



EXECUTIVE DIRECTOR'S REPORT

January 19, 2024 to February 21, 2024

- The POA Staff conducted **10** resale certificate bulkhead inspections during this period, **2** of which required follow-up work orders.
- As of February 21, 2024, the POA Office has sold **448** 2024 Boat Ramp Parking Permit stickers.
- The mandatory U.S. Department of Labor / Texas Workforce Commission verification survey was completed for FY2024.
- The April 1, 2024 insurance renewal applications were completed for property, liability, and directors & officers, including the latest loss runs. Insurance renewal proposal from Higginbotham will arrive in March.
- The TSYS credit card service account was closed, and the office card terminal equipment returned to the leasing company.
- Emergency erosion control measures were taken at the Gypsy boat ramp to address the undermining of the parking lot slab near the bridge. Uretek injected a polyurethane plug to stop the flow and restore support to the corner of the parking lot. To date, the measure has held; however, this fix will not serve as a permanent solution on its own. Corrective action will be required to permanently address the severe slope and erosion issue.



- The BancCard payment portal system is continuing to see considerable utilization. Through the payment portal, the POA has been able to obtain and update over 300 email addresses for the database to make electronic communications better.
- Observations of the canal water flow under Encantada indicate that the two culverts are clogged and will need to be cleared again. Recommend The Diver Guys be contacted to schedule a cleaning. I have contacted Diver Dave for an estimate.
- The beginning-of-the-year auditing for annual meeting & election prep concluded with the finalization of the 2024 annual meeting / board election ballot on February 12th. There were a few follow-up emails and address bounce-backs to correct February 13th and 14th. From the annual billing mail returns, the office has processed about 400 property address records updates as of February 21st, as well as an additional approximate 300 email addresses from the payment portal.
- Spoke with Sunnie, with Artistic Construction, regarding the concept of using salt water, pulled from the canals to power wash the seven boat ramps, instead of drawing fresh water from the office building spicket. Her response was that the use of salt water, especially under pressure, would corrode the machinery. As it stands new, even with the use of fresh water, the equipment gets eaten up very quickly and requires a lot of maintenance and repairs, which is costly to her.
- Contacted Kevin, with the City Department of Parks & Recreation regarding a badly rusted out park bench with jagged exposed metal. POA Staff have placed caution tape on the bench while we await a response from the city.



- 2023 W-2's were received from the CPA's office and were distributed to all present and former PIPOA employees.
- The April 1, 2024, Employee Benefits proposal arrived and is ready for Board review.
- Revised contract numbers from the elimination of the White Cap, Commodores, and Sea Pines Boulevards netted an annual savings to the POA by \$15,435. This total is derived from the normal maintenance cost reduction of \$6,650 and the tree trimming of \$8,785.
- The Candidate Ballot Name Order drawing was facilitated and the 'Meet The Candidate Night' scheduled for Thursday, February 29, 2024 at 6:00 pm at the Wyndham.
- Election Buddy ballots and voter roster were finalized, and the hardcopy ballots went into production for mailing the week of February 12th-16th. Owner estimated receipt of hardcopy paper ballots estimated target date of February 22nd (at the 30-day mark).

- Seeking bids to make repairs to the Jackfish Boat Ramp dock. The dock was damaged by a dock company who dragged old pilings across it, breaking a pole and damaging the decking.



- I have been working with Capt. Pici, our District Captain, regarding the issues at the Cobo De Bara boat ramp and setting up a meeting between the Board and Chief of Police.