to PIHA.

\$ 12,569.00 /56 units / 12 months= \$ 18.70 per unit per month. PIHA only.

## ELECTRICITY

This is for common areas only: pool, office, recreation area, front entrances (both south and north), street lights. Common expense shared by all.

Total \$ 3,780.00/114 units/12 months= \$ 2.76 per month per unit (All)

## WATER & SEWER

Common area only to be shared by all. \$ 2,500.00/ 114 units/12 months= \$ 1.83 per unit per month.

## LEGAL FEES

Only to be charged to PIHA. \$ 500/56 units/12 months= \$ .74 per unit per month. Nothing was budgeted previously.

## AUDIT & ACCOUNTING

Integrity Tax & Bookkeeping. \$ 400.00 per month X 12= \$ 4,800.00  
Miscellaneous expenses 300.00

Total \$ 5,100.00

This is the hardest item to distribute due to the different services provided by the bookkeeping company. The format followed for this distribution is as follows:

		% applied			\$ applied		
		PIHA	SA	GI	PIHA	SA	GI
Posting assessments received, letters	\$3,000.	100	--	--	\$ 3,000.	--	--
Writing checks & Paying bills	450.	90	5	5	406.	22.	22.
Provide monthly financial statements	450.	100	--	--	406.	--	--
Reconcile Bank Statements	450.	100	--	--	406.	--	--

Provide year end compilations/file taxes	450.	100	--	--	406	--	--
Misc. expenses including postage	300.	90	5	5	270.	15.	15.
Total	\$5,100				\$ 4,894.	37.	37.

**AUDIT & ACCOUNTING(continued)**

PIHA \$ 4,894.00/ 56 units/12 months= \$ 7.28 per unit per month.  
 SA \$ 37.00/ 27 units/12 months= \$ .11 per unit per month  
 GI \$ 37.00/ 31 units/ 12 months=\$ .10 per unit per month

**MAILINGS, MEETINGS, OFFICE EXPENSE**

Office supplies, postage. Applied to PIHA and SAPIHA only.

			PIHA	SA
Total Per year	\$ 330		\$ 313.50	\$ 16.50
Per unit per month			\$ .47	.05

**TAXES AND GOVERNMENT FEES**

Swimming pool license \$ 150.00 /114 = \$ 1.32 / 12 mo.= \$ .11 per month (all units)  
 Corporate registration 61.25 / 56 = 1.09 / 12 mo.= .09 per month (PIHA only)  
 State tax 100.00 / 56 = 1.79 / 12 mo.= .15 per month (PIHA only)

Total \$ 311.25 (PIHA \$.35, SAP \$ .11, GI \$ .11) rounded off.

**PARKING AREA REPAIRS**

PIHA only - \$ 0.00 / 56 units / 12 MO. = \$ .00 per month.  
 Includes concrete bumpers at parking spots.

**CONTINGENCY FUND**

Charged to PIHA only \$830.35/ 56 units / 12 mo. = \$ 1.24 per unit per month.

**INSURANCE**

Total cost of insurance is estimated to be \$ 24,484.75 including an increase for insurance.  
 The insurance policy renews in late May 2020.

Insurance Breakdown:

Property:

\$ 18,180.75 Common area property covered includes, pool, office building.  
 Docks are not covered. Distributed equally to PIHA, SAPIHA, and GI units.

2.2% of property covered is for the pool, pool house,  
 Meeting room, front entry walls, and tennis Court fencing,  
 tennis court and docks excluded.

2.2% X 18,180.75.= \$ 399.98 to all 114 units per year PIHA SAPIHA GI

\$ 399.98 / 114 = \$ 3.51 per unit per year to all units	\$196.48	\$ 94.73	\$ 108.77
The balance of 18,180.75.-\$ 399.98 = \$ 17,780.77 is			
Charged to PIHA only.	\$ 17,780.77	\$ .00	.00
Total to PIHA	\$ 18,180.75	\$ 17,977.25	\$ 94.73 \$ 108.77

General Liability:

\$ 2,874 X 12.5% applies to areas common to all units.  
 \$ 2,874 X .125= \$ 359.25 to all units.

	PIHA	SAPIHA	GI
Balance \$ 2,874 - \$ 359.25= \$ 2,514.75	\$ 176.25 2,517.75	85.00 .00	98.00 .00
Total \$ 2,874	\$ 2,691	85.00	98.00

Directors and Officers:

\$ 1,101.00 X 12.5% applies to all units	\$ 67.60	32.60	37.43
\$ 1,101.00 X 12.5%= \$ 137.63			
131.13/114= \$ 1.21 per unit per year.			
Balance \$ 963.37 to PIHA	\$ 963.37	.00	.00
Total \$ 1,101.00	\$ 1,030.97	32.60	37.43

Umbrella Liability:

\$ 814.00 X 12.5 % applies to common areas and all units.	\$49.98	24.10	27.67
\$ 814.00 X 12.5%= \$ 101.75			
\$ 101.75/ 114 = \$ .89 per unit			
Balance \$814 - \$ 101.75= \$ 712.25 PIHA	712.25	.00	.00
Total \$ 814.00	\$ 762.23	24.10	27.67

Fidelity Bond:

\$ 764.00 X 12.5 % to all units			
\$ 764. X 12.5% = \$ 95.50			
\$ 95.50 / 114 = \$ .84 per unit	\$ 46.91	22.62	25.97
Balance \$ 764.-95.50.= \$668.50.PIHA	\$ 668.50	.00	.00
Total \$ 764.00	\$ 715.41	22.62	25.97

Workman's Compensation:

\$ 751.00 X 12.5% applies to all units			
\$ 751.00 X .125= \$ 93.88			
\$ 93.88 / 114= \$ .82 per unit per month	\$ 46.12	22.23	25.53
Balance \$751.00- \$93.88=657.12 PIHA	\$ 657.12	.00	.00
Total \$ 751.00	\$ 703.24	22.23	25.53

TOTAL INSURANCE PREMIUMS: \$ 24,484.75	\$ 23,880.10	281.28	323.37
Per unit per year	426.43	10.42	10.43
Per unit per month	35.54	.87	.87

**BEAUTIFICATION AND LANDSCAPING**

\$5,000.00 X 12.5% = \$ 625.00 for front entries and around recreation parcel \$ 625./114/12=\$ 5.48 per year per unit, and \$ .46 per unit per month.  
Balance \$ 5,000.- \$ 625.= \$ 4,375.00 to PIHA units

Per unit per year	\$ 83.61	5.48	5.48
Per unit per month	6.97	.46	.46

**PROPERTY MANAGEMENT**

\$ 4,800.00 X 12.5 % = \$ 600 for front entrances and recreational parcel charged to all units  
\$ 600./114 = \$ 5.26 per unit per year, \$ 5.26/12= \$ .44 per unit/month.  
Balance \$ 4,800.-600.= \$ 4,200./56 PIHA unit per yr \$ 75/12 = \$ 6.25 per unit/month.

	\$ .44	.44	.44
	6.25	.00	.00
Total per unit per month	\$ 6.69	.44	.44



PRITCHARD ISLAND HOME OWNERS ASSOCIATION  
RESERVE JUSTIFICATION

**ROOF, PIHA BUILDINGS, Replacement and Repairs ✓**

Repairs are charged to this account as they are not an every year expense, and can be major replacement of every 20 years recommended. The attached spreadsheet shows funding for replacement based upon , Nailed it Roofing prices for 2017. This plan shows the amount needed each year to cover replacement when needed. All units with roofs replaced since 1999 should have been replaced in January 2019 unless extended by the Board. Due to new remaining pricing and multiple dead valley replacements requirements, it is recommended that half of the replacements be done in 2020 and the remaining replacements in 2021 to allow accumulation of funds over another year. Prices will change in the future as price for replacement increases. The board would also like to start replacing the lanai roofs at an estimated \$3,000 per roof at a rate of 3 roofs per year. The plan calls for \$ 18,100 plus the replacement of fund for repairs made in 2019 of \$15,610 for 2020.  $\$ 33,710./56=\$601.96$  per unit per year.  $\$ 323.21$   
 $/12= \$ 50.16$  per unit per month.

**ROOF, POOL HOUSE, Replacement and Repairs ✓**

Scheduled replacement in fourth quarter of 2018 and every 20 years thereafter. Funding based upon cost of \$ 7350.00 as of October 2017. Expenses to all units and homes.  $\$ 4847.03$  will be actually in the account as of 12/31/19.  $\$ 7,350.00- \$4847.03=\$2,502.97$  to be funded. There is no problem with the roof at this time. Extending the life to 23 years allows two more years to fund the difference.  $\$ 2502.97/ 2$  years-  $\$ 1251.49.00$  Per year to be funded.  $\$ 1,252.00 /114$  units=  $\$ 10.98$  per unit per year/ $12$  months=  $\$ .92$  per unit per month.

**ROOF, OFFICE BUILDING, Replacement and Repairs ✓**

Scheduled replacement in 2026 with 20 years of life expected. Estimated cost of \$ 3,200.00 as of October 2017. Expenses to all units and homes. As of 12/31/19 \$ 1,535.89. Should actually be in this fund leaving \$1,664 to be funded prior to replacement in 2026  $\$1,664./6$  years=  $\$ 277.00$  per year /  $114$  units=  $\$ 2.43$  per unit per year divided by  $12= \$ .20$  per unit per month.

**SIDING, PIHA BUILDINGS, Replacement and Repairs ✓**

Siding to be replaced on: "B" Building when needed	"E" Building in 2033
"D" Building in 2031	"C" Building in 2033
"F" Building in 2031	"H" Building in 2033
"G" Building in 2031	

Estimated life of siding is 31 years

Funding based upon \$23,000.00 per building. This is based on estimate received in 2016.  $\$23,000.00 \times 7$  buildings=  $\$161,000.00$  is the total amount needed. Building B should be done in 2020 or when needed because it is the oldest.

Buildings D,F, and G have 12 years left on the life expectancy of 31 years, due to be replaced in 2031.

Buildings E, C and H have 14 years remaining on the life expectancy, due to be replaced in 2033.

As of 12/31/19 fund will have approximately \$ 75,980.25 balance in it.

In 2020 \$ 23,000.00 will be needed to have Building B done, leaving \$ 55,980.25 in the fund with \$ 138,000.00 needed by year 2033 to put new siding on the rest of the buildings.  $\$ 138,000.00 - \$ 55,980.00 = \$ 82,020.00$  to be funded in 13 years.  $\$ 82,020.00 / 13 \text{ years} = \$ 6,309.00$  per year/56 units = \$ 112.66 per unit (PIHA) /12 months = \$ 9.39 per month per unit.

### SIDING, POOL BUILDING, Replacement and Repairs ✓

Siding to be replaced in 2020 if needed. Includes walls and ceiling. Shared by all 114 units. Estimated life is 31 years. Estimated cost, adjusted in 2017 of \$ 3,000. \$ 2,012. Will be in the fund as of 12/31/19. With \$ 987. Left to fund. Life extended another 5 yrs. In 2017 leaving 3 yrs to fund balance of  $\$ 987 / 3 = \$ 329.00$  per year/114 units = \$2.89 per unit per year/12 months = \$ 0.24 per unit per month.

### PAINTING, PIHA BUILDINGS ✓

Expense to PIHA Buildings only. Cost adjusted in 2017 to \$ 33,460.00 for painting of all seven buildings. This total was paid in 2017 as all buildings were painted in the 4<sup>th</sup> quarter of 2017.

This total include painting of masonry, soffits, fascia, patios (outside only), shutters, garage doors, front door risers, and pressure cleaning of all prior to painting.

There was a deficit in the reserve account as of 12/31/17 of \$ 2,570.00. Because of this and future rising costs, an estimated total cost of painting 7 buildings of \$ 37,500.00 was used for the budget of 2019. With a balance of less than \$ 500.00 in this reserve account at the end of 2018, and with a 9 year balance on the life expectancy on this paint, this leaves approximately \$ 37,503.00 to be added to the reserve in a nine year period.  $37,503.00 / 9 = \$ 4,167.00$  per year/56 units = 74.41 per year/12 months = \$ 6.20 per month per unit.

### ROOF SHINGLE CLEANING, PIHA BUILDINGS ○ ✓

Scheduled in 4<sup>th</sup> quarter of 2022. Estimated cost \$ 3,250.00 for all buildings. Balance fund as of 12/31/19 should be \$2,008. Additional funds needed in reserve of \$ 1,242.00. In 3 years is  $\$ 1,242.00 / 3 \text{ years} = \$ 414.00$  per year/56 units = \$ 7.39 per yr./12 months = \$ .62 per month per PIHA unit.

### PAINTING AND REPAIRING GOSPEL ISLAND ROAD FENCE

Cost shared by all 114 units. Estimated cost for painting this fence is \$ 1,800.00 every four years, however the fence was repaired in 2019, leaving a deficit in the account of \$5,174. If we add the \$1,800 plus the deficit and spread this over a three (4) year period  $\$ 6,974.00 / 4 = \$ 1,743.41$ . Per year/114 units = \$15.29 per year/12 = \$1.27 per month per unit for all 114 units.

*for wrought iron post repairs.*

*needs to be put in budget to collect  
1/3 from G.I & 2/3 SAPIHA*

## **PAINTING POOL HOUSE AND OFFICE BUILDING**

Costs shared by all units. Scheduled to be done in 2017. Pool building was done, office building was NOT, and has not been done. Another \$ 500.00 is needed in this account to cover the painting of the office building, and another \$ 1,000.00 needed within the next 5 years to repaint the pool building.  $\$ 1,500.00/5 \text{ years}=\$ 300.00 \text{ per year}/12 \text{ months}=\$ 2.64 \text{ per month}/114 \text{ units}=\$ .22 \text{ per month per unit.}$

## **SWIMMING POOL AND POOL HOUSE**

Cost shared by all units. This money is used for the refinishing of the pool finish, coping and tile, patio furniture, deck finish, pool equipment including motors, pumps, filters, etc. and minor roof and siding repairs. The goal in 2014 was to build this fund to \$10,000.00. Over the next ten (10) years, however as of 12/31/19 there will be only approximately \$ 10,060.00. In this fund due to prior expenditures and underestimated expenses that were not funded. This fund needs to be substantially increased due to anticipated expenses that are probably needed sooner than later. The goal should be having at least \$ 25,000.00 in this fund within the next two years. This leaving \$14,940 needed/2 years=\$ 7,470.00 per year/114 units= \$65.53 per unit per year/12 months=\$ 5.46 per month per unit.

## **TENNIS/ PICKLE BALL COURT**

Costs shared by all units. Includes coating, striping, and net maintenance. Plan was to top every five (5) years. Last done in 2011. Board decided in 2017 to delay until needed. The court has many deep cracks, estimate will cost much more to repair the court this time, because of the cracks. The fund has \$ 6,000.00 in it now, but no funds have been added for several years. I recommend the fund be raised to at least \$10,000.00 within the next three (3) years so the court can be saved and at a more reasonable cost.  $\$ 3,000.00/3 \text{ years}=\$ 1,000.00 \text{ per year}/114 \text{ unit}=\$ 8.77 \text{ per unit per yr}/12 \text{ months}=\$ .73 \text{ per unit per month}$

## **DOCKS REPLACEMENT AND REPAIRS**

Costs shared by PIHA and SAPIHA units only.  
Replacement costs are updated to reflect 2017 costs. Yearly need is \$ 17,430.00/83 units= \$210.00 per unit per year/12= \$ 17.50 per unit per month.

## **DOCKS, PRESSURE CLEANING**

Costs shared by PIHA and SAPIHA units. The docks are being pressure cleaned every two (2) years at \$1,800.00 per cleaning. The next cleaning is scheduled for 2020. There should be \$ 2,293.00 in this fund by 12/31/19. I suggest we keep funding this account as we have been at \$ .20 per unit per month to build the account since costs will rise.

## **PLUMBING, PIHA BUILDINGS ✓**

Costs to PIHA only. Due to problems in building G the drain lines should be jetted and a camera used to inspect every November. This cost has been \$ 250.00 which has been charged to Building maintenance in the Operating budget. All seven (7) buildings lines to be inspected every three (3) years by camera. The charge has been \$ 250.00 per building. If needed all lines to be jetted every three (3) years at a cost of \$ 250.00 per unit. As of 12/31/19 there should be \$ 8,367 in this account. These lines should be checked in 2019, however if they have not they should be done in 2020 ASAP. This will use up approximately \$ 3,500.00, leaving a \$ 4,867.00 balance. Seeing a need in the future for some more serious repairs due to age, this fund balance should be raised to \$ 10,000.00. within next two (2) years.  $\$10,000.00 \text{ minus } \$4,867.00 = \$5,133.00/2 \text{ years} = \$2,567.00 \text{ per year}/56 \text{ units} = \$45.84/12 \text{ months} = \$3.82 \text{ per month per unit.}$

## **ASPHALT CAPPING OF PARKING AREAS**

### **Should be Cost to PIHA only**

The estimated cost of this is expected to be \$60,000.00. It is anticipated to be done in 7 years. \$5.00 per month per unit was approved for 2016 as a start for building this fund. We need to continue this in 2020. As of 12/31/19 there will be \$13,533.00 in the fund leaving 7 years to accumulate the remaining \$46,467.00.  $\$46,467.00/7 \text{ years} = \$6,638.00/12 \text{ months} = \$553.00 \text{ per month}/56 \text{ units} = \$9.88 \text{ per month per PIHA unit.}$  This being the case, the fund will be short in 7 years at \$5.00 per month by over \$ 22,955.00. The 2020 Board should decide the course of action for this account.

## **SEALING AND STRIPING OF PARKING AREAS**

Cost to PIHA only. To be done every five (5) years. Last done in 2<sup>nd</sup> quarter of 2016. Plan to do it every five (5) years. Due to be done in 2021.  $\$ 8,250.00/5 = \$1,650.00 \text{ per year. } \$ 6,358 \text{ should be in fund by } 12/31/19. \$8,250.00 \text{ Minus } \$ 6,358 \text{ is the balance to fund}/2 \text{ years} = \$ 946.00 \text{ per year}/12 \text{ months} = \$78.83 \text{ per month}/56 \text{ units} = \$ 1.41 \text{ per PIHA unit per month.}$

## **LAKE TREE LIFTING**

Charged to PIHA only. Planned every two (2) years. To be done in 2020 at a cost of \$1,600.00. Amount to be approximately \$ 3,418.00 in the account at 12/31/19. Based on an estimated cost  $\$ 1,850./2 \text{ years} = \$ 925.00 \text{ per year}/56 \text{ units} = \$ 16.52 \text{ per unit per year}/12 = \$ 1.38 \text{ per unit per month.}$

## **CONTINGENCY FUND**

This item is not currently funded. Undistributed interest earned over the years has been put into this account. As of 12/31/19 there is over \$2,423.00 in this account.