

Porto Cima Townhouse Property Owners Association, Inc.  
Board of Directors Meeting  
July 18, 2020

1. Call to order
  - a. The meeting was called to order by President Manion at 9:00 a.m.
  - b. Directors in attendance: Manion, Eise, Miller, Butler, Pederson, Murphy
  - c. Directors absent: None
  - d. Others in attendance: Todd Nelson, Property Manager; Owners Stiglich, Adkins, Koehnecke, Weisenborn, Fry, Lange, Stifel and 5 others
2. Finance Committee Report
  - a. Murphy reviewed the Finance Committee report
    - i. Noted 97% compliance with required insurance confirmations from owners
  - b. MOTION: by Murphy 2<sup>nd</sup> by Manion to accept
    - i. Unanimously adopted
3. Landscaping Committee Report
  - a. Reviewed by Chairman Eise
    - i. 50 Southshore Court request for wall repair declined. Previous addition by owner on common ground, not Association maintenance responsibility
    - ii. 95 Via Lauren request for front bed and tree replacement. Todd was asked to visit with owners to confirm relative responsibilities and further refine and reprice request for resubmission at a later date
  - b. MOTION: by Murphy, 2<sup>nd</sup> by Pedersen to accept report and approve requests, as modified above
    - i. Unanimously adopted
4. Structures Committee Report
  - a. Chairman Pedersen reviewed formation of the Committee, its goals and objectives
  - b. Jim Adkins volunteered to join the Structures Committee
5. Maintenance report was presented by Todd Nelson
  - a. OEM work schedule (attached) was reviewed with the Board
  - b. A lengthy discussion of Roof issues including potential replacements and current repair status. The matter remains a matter of high priority for the Board
    - i. Currently using 2 vendors: Midwest Roofing for tile roofs and Above and beyond for composite roofs
    - ii. Reviewed, with input from owners' present methods of financing any major expenditures
  - c. Currently using 2 vendors for window repairs / replacements
    - i. J&S windows for replacement of sliding doors etc.
    - ii. Marks Mobile Glass for issues of windows fogging up
6. Neighborhood Consolidation
  - a. Board project to consider consolidation of smaller neighborhoods in order to create sufficient scale (number of units) in a potential "new" neighborhood. Objective being to ameliorate any negative impact caused by reduced number of units in a given neighborhood.
  - b. The Board has established a target date of November for development of a plan to be reviewed with owners affected at the next Annual meeting
7. Old business-none

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**8. New business**

**a. Manager resignation**

- i. Todd Nelson has submitted his resignation as Association manager, effective August 7, 2020. He will continue to represent Nelson Land as the Association lawn and landscaping vendor. Todd has also agreed to continue to assist in the transition of management responsibilities**
- ii. The Board accepted the resignation with regrets and thanked Todd for his many years of dedicated service.**
- iii. A committee of the Board has been established to replace the management services of Todd, led by Fred Miller**

- b. Bill Manion announced his intention to resign from the Board effective with the November, 2020 Annual Meeting. Bill has served the Association for more than 15 years as its President and has made innumerable contributions to the success of our Association. He will be missed.**

**9. Meeting adjourned at 10:45 a.m.**