

**PADRE ISLES PROPERTY OWNERS ASSOCIATION, INC.
REGULAR MONTHLY BOARD OF DIRECTORS MEETING
October 23, 2018
MEETING MINUTES**

1. CALL TO ORDER

- a) President Marvin Jones called the meeting to order at 5:30 PM.
- b) Board members present: Nick Colosi, Marvin Jones, Marta Sprout, Vicki Marsden.
- c) Brent Moore (work travel commitment), Darrell Scanlan (work commitment), Carter Tate (illness).

2. CONFLICT OF INTEREST

- a. No conflict of interest statements submitted by board members or staff.

MOTION:	Marta: Move to modify the agenda to have New Business up first.	
SECOND:	Vicki	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

11. NEW BUSINESS: (With Possible Board Action)

- a. Attorney Gregory Cagle – motion to hire.

MOTION:	Nick: I move to engage and or hire Greg Cagle and his Law Firm as the Boards'/PIPOA's Attorney of Record effective immediately.	
SECOND:	Vicki	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

MOTION:	Vicki: I move to terminate John Bell and his Law Firm's engagement as the Board's/PIPOAs Attorney of Record, effective immediately.	
SECOND:	Nick	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

MOTION:	Nick: I move that any and all requests for legal advice and or any legal opinion shall only go through the PIPOA President, Marvin Jones. No requests or opinions shall be sought or obtained from the Board's/PIPOA Attorney or Record without the express written consent of the PIPOA Board President, Marvin Jones.	
SECOND:	Marta	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

MOTION:	Vicki: I move to delete any and all current or future Board Members names from the line on the PIPOA election ballot for Directors, that allows a voter to give their proxy to a current Board Member. Board Member's names shall not be printed on the ballot as a possible proxy choice for a voter. A proxy line shall be blank for a write-in proxy by a voter.	
SECOND:	Nick	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

10. OLD BUSINESS

A. Channel Markers – Coast Guard letter – motion to repair/replace.

MOTION:	Nick: I move to accept the repair/replacement proposal brought forward by Marvin Jones. This motion includes using Henrichson Construction (the low bidder) for labor, first sign quote or Signing America quote for signs, and Builders First Choice for poles and hardware. Furthermore, this motion requires that the PIPOA comply with all Coast Guard rules, regulations, and Federal Law. The above repair and replacement shall commence as soon as possible.	
SECOND:	Vicki	
AMENDMENT:	Marta: I amend the proposed motion to increase the budget by \$5,000 from \$26K to \$31K and review our action plan to ensure we're fully in compliance with the USCG.	
SECOND:	Vicki	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

b. Employee Background Checks.

MOTION:	Vicki: I move that ALL current Board Members shall have a full and complete background check by December 11, 2018. In the event that a Board Member has a criminal record that violates Texas State Law or the PIPOA's Bylaws, then that member must be removed from the Board. Furthermore, all persons newly elected to the Board must undergo a background check no later than 15-days after taking office. This new Board member shall be subject to the same violations of Texas State Law and the PIPOA's Bylaws for removal.	
SECOND:	Nick	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

MOTION:	Nick: I move that ALL current employees of the PIPOA shall have a full and complete background check by December 11, 2018. In the event that the background check reveals inappropriate conduct for an employee of the PIPTO, then the employee shall be terminated from their position. T shall be the responsibility of the Executive Director to determine if the inappropriate behavior constitutes a terminating offence. The Executive Director shall refer the matter to the full Board for review and action. Furthermore, all persons to be hired shall have a background check completed prior to hiring.	
SECOND:	Vicki	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

MOTION:	Vicki: I move that the Board consult with an employment law attorney regarding background checks and removals. This motion includes developing a procedure to follow employment law as advised by an employment law attorney.	
SECOND:	Marta	
VOTE:	AYE = 4. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

3. PRESENTATIONS WITH POSSIBLE BOARD ACTIONS:

- a. Auditors Update – Jeff Smith, CPA (Jennings, Hawley & Co., P.C.).

Still working on the 2017 Audit. Also reviewing transaction records for 2017. Once audit is complete, we will receive an audit report. Audit is 60% complete – review of books for 2017 is 30% complete. Interviewing for a bookkeeper for the PIPOA office. To clarify, final approval by the PIPOA for the audit was June 7th with Jennings, Hawley & Co., P.C., notifying the PIPOA that the audit could not begin before August 2nd due to prior commitments.

- b. ISAC/ TIRZ Representative Report

No report submitted to the PIPOA from Hulse.

- c. Billish Park Construction Status (schedule, costs to date, plan, completion) presented by Veronica Valdez (Fox Landscaping).

Explained use of pre-emergent treatment and gave an update of the sod that has been laid. Hanson Engineering to install the volleyball poles and net.

4. PRESIDENT'S REPORT

Marvin Jones reported the following:

- a. Board of Directors Vacancy – Explained the process for filling Vicki's vacant seat. She has tendered her resignation as of 10/30/18 as she has sold her property and will no longer qualify to be on the PIPOA Board, as per the Bylaws.
- b. **Section b through e. Vinyl Fences, Write-offs, Sales Tax – Lot Mowing, Earnings shall not inure.** Marvin read the relevant section of the Articles of Incorporation. The Board will investigate these topics further.

5. PUBLIC COMMENT:

See addenda (attached)

6. EXECUTIVE DIRECTOR REPORT: (The Board will receive a report from the Executive Director on topics of importance since the previous meeting.)

- a. We expect to have hired a bookkeeper by November 1st.
- b. We expect to have hired an Administrative Assistant by the end of the first week in November.
- c. The Board members will be joining the Community Associations Institute (CAI)
- d. Reviewing Property Management Software – going to look at an upgraded version of TOPPS, our current application, being used by another association.
- e. Corpus Christ Info Technology has reviewed the office software and said we need to upgrade it.
- f. Payroll has been outsourced.
- g. The Fall Newsletter has been mailed out today.
- h. Cobo De Baro Boat Ramp needs some engineering guidance before the repairs are made
- i. The PIPOA office building needs a wall repair (due to water damage). There will also be a mold assessment and air ducts will be cleaned.

7. CONSENT AGENDA: (Routine items; acceptable without further discussion)

Meeting minutes were not approved for the September 25th 2018 board meeting as the email votes were not included.

8. COMMITTEE REPORTS: (With Possible Board Actions):

- a. Compliance Committee—Alan Rickertson:

Meeting minutes have been posted onto the PIPOA website.

- b. Architectural Control Committee – Tom Cable reported:

Handed each board member a hard-copy package of all ACC meetings that have been held. City are not checking if plans are signed off by the PIPOA ACC as approved before approving – we need to fix that. Suggested we elect Robert Pruiski to Chair the ACC Committee.

- c. Canal Marker Replacement – Bill Sargent reported:

Nothing to report.

9. TREASURER'S REPORT - FINANCIAL REPORTS: (The Board will review, discuss, and then accept all financial reports. No motion required.) Nick Colosi.

MOTION:	Nick: Motion to close the second checking account at UBS to consolidate our accounts.	
SECOND:	Vicki	
VOTE:	AYE = 7. Marvin, Nick, Marta, Vicki.	NAY = 0
MOTION CARRIED		

VARIANCE: Christin Gallegos (construction) asking for a variance to add 5ft to a boat dock on Cobo De Baro.

Board agreed that they couldn't vote without more information and a visual inspection.

12. EXECUTIVE SESSION: No Executive Session.

MOTION:	Vicki: I motion to adjourn the meeting at 7:10pm	
SECOND:	Nick	
VOTE:	AYE = 7. Nick, Marvin, Marta, Vicki,	NAY = 0.
MOTION CARRIED		

ADDENDUM

5. Public Comment:

- a. Henry Dornak – If streets are bad please call the City of Corpus Christi as they're responsible. There is no general aviation airports in Corpus Christi.
- b. Nancy Tressa – Wants to be on the record to give complete support of everything that was printed in the Island Moon newspaper by the past board.
- c. Kelly McFadden – Announced candidacy for the next board election.
- d. Bob Algeo – Announced candidacy for the next board election.
- e. Jim McFadden – thanked Vicki for her time on the board.
- f. Chul Kim McGuire – Recommended reading fellow islander's book, A Prisoners Perspective.
- g. Brian McCabe – Background checks for Board are not needed and only needed for employees.