

**Dunes of Panama Phase III  
Annual Owners Meeting  
October 15, 2016 1:15 P.M. Local Time**

**Clubhouse**

**Minutes**

**Call to Order, Proof of Call, Quorum**

President John Horton called the meeting to order at 1:15 p.m. central time. Jeff Mynard provided proof of call and it was determined there was a quorum. John Horton introduced the Board members present which were Ed Duskin, Dr. Warren Banach, William Lambert and Linda Willis. Marion Fesmire joined by phone. DOPMA employees present were Jeff Mynard, Joyce Hall, Bethany Stokes and Richard Simpson and Tony Clay was present via telephone. John asked all the owners to stand up and introduce themselves and they did.

**Approval of Annual Meeting Minutes October 17, 2015**

John Horton asked for a review of minutes from the last meeting and for any corrections or additions. A motion was made by Ed Duskin to accept the minutes as written, seconded by Steve Mixson. The motion passed by a unanimous vote.

**Board of Directors**

John tells the owners that they will be keeping the same board of directors next year with the addition of Steve Mixson. John Horton, Bill Lambert, Ed Duskin, Dr. Warren Banach, Linda Willis, Marion Fesmire and Steve Mixson.

**Financial Report-Treasurer**

William Lambert reviewed and discussed the following financial reports.

- Income and Expense for 1/1 to 8/31/2016
- Renovation Income and Expense for 9/1/15-3/31/16
- Balance Sheet as of August 31, 2016
- Cash Flow Projections 9/1/2016 to 12/31/2016
- Proposed 2017 Budget
- Schedule of Reserves for Capital Expenditures and Deferred Maintenance 2017

The Income and Expense Statement for January through August shows that we are a little over budget with income of \$133,065 and expenses of \$150,316. A majority of the budget variance was for the walkway tile, we ran the walkway through the operating account this year because we did the assessment last year and all the funds were in the bank. The only account that we have seen any large variance is Insurance and it is down about \$5,500 from what we estimated.

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The next report is the Renovation Income and Expense, this is a recap of the special assessment that we did last year. This report shows the actual expenses that we incurred and we projected those expenses to be.

The Balance Sheet as of August 31, 2016, shows \$4,397 cash in the bank. We are current on all of our accounts receivable which is an improvement over last year which means everyone is paying their fees on time. We have reduced the outstanding FEMA loan which is at \$70,850. With no questions or comments, Bill continues to the next report.

The Cash Flow Projection shows that the starting cash for September is \$4,397. The Projected amount of cash on hand ending in December is \$3,916 which is a little lower than last year but we are still in pretty good shape going into 2017.

### **Proposed 2017 Budget**

The Proposed 2017 Budget was next on the agenda. Mr. Lambert noted that the budget for 2017 is roughly the same as for 2016. We have seen a reduction in the Insurance as he mentioned previously. R&M Building and R&M Grounds also shows a slight reduction. Wireless Internet also shows a decrease because of the change that was made during the last year. We propose to keep the fees the same as 2016 with no increase.

With no further questions or comments a motion was made by Ed Duskin to accept the financial report and 2017 budget as proposed, seconded by Tim Tucker. The motion passed by a unanimous vote.

### **Reserve Account**

John Horton tells the owners that except for the fire pump in four years, after we do the painting and windows we shouldn't have other major expenses for a while.

The requirement to fund a reserve account was waived by a vote of 26 to 1.

### **Other Business**

John tells the owners that he hopes they noticed the new retaining wall and how nice the trash chutes look. He noted he got a chance to look inside before they closed it up and it made a huge difference because it was falling apart. John also stated that the walkways look fantastic, that was a solution that we were told from the first time we painted, that tiling is what we want to do to these walkways. We tried other things and experimented in other buildings but he believes that this is going work out for our situation. John opens the floor up for new business.

An owner states that she sees where the fire pump was budgeted in the assessment for \$22,000, how were we able to get it done for \$2,800 and was it done to what we had anticipated what you wanted to do to it. John explains that we brought in another company to look at it and they said that they could repair it and get it up so that it would pass inspections and they got it up and it

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passed inspection.

Jeff tells the owners that everyone should have gotten in the mail the news of the renovation project and they should be done with B building at the end of this month or the first week of November. They will come over here and do everything in C building except for the south elevation because the windows won't be here until January. They think they will be through sometime early December, they are scheduling out about six weeks to do the things that they plan to do to building C but they will have to leave that south wall until January. An owner asks how are we going to do that, it going to be an inconvenience to the renter but is there an idea of how we are going to do that? What we will do is, once they get the windows on site, we will let everyone know when your unit is scheduled to be done. They won't leave a hole, whatever they take out they will put back in. Another owner asked if we were changing out all the windows in the building. John responded, we debated on that and her window is probably like his, shot. He has repaired his three or four times and there is nothing left to repair. Most of the walkway windows, if you haven't been using them have been painted shut for a number of years. John also told the owners that if you want to replace the window off the walkway it will be a much easier task, you won't need the labor that is involved in replacing the north and south elevation windows. An owner asks who the company of the windows is and are they interfacing with the installers so that we can get some kind of warranty that they are correct. Jeff states the company is FCO is manufacturing the window but the concrete restoration and painting company is doing the installing and we have FCO warranty and theirs. There are certain parts of the installation that they will be under their warranty but as far as the glass, if the glass were to fail then FCO would cover that. Jeff tells the owners that this summer we had a company come out and stage the buildings with an architectural engineer and they pulled apart the buildings and they said they have simply lived passed their life. The windows will be all up to code with thick frames and glass, it will look so much better.

Marion Fesmire asked; on the concrete restoration are they checking on the columns for wire treatments because she knew hers has some problems. Jeff told Marion that he did point out to the contractor, even when they were bidding it, they did a walk-through of each one of the buildings with the contractor so that they knew exactly with the problems were that already existed and to pay special attention to those things. Jeff also noted that after they put the window in, whatever demolition that they have to do inside they will return it to its original state. He also noted that as many owners know those old windows leaked and probably some of the sheet rock around those windows have water damage and may have to be replaced anyways and that is figured into the assessment.

The next issue discussed is the cats on the property. Jeff states that we have an ongoing program of removing cats, we trap them and we relocate them but the problem is people keep feeding them. John Horton told the owners that we got rid of all the cats at one point but then we had a rat problem. Richard Simpson also tells the board that most of the problem is coming from A building, maintenance is constantly picking up bowls of food that they leave around.

Another asked if it is mandatory for people to pick up after their dogs, because if it is then there are a lot of people who aren't doing so. Jeff explained that part of the problem is the "Pet-Friendly" is a big market now. A lot of people rent their units based on the fact that they allow pets.

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If they are renting through the DOPMA office we don't allow the pets but they do sneak in a dog every now and then but in general, we tell people no pets. Jeff states that we have put up pet stations and we have put up gloves, we don't have problems so much with the owners.

We will just continue to educate the owners who are renting "Pet-Friendly" that they need to insist very clearly that they are responsible for cleaning up after their pet.

**Adjournment**

There was no further business and the meeting was adjourned by proper motion and vote at 1:55 p.m. local time.

Respectfully submitted,

Jeff Mynard, Assistant Secretary