



Portofino Shores Property Owners Association, Inc

Date: Tuesday, November 8, 2016

Time: 10:00 AM

Place: Clubhouse

MINUTES OF BOARD OF DIRECTORS MEETING

- I. CALL TO ORDER – Jim Grubb called the meeting to order at 10 a.m.
- II. ROLL CALL - Present was Jim Grubb, President; David Rosenthal, Vice President; Al Bishop, Treasurer; Donna Steininger, Secretary; and Beth Delp, Director. . Also present was Annmarie Coniglio, Property Manager.
- III. APPROVAL OF MINUTES: None.
- IV. REPORT OF OFFICERS– Beth requested that all board members be sure to respond to all communications sent to them via email in a timely manner.
- V. MANAGER’S REPORT – Annmarie Coniglio gave the Manager’s Report (copy attached). Board members were in agreement that the manager’s report be added to the website with the approved monthly minutes.

VI. REPORT OF COMMITTEES

ACB – Susi Pelot gave a brief report that four applications have been reviewed since the last board meeting. And, a meeting is scheduled tonight.

Appeals –Jim Grubb noted that he will need to leave the committee. No update was given.

Entertainment Committee – Beth Delp reported that the upcoming events are Thanksgiving Dinner, Pancakes with Santa and a New Year’s Party. Donna Steininger suggested that the Entertainment Committee consider planning a shredder event.

Neighborhood Watch – None.

Screening –None.



After brief discussions, **Jim Grubb motioned approval that going forward all committee reports should be submitted in a written format and should be brief. David Rosenthal seconded and the motion carried unanimously.**

VII. OLD BUSINESS - None.

VIII. NEW BUSINESS

Jim noted that he will now be going down the list of items he noted in his handout provided to all board members.

1. Board members discussed, and agreed, meeting regularly at 7pm on the third Tuesday of every month. Board members discussed the upcoming review and approval of the budget noting that a 14-day notice to the members of the budget approval date is required. After discussions, **Beth Delp motioned approval that the monthly dues amount will remain the same and coupon books should be ordered; Al Bishop seconded and the motion carried unanimously.**

2. The next item discussed was arranging for the unapproved minutes to be available to the members. After discussions, **Beth Delp motioned approval that the board will receive the minutes within a day or two of the meeting so they will have an opportunity to review them, and when comfortable that there won't be substantive changes, give the ok for the unapproved draft to be posted on the bulletin board; Donna Steininger seconded and the motion carried unanimously.**

3. The next item discussed was the fact that "Open Discussion" will be moved above adjournment. During open discussion, the membership will be limited to a maximum of 3 minutes to discuss their suggestions, complaints, and to request an item be discussed at an upcoming board meeting.

4. The next item discussed was the contract with Pinnacle Association Management. David Rosenthal gave each board member a copy of his findings after discussions with Gail Logan and Annmarie. David Rosenthal summarized that he feels the Association is "getting a good deal from a dollar standpoint" as Pinnacle's overhead is twenty percent, which is reasonable. David went on to explain that the bookkeeping was taken from the management company and he does not see the benefit of keeping it separate. Pinnacle is willing to take back the bookkeeping for slightly less than the association is paying the accounting company. After further discussions, **Jim Grubb motioned approval to continue with Pinnacle under the current contract and to have Pinnacle take over the bookkeeping; Beth Delp seconded and motion carried 4-1 with Donna Steininger dissenting.**

5. The next item discussed was the front entry remodel project. Jim noted that he reviewed the records and would like to suggest a committee made up of a board member and a volunteer from the membership to oversee the project. **David Rosenthal motioned approval of setting up a**



committee; Al Bishop seconded and the motion carried unanimously. On the committee will be Al Bishop, Steve Pariseau and John Bardsley.

6. The next item discussed was the street tree root pruning and root barrier project. Jim noted that he reviewed the arborist's report, which was minimal and not helpful. Jim suggested that two board members and someone from the membership work on this project as a committee. There are three categories and perhaps a fourth should be added for those trees that are red and are already lifting the sidewalks and maybe in direct line with water lines, etc. and these should be made the first priority. The ones tagged red are because of a specific diameter and perhaps we should leave them for a while until a plan can be set for how to take care of them. The yellow trees should be root barriered right away. The green tagged trees possibly left as the last priority. **Jim Grubb motioned approval of putting a committee together that will report back to the board on this project; Al Bishop seconded and the motion carried unanimously.** On the committee will be Donna Steininger, Hugh Healy, Jim Grubb and Susi Pelot.

7. The next item discussed was improved tele-calls. Jim Grubb noted that he had been advised that some have received the calls at odd hours of the night. Jim Grubb asked Annmarie to reach out to Mr. and Mrs. Eddy to get clarification of the time of day they receive the calls and report back to the Board on how it can be improved. It was suggested, and agreed, that a statement be included at the end of each message such as "If you receive this call after 9pm, please call the office and notify us."

8. The next item discussed was the schedule of the budget. Board members were in agreement that the budget review will be held on November 15, 2016 at 6pm and the regular board meeting will begin at 7pm.

9. The next item discussed was the threshold for competitively bidding services. Jim Grubb suggested it be lowered to \$15,000 (currently it could be only for contracts of approximately \$90,000 or more) for the life of this board (or until such time as this board desires to make the change and except in emergencies). After discussions, **Jim Grubb motioned approval to lower the threshold to \$15,000; David Rosenthal seconded and the motion carried unanimously.**

10. The next item discussed was some quick items that can be done for the membership like cleaning all the sidewalks, including the drainage swales and driveway aprons. Board discussed some other items like cleaning all roofs of the homes, universal fertilization and/or lawn care. All were in agreement that this item should be tabled.

David Rosenthal motioned approval of getting bids for sidewalk cleaning, including the drainage swales and driveway aprons; Al Bishop seconded and the motion carried unanimously.

11. Some other items discussed were scheduling a meeting with the webmaster, Mayur Patel for suggestions on making the website more user friendly and having the Entertainment Committee



submit to the Board what their scope is, including some of the suggestions on the written form from Jim. Beth was in agreement.

12. The next item is the CDD and helping some of the new board members understand their role. After discussions, Hank Schmitz asked those interested to contact him and he will schedule something with the CDD.

13. The next item discussed was the lake management company. Jim suggested that a board member volunteer to work with a member of the association, if possible, to find out more information and what they can do better. Donna Steininger volunteered as did Hugh Healy.

IX. OPEN DISCUSSION

Hugh Healy discussed the need for an improved central irrigations system. Jim advised he noted the suggestion and will talk to Hugh further.

X. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:35 a.m.

Respectfully submitted,
Annmarie Coniglio, LCAM