

PADRE ISLES PROPERTY OWNERS ASSOCIATION, INC.
REGULAR MONTHLY BOARD OF DIRECTORS MEETING
September 25, 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, Brent Moore, Marta Sprout, Carter Tate, Darrell Scanlan, and Vicki Marsden.

2. CONFLICT OF INTEREST

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

3. PRESENTATIONS WITH POSSIBLE BOARD ACTIONS:

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

Currently performing the 2017/2018 audit on Accounts Receivable, Accounts Payable, Accounts in Collection, and Cash. We're in the clean-up process of AR and builder's deposits. Putting internal controls in place for day-to-day operations and write-offs as there are no policies currently in place. We're setting the policies. We need a full-time bookkeeper in the office and to outsource payroll. Refunds to builders have not been accurate and need to be reconciled. The 2017 tax return is due to be submitted no later than 11/15/18.

- b. ISAC/ TIRZ Representative Report

Carter stated the topic discussed at the previous ISAC meeting.

- c. Billish Park Construction Status (schedule, costs to date, plan, completion) presented by Craig Thompson, Hanson Engineering.

The sod is mostly down and the playground is nearly ready to be opened.

4. PRESIDENT'S REPORT

Marvin Jones reported the following:

- a. We will wait for the USCG to send us the official notice regarding our canal markers after a call with Mr Boriskie of the USCG.

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- a. We need to upgrade our software at the PIPOA office as it's very outdated. Currently reviewing our hardware needs. We're going to a 3rd-party to process the office payroll to include taxes/withholdings. Heroe's on the Water have asked to use the

Fortuna Bay Boat Ramp on Saturday 29th September from 5am till 1pm – all agreed this should be allowed. A cleaning company has been put on contract to clean the PIPOA building on Saturdays.

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

Meeting minutes were approved for June 26th 2018 and July 24th 2018. There was no meeting in August so there are no meeting minutes.

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

a. Compliance Committee—Alan Rickertson reported:

A town hall was held on 6th September and information gathered from the public on which compliance issues were important to enforce. A draft fine schedule will be submitted to the Board for review and discussion.

b. Architectural Control Committee – Tom Cable reported:

Next ACC Meetings are Thursday October 4th and Thursday October 16th – all PIPOA members are welcome to attend. Recommends adding another committee member – suggesting David Hoffman.

c. Canal Marker Replacement – Bill Sargent reported:

Progress at Cobo De Baro boat ramp and thanked those that worked to bring this to fruition.

MOTION:	Nick: I nominate David Hoffman to the ACC Committee.	
SECOND:	Vicki	
VOTE:	AYE = 7. Marvin, Carter, Nick, Marta, Vicki, Brent, Darrell	NAY = 0
MOTION CARRIED		

MOTION:	Vicki: I motion to recess for a 5-minute comfort break (8:45pm – 8:50)	
SECOND:	Marta	
VOTE:	AYE = 7. Marvin, Marta Nick, Vicki, Darrell, Brent, Carter	NAY = 0
MOTION CARRIED		

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

- a. Suggests we have 1 operating account not 2, which is our current situation.
- b. Operating costs are approximately \$250K p.a.
- c. Finance committee will present recommendations to the Board on a quarterly basis going forward.
- d. Copies of the bank accounts status that are in the Board packets are available for review at the PIPOA office.

10. RECURRING BUSINESS: (Motions as required)

- a. None

11. NEW BUSINESS: (With Possible Board Action)

- a. Background checks for all PIPOA Board, ACC committee members, and office staff to include part-time employees.

MOTION:	Carter: Motion to have Jim Smock investigate background check companies and report back to the board.	
SECOND:	Darrell	
VOTE:	AYE = 6. Nick, Marvin, Marta, Vicki, Darrell, Carter	NAY = 0.
MOTION CARRIED		

12. EXECUTIVE SESSION: Recess to discuss staffing – 8:30 - 8:55.

13. RECONVENE in Open Session:

MOTION:	Marta: Motion to hire an FTE Bookkeeper for the PIPOA office.	
SECOND:	Darrell	
VOTE:	AYE = 7. Nick, Marvin, Marta, Vicki, Darrell, Carter, Brent	NAY = 0.
MOTION CARRIED		

MOTION:	Marta: Motion to hire an FTE Admin Assistant for the PIPOA office to assist Jim Smock (ED) with emails, office duties, and prep for meetings.	
SECOND:	Nick	
VOTE:	AYE = 7. Nick, Marvin, Marta, Vicki, Darrell, Carter, Brent	NAY = 0.
MOTION CARRIED		

14. ADJOURN

MOTION:	Vicki: Motion to adjourn the meeting at 9:00pm	
SECOND:	Nick	
VOTE:	AYE = 6. Nick, Marvin, Marta, Vicki, Darrell, Carter	NAY = 0.
MOTION CARRIED		

ADDENDUM

5. Public Comment:

- a. Fred Edler – LaPosada. The Yacht Club will be closed to the public this year. Request that the POA provide an area for the public to view the parade.
- b. Dan Brown – The POA Board need to set a social media policy – how and when social media should be used.
- c. Nita Smith – Navigation markers are needed. This is critical.
- d. John Minners – When will the Billish Park playground be approved?
- e. Jim Mock – What’s going to be done to keep sticker burrs out of Billish Park?

8. Two-minute Questions re: Committee Reports – Public Comment:

- a. Fred Edler – Asked for the process on waiting on the letter from the USCG rep, Mr Boroskie.
- b. Richard Pitman – Stressed that the lack of canal markers are a safety issue.
- c. Leslie Hess – Questioned why all of the Canals and Waterways Committee wasn’t on the phone call to the USCG.
- d. Jick Mock – Marvin made a good call – we don’t want to fight with the USCG.
- e. Tom Cable – Compliance Committee enforces City Codes.
- f. Joe Minervini – We have to comply with City Codes. Suggests we send a letter to the City to inform them that they shouldn’t provide any permits unless the PIPOA ACC stamp is on the plans.
- g. Jo Allsopp – If the USCG has been telling the POA for 8-years that the canal markers are out of compliance, where are those Board members?
- h. Travis King – If Vicki Marsden is the Canals and Waterways Committee board contact why wasn’t she the one to be the contact to the USCG?

Addendum to September 2018 Board of Directors Meeting Minutes

(The following Motions were decided upon via e-mail)

August 7, 2018

MOTION:	Marta: To not have a Board meeting in August, 2018	
SECOND:	Darrell	
VOTE:	AYE 5: Marta, Nick, Marvin, Darrell, Vicky	NAY 1: Brent
	NO VOTE 1: Carter	
	MOTION CARRIED	

August 8, 2018

MOTION:	Marta: To install the 4 outer canal markers and give the project to Blue Construction. The project to be funded with \$8,000.00. Brent: On August 9 made a Motion to amend Marta's Motion; he moved to use the C&W proposal. This Motion failed for lack of a second on August 13, 2018.	
SECOND:	Nick	
VOTE:	AYE 4: Marta, Nick, Vicky, Marvin	NAY 3: Carter, Brent, Darrell
	MOTION CARRIED	

August 9, 2018

MOTION:	Brent Moore at previous Board meeting – to fund canal marker project at \$70,000.00 was continued	
SECOND:	Darrell	
VOTE:	AYE 2: Brent, Darrell	NAY 5: Nick, Marta, Vicky, Marvin, Carter
	MOTION NOT CARRIED	

August 22, 2018

MOTION:	Brent: To accept the 3 rd C&W proposal for replacing the canal markers.	
SECOND:	Darrell	
VOTE:	AYE 4: Vicky, Brent, Darrell, Carter	NAY 3: Marvin, Nick, Marta
	MOTION CARRIED	