

BAY HOUSE CONDOMINIUMS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES Navigation District Education Center January 29, 2022

President Carol Anderson requested a motion be made to bring the meeting to order at 1:04 p.m. Said motion was made by Dorothy, seconded by Lizz, vote was taken and passed unanimously. Roll was called and a quorum was present.

Directors Present: Carol Anderson, Lizz Salmon (Zoom), Dorothy Rhoades, Howard Stridde (Zoom), Gail McClanahan, Bonnie Gilson (Zoom), Shaun Blackmon, Lawson McDowell, Terry Hect

Directors Absent: None

Managers: Ed Naranjo, Pam Garrett

Guest: Mary Theisen (1908), Marji Buell (1909), Doris & Winthrop Nystrom (2208), Jan LaBarre (2605) (Zoom)

Pam announced that Henry Decuir (2711) had passed away. A motion was made to donate \$100 to Mr. Decuir's charity of choice by Shaun, seconded by Terry, vote was taken and passed unanimously.

Minutes

The minutes for October were presented for review and approval. A motion was made by Lawson to accept the minutes as written, seconded by seconded by Lizz, vote was taken and passed unanimously.

Agenda

The agenda for January 29, 2022 was reviewed and BBQ pits and Facebook were added to New Business.

Treasurer's Report

Lawson McDowell began by reviewing Bay House financial statements as of December 31, 2021. He noted that Bay House cash availability had tightened significantly during January after payments for deck reconstruction and a new flat roof at building 1700. He commented on our cash position would further tighten when the final deck invoice is paid.

Lawson reported that new computers are due soon for the office modernization project. Bay House has started converting key vendors to direct pay. He reported transition issues with the CPA on account reconciliation, monthly reports, and document scanning.

Next, Lawson reported success with modifying the American Bank bulkhead loan terms for a lower interest rate and lower payments. The change is an agreed update to the original promissory note, not a new loan. This change will allow Bay House to avoid a \$6,047 monthly payment increase previously scheduled for September 2022.

Lawson referred to information provided to Board members ahead of the meeting in his report on capital reserves. He also referred to a professional reserve analysis report from 2012 recommending reserve account funding above a million dollars. The Board discussed ways to reach this reserves goal, with the main action being to pay off the bulkhead loan as soon as 2023.

A motion was made by Dorothy to approve the Treasurer's report and financial statements as presented, seconded by Lizz, vote was taken and passed unanimously.

Manager's Report

Ed presented a list of units where the outside closet doors are delaminating and torn/faded/wrong color of awnings. These repairs are the responsibility of the owners. Letters are to be sent to these owners that they have 90 days to repair/replace. There are 4 units that need stucco repairs and 29 units that have rotten siding (T1-11), which is the responsibility of the HOA. Ed is to get bids for these repairs. There are 10 end units that do not have the 5' fence. After discussion, Ed is to ask the owners if they want the fencing. Three staircases have been built and four still need to be constructed. This is being done in house and using the saved posts from the deck rebuild. Ed entertained 2 bids for gutters and has passed those on to the Board. Ed reported the Canoe Lake water line is live and the electric conduit has been installed. He did get one bid for installing the electrical. Ed is awaiting a bid from Scotty's Lock & Key for new locks on the three pool gates, tennis court gate, and pedestrian gate with 150 keys. Ed stated that a retaining wall will be built across from the 1500 – 1600 buildings with the refurbished 6x6s if any are left from the staircase project. The condition of the balconies of the 2100 building was discussed.

Harvey Recovery Update

Carol reported that there has been no communication from Roadrunner. She was finally able to reach Stephane Brown who told her the screens were in but didn't have a time when they would be installed. Roadrunner still owes us a wind certificate and they owe a check to one of the owners. There was an issue with the flat roof at 1703-1704. This should have been taken care of by Roadrunner but were not aware of it until after we closed out Roadrunner. It has been replaced and there are no leaks. We still have interior work in 1703 to do but don't have any bids at this time. Further discussion was held regarding the interior repairs and insurance company. Lawson reported on the appliance payments. There are 4 units remaining. There was discussion about paying the owners whether they have their receipts or not. A motion was made to pay the owners the appliance allocation that is owed them with or without receipts but appliances must be in the unit, seconded by Terry, vote was taken and passed unanimously. Lawson reported on unit closeouts. Waiting for 1 slider for 2004 and waiting for owners from 2506 to do final punch list (coming from Illinois).

Landscape

Bonnie reported on accomplishments to date: Building plans, FAQs, and plant list sent to owners twice for feedback; modifications made to plans reflecting owner feedback, budget constraints,

and plant substitutions requested by owners; RFPs sent to 4 contractors – after first round of bidding, the project scope was reduced and the committee requested new bids; two demo beds were installed at 1912 and 2507; Maldonado was impressive in their knowledge and presentation, willing to work with us to manage costs, and submitted a low bid with additional options, some of which are quite important.

Plans going forward: Communication to owners (with Board approval) requesting vote which includes the use of contingency funds; if approved by owners – develop contract with Maldonado; develop a project plan that details timing of irrigation (immediate), bed preparation, planting, and ongoing maintenance; project scope and timing will be dependent upon amount of contingency funds that can be used by the landscaping project.

Scope of current project: Total complex irrigation; bed preparation from front wall of each condo extending as shown in each building's project plan; landscaping of entrance and some common areas; ground preparation and planting to be done by contractor; seeding of grass between the decks and bulkhead and in some other areas bared by deck project; maintenance plan and schedule included in maintenance budget and managed by the Landscape Committee.

Not in this project's scope: Front walkways of condos; property on opposite side of parking lot (1500 – 1900); current large grassy areas.

A question and answer period followed. A motion was made for Bonnie to send out the communication (which will be discussed in Executive Session) to the owners for landscape approval and contingency approval, including the landscape plans by Terry, seconded by Shaun, vote was taken, motion was passed with one “no” vote.

Deck Committee Update

Shaun reported that the decks are completed. We came in over budget by 2% on the decks. Guy also did some other things such as shoring up around the gazebo at Pool #2 so we wouldn't have any problems in the future, trenching for the water along Canoe Lake, and moved a palm tree, etc. that were not in the contract. One other thing that made us go over budget was that we needed more concrete for sidewalks than originally planned and needed new plans drawn because of the wind certifications, square footage on stairs was calculated differently. Guy advised us to wait a year before painting the lattice so the wood would have a chance to dry out. Carol wants to put deck standards into the by-laws such if they are not already there. There is to be no furniture, kayaks, bikes, or any type of storage on the common area between the decks and bulkhead. We need to set a standard for hose hangers. Discussion was held regarding this issue and it was decided to vote by e-mail once we know the budget and actual price. Windstorm certificates are complete.

Rental Committee Update

Carol reported that we have boat trailer parking issues. There is a red and white boat in the parking lot which no one knows who owns it. Ed is to call Texas Parks and Wildlife Dept. to find out who the boat is registered to.

There is a one page summary of rules and regulations that should be posted in all rental units. Discussion was held about how to enforce the rules. The Rental Committee is to come up with a process for enforcement.

Old Business

Canoe Lake Piers: Shaun stated that water is live. The hydrants are not up yet. Owners are to take hoses home with them and not leave them on the piers. If people leave them, we will take the hoses as we do not want them getting in the way of the landscaper and cause extra work. Shaun stated we received two bids, one bid for \$5800 to install electrical. Every owner that ties into the junction box will pay for their own electricity and will be billed annually. The owners who tie in to the electrical will pay a onetime fee of \$250.00. A motion was made to accept the \$5800 bid from Fred Orosco to install the electrical by Terry, seconded by Shaun, vote was taken and passed unanimously.

Swimming Pools: Shaun reported that the pools were not being cleaned to our satisfaction by Crystal Clear Pools. It was agreed that Crystal Clear Pools will maintain the chemicals and equipment once a week for 3 pools for \$100 (plus cost of chemicals) per month per pool until the April Board meeting. Our crew is to clean the pools. Discussion of Ed getting certified for pools will be discussed at the April meeting.

New Business

Work order form: Shaun created a new work order form for the owners to use. It will be e-mailed to all owners and put on the website.

Flat roof TPO 1600 building: Shaun stated that as far as we know it is not leaking but the roof has dips and valleys and is holding water. Total rebuild will cost approximately \$35,000.

Fire pits, BBQ pits: An owner asked if somewhere in the complex could we put a charcoal bbq pit? No. It's a violation of the by-laws.

Face Book: An owner requested that there were no photos on the official Bay House page but there were on the unofficial page. It was decided that Ed is to continue to post on the unofficial page and to send photos to Lizz to put on the official page.

There being no further business, a motion to adjourn was made by Shaun, seconded by Terry, vote was taken and passed unanimously. An Executive Meeting was then called.

Respectfully submitted,

Pam Garrett
Secretary
