**MARINA VILLAS ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**DECEMBER 9, 2016**

**(Draft)**

PRESENT:

Janet Hutcheson, E. Rich, Lisa Thomas, Bob and Susan Dougherty (MVBOD)

Diane Lee and Geig Lee (FPM)

MINUTES:

L. Thomas made a motion to accept the minutes from the November 11, 2016 meeting. S. Dougherty seconded this motion and the motion passed.

FINANCIAL REPORT:

B. Dougherty stated Marina Villas is doing as anticipated financially. Moving forward the Capital project and operating accounts will be separated in his format.

L. Thomas suggested renaming regime fee to maintenance fee.

CONDO ASSOCIATION REPORT:

J. Hutcheson attended the latest Condo Association meeting. Currently, sales and marketing are up. A discussion on renters using cards to gain entry or using stickers versus transponders. Ultimately KKPOA must decide.

WORK ORDERS:

G. Lee discussed work orders that have been completed. Lee stated carpentry repairs will be completed soon. A work order for 102 E. B. Heron is still open.

G. Lee reiterated that all landscaping request should be made in writing. S. Dougherty discussed trees touching her unit. Lee stated he will look into trimming if possible.

G. Lee stated gutters are scheduled to be cleaned by the end of the year depending on weather and will not be billed until 2017. Downspout upgrades at 136/138 are on the schedule to be completed.

IRRIGATION:

G. Lee stated he has received an estimate for $1,466.00 for the 1st step in reinstalling the irrigation to the irrigation system on Cove View. E. Rich made a motion to proceed with this estimate. L. Thomas seconded this motion.

(Page 1 of 2)

Landscaping: J. Hutcheson stated Lisa with Merry Scapes was given a list of things needed to be done and she has completed all but the installation of river rock at Noel Lutkowski’s. After discussion, E. Rich made a motion to have Merry Scapes install the river rock with mesh

material underneath. L. Thomas seconded this motion. J. Hutcheson will call Lisa and let her know to proceed with the installation.

Plantings to block pump on Coveview: G. Lee stated he will be meeting with Jason soon to discuss.

Lattice around gas tanks: J. Hutcheson stated owners have complied with installing lattice around gas tanks.

Entrance sign: G. Lee stated he is meeting with the builder on Monday.

Kayak rack: J. Hutcheson stated the new kayak rack has been installed.

Fireplace inspections: G. Lee discussed proceeding with the fireplace inspections. The cost should be around $500.00 per building. After further discussion with the Board, a motion was made to have 2 buildings inspected and get documentation if recent to avoid having an inspection done. E. Rich seconded this motion.

Roof vents: G. Lee has received a quote for $970.00 per building to install roof vents. This will be done once we have evaluated cash flow and negotiated the next roofing project.

Maintenance plans for 2017: The Board discussed cleaning the windows in May after the pollen season. Gutters will be cleaned three times a year and six building crawl space inspections will be done per year, alternating each year so every crawlspace is inspected bi-annually.

NEW BUSINESS:

New sign decorating: L. Thomas volunteered to decorate the new entrance sign for Christmas.

New light at entrance: G. Lee stated the light at the entrance should be replaced and will follow the sign upgrades.

Schedule for 2017 Board meetings: J. Hutcheson is in the process of scheduling the meetings.

January 27th is the next scheduled meeting.

Hot water heaters/preventative maintenance: The Board discussed several options of preventative maintenance. E. Rich will draft a letter for review and present it at the next Board meeting.

(Page 2 of 3)

Marina Villas get together: The Board decided to schedule the Marina Villas get together on February 24, 2017.

Boards from dock: G. Lee will investigate and make a suggestion at the next meeting.

At this time the meeting went into executive session.

(Page 3 of 3)