

**PADRE ISLES PROPERTY OWNERS ASSOCIATION, INC.
REGULAR MONTHLY
BOARD OF DIRECTORS MEETING
April 24, 2018**

**Island Presbyterian Church Sanctuary - 5:30 PM
14030 Fortuna Bay Dr., Corpus Christi, Texas 78418**

NOTICE OF MEETING AND AGENDA

Members of the audience will be provided an opportunity to address the Board during Public Comment. Please speak into the microphone located at the podium and state your name and address. Your presentation will be limited to three minutes. Please sign in prior to the meeting with your name, physical address, email address and the subject to be addressed.

1. CALL TO ORDER
2. RECEIVE CONFLICT OF INTEREST STATEMENTS
3. PRESIDENT'S REPORT
4. MEMBER COMMENTS
5. PRESENTATIONS WITH POSSIBLE BOARD ACTIONS AND PUBLIC COMMENT:
 - A. ISAC/ TIRZ Representative Report
 - B. The following presentations from (PIPOA Engineering Consultant/representative) regarding:
 - 1) Billish Park Construction Status (schedule, costs to date, plan, completion, AEP and playground funding) Discussion
 - 2) Submerged Debris Removal-Discussion
 - 3) Canal Marker Replacement-Discussion
 - 4) Bulkhead Inspection Contract-Discussion
 - 5) Report on HDR Terminated Contract-Discussion
 - 6) Primavera Bulkhead Contract Competition
6. EXECUTIVE DIRECTOR REPORT: (The Board will receive a report from the Executive Director on topics of importance since the previous meeting.)
7. CONSENT AGENDA: (Routine items; acceptable without further discussion)
 - A. Secretary's Report March 27, 2018 Board Meeting Minutes
8. COMMITTEE REPORTS : (With Possible Board Actions):
 - A. Compliance Committee—No meeting
 - B. Architectural Control Committee –Heather Cooley Board Action
 - C. Canals and Waterways Committee-Nita Smith
 - D. Bylaws, Policies and Procedures Committee -No meeting
 - E. Security Patrol Committee – No Meeting
 - F. Bulkhead Committee – Marta Sprout

9. TREASURER'S REPORT - FINANCIAL REPORTS: (The Board will review, discuss, and then accept all financial reports. No motion required.)
 - A. Annual Budget update
 - B. Balance Sheet
 - C. Check Register

10. RECURRING BUSINESS: (Motions as required)
None for the month of April

11. NEW BUSINESS: (With Possible Board Action)
 - A. CPA Proposal
 - B. Proposed ARCH Bylaw Changes/ Member Meeting
 - Outstanding legal questions and issues (Tate and Moore inquires)
 - Opportunity to amend the ballot with additional items (Moore)
 - Legal determination by PIPOA Attorney John Bell and inability to obtain answers to specific questions.
 - C. Criminal Background Criteria
 - D. Discussion regarding right of access to legal opinions and advice from PIPOA Attorney

12. EXECUTIVE SESSION:
Following completion of Board business, the public portion of the meeting will recess, and the Board may go into executive session to cover attorney consultation, personnel issues, enforcement actions and other confidential matters.
 - A. ACC Hearing(s)

13. RECONVENE IN OPEN SESSION:
A vote may take place as a result of discussions held and information presented in executive session.

14. ADJOURN

Canals & Waterways Committee Minutes – April 10, 2018

I. Call to order -5:30 / Roll Call: Present—N.Smith, W.Sargent, M. Merrill, K. Hendrickson, R. Pittman Absent-V.Marsden

II. Public Audience—J. Minervini---expressed concern about washouts & condition of bulkheads & tiebacks. Suggested digging up tiebacks on vacant lot(s) to check condition

III. Old Business

A. Update on Navigation Markers—still waiting on bids; two on south canal entrance to ICW out, one dangerous—orange buoys out out now missing [stolen?]

B. Bulkhead history –Richard Pittman—oldest done by Raider in late 60's, others done by Urban in 70's; oldest 12', then 10', then 8'

C. Progress report on channel marker replacements [from Goldston] bids should be complete and to board at April meeting

IV. New Business

A. How to get ideas/suggestions implemented

1. Boat ramp improvements—all need docks by side of ramps

2. No Wake enforcement--- when and how?

B. Canal cleanups – Matt Merrill—one in April and one in May focusing on main south canal, especially along ski basin side

C. Suggestions to ACC—only sand/pavers in sand for at least 1 foot back from cap--- makes it easier to see and fix washouts, and less expensive for homeowner

D. Process/procedure for dealing with emergency repairs—need guidelines and perhaps emergency fund [maybe half of trailer sticker fee set aside]

E. Two way communication –board/staff-committee [5 buoys in north canal?], getting reports of bulkhead survey, canal debris report, water quality reports, list of # and locations of washouts, etc.

F. Seeking new committee members –one application

V. Adjournment –6:45

MEETING MINUTES

MEETING: PIPOA ACC Monthly Meeting
DATE: Tuesday, April 10, 2018
LOCATION: PIPOA, 14015 Fortuna Bay Drive, CC, TX 78418

1. Call to order at 8:04 a.m. by ACC Chair Heather Cooley Coxé.
 - a. ACC Attendees Present: Heather Cooley Coxé, Sandy Graves, Robert Pruski
 - b. ACC Attendees Absent: Bill Pope
 - c. POA BOD Attendees: None; POA BOD Liaison: None; POA Representative: Lisa Underbrink
2. Approval of Meeting Minutes
 - a. The minutes from the March 13th ACC Monthly Meeting were unanimously approved. (Attachment A)
3. ACC Candidate Interviews
 - a. **BOARD ACTION REQUIRED.** ACC members Heather, Sandy and Robert interviewed three (3) candidates to assist the BODs in filling one vacant committee position. (Attachment B) Following the interviews, ACC members emailed the name of their top choice for committee recommendation to Heather. Based on the compiled responses, Ray Morais, Jr. is the ACC recommendation. All ACC correspondence regarding the interview process to include a recommendation for a future ACC member was emailed to Becky Perrin for permanent record keeping.
4. Variance Requests/Reports of Construction Violations
 - a. The ACC decided five (5) variance requests, following a review with homeowners. A summary of each request is below. A detailed memo of each request, with some including personal homeowner information, is included in the board packet. In the interest of privacy, it is not recommended the detailed memos be distributed beyond the BODs. Variances eligible for appeal to the BODs are notated as such.
 - i. Homeowner on Bluefish: Request for an extension of time to complete construction of a custom home build due, in part, to delays with suppliers as a result of Hurricanes Harvey and Irma. Construction was originally estimated to be complete by 01/2018. The projected completion date is now 11/2018. The ACC **approved** the request (0 to deny, 3 to approve, 1 absent, 1 vacant) based on the exceptional circumstances presented from the 2017 hurricane season. The ACC also visually inspected the site to confirm progress. Attachment C.1
 - ii. Homeowner on Dasmariñas: Request to construct a stepped down vinyl fence along a section of the rear of the property to block a view of a neighbor's property. The ACC **denied** the request (0 to approve, 3 to deny, 1 absent, 1 vacant) because sections of the proposed fence exceed four (4) feet in height, the maximum allowable fence height for properties abutting the golf course in the Island Fairway Estates subdivision. (Attachment C.2)
 - iii. Homeowner on Cuttysark: Request to construct a retaining wall using vinyl sheet piling vs. one of the two POA-approved materials: treated lumber and concrete. The ACC **denied** the request (2 to approve, 1 to deny, 1 absent, 1 vacant) because there is no extraordinary circumstance that applies to the property that does not

generally apply to other properties, along with failing additional tests for granting a variance like a defined hardship. **HOWEVER**, the ACC recognizes the validity of the homeowner's request to use a more sustainable and cost effective material, and subsequently requested the Chairs of the Waterways & Canals and Bulkhead Committees (Nita Smith and Marta Sprout, respectively) evaluate the material to determine if vinyl sheet piling is an acceptable material for use for the entire POA. (Attachment C.3)

- iv. **BOARD ACTION REQUIRED. Homeowner on Highland Mist:** Request for a variance to maintain a fence enclosure that was recently constructed prior to obtaining POA approval. An initial application for a permit was submitted to the POA, but the structure was constructed prior to receiving a response. (The application was disapproved.) Homeowner submitted a request for a variance to maintain the fence; the ACC denied the variance. A second request for a variance was submitted to the ACC, which followed with a third **denial** (0 to approve, 3 to deny, 1 absent, 1 vacant). Denial is based on multiple reasons, including requirements restricting fence heights to four (4) feet or less for properties abutting the golf course in the Island Fairway Estates subdivision. The ACC recommends the fence height be shortened immediately. (Attachment C.4)
- v. **BOARD ACTION REQUIRED. Homeowner on Cruiser:** Requests a variance to construct a 14'x14' palapa and deck in the rear building line of a property in the Tradewinds subdivision. The ACC **denied** the request (1 to approve, 2 to deny, 1 absent, 1 vacant) because the shade structure, as proposed, encroaches well in the 30' rear building setback. The deck, if submitted separate of the shade structure, would be approved. The property adjacent to the owner (same complex) constructed a pergola without a permit (per POA); the ACC recommended Compliance review. (Attachment C.5)
- vi. The ACC received emails from homeowners with concerns/complaints about various properties and construction activities. Each item was submitted to the POA for follow-up.

5. New Business

- a. Committee Participation
 - i. Discussion was held about the importance of having all members of the ACC actively participate in committee functions, with the understanding that while serving on the ACC is voluntary, participation is expected.
- b. Roles & Responsibilities/Standard Operating Procedures/Reporting & Tracking of Permits, Variances, and Construction Violations **BOARD ACTION REQUIRED x3**
 - i. Discussion was held about the need to clarify roles and responsibilities of the ACC, as well as functional roles involved in the ACC process like Compliance and staff.
 - ii. There was discussion about developing/documenting a workflow process and standard operating procedures (beyond what is outlined in Guidelines) for all ACC-related administrative processes, especially the process for communicating with homeowners who submit reports of construction violations and for decisions about permit or variance approvals and disapprovals. The ACC recommends the BODs consider an external resource/volunteer who is adept at documentation to assist with Items 5.b.i and 5.b. ii for a quick turnaround.

- iii. There was also discussion about instituting basic reporting to track all ACC requests from the point of initiation to final decisioning. Currently, there is no method of tracking “in process” submissions, or if a request included all required information, or when missing information was requested, or when a request was submitted/resubmitted to the ACC, if there are related construction projects, timing of appeals, etc. This is important data, and considering the majority of permits for new construction submitted to the ACC via the POA were not complete plans, is necessary for process efficiency. Tracking is also needed for the change outlined in Item 8. (Attachment D) provides a basic outline of the type of tracking the ACC recommends. A motion was made; seconded and passed to institute tracking.

6. Guidelines

- a. The ACC discussed comparing current and prior versions of ACC Guidelines to BOD packages/approvals to determine if there were additions/deletions/modifications to the Guidelines without board approval, based on questions raised by a member. A motion was made to complete the review; seconded and passed. Sandy will take lead on the review. A report will be submitted to the BOD with findings.
- b. Heather recommended immediate changes to the ACC review process, including the requirement to have at least two ACC members review every permit request vs. only one. Also, for variances, the ACC will provide the POA with a detailed memo for each decision. Motion made; seconded and passed.

7. Construction Report

- a. Requests to obtain a report of all projects currently under construction were submitted to the POA. The ACC has not received the file as of April 18th.

8. Future Meetings

- a. Discussion was held about the need to modify the schedule for future ACC meetings from once/month in the AM to twice/month after normal business hours, to allow homeowners more opportunity to participate. A motion was made to move formal ACC committee meetings to the first Wednesday of the month at 5:30 p.m. with a second workshop the third Wednesday of the month at 5:30 p.m.; seconded and passed.
- b. ACC schedule for next month: May 2nd at 5:30 p.m. at the POA office and May 16th at 5:30 p.m. at the POA office.
- c. Plans will continue to be reviewed following the current process, until the May 2nd meeting. Guidelines and other methods for communicating with membership will need to be updated with the schedule change.
- d. Requests have been submitted to the POA for a list of local area builders with contact information, to begin introducing builders to the new ACC members and to invite them to the May 16th workshop. To date, the ACC has not received the requested list.

9. Meeting adjourned at 11:23 a.m.

Meeting minutes submitted by Heather Cooley Cox, ACC Chair