

COVE POINTE OWNERS ASSOCIATION., INC.

Minutes of the Special Board of Directors' Meeting Thursday, August 22, 2019

The Cove Pointe Owners Association Special Meeting of the Board of Directors was held on Thursday, August 22, 2019 at 5:30 p.m. at 1139 Cove Pointe Drive, Panama City, FL 32401.

Call to Order and Quorum Check: President Buddy Dye called the meeting to order at 5:34 p.m. Tom Neubauer and Chris Reiss were in attendance. Henry Breland and Rand Wortman were unable to attend. Owners in attendance were Nancy Breland and Jan Dye. Tammy Mallory and Debra Laminack from Burg Management attended the meeting and Debra Laminack recorded the minutes.

Proof of Notice: The Board confirmed notice was posted on property in accordance with Florida Statutes and Association By-Laws.

Approval of Agenda: The Board approved the agenda by consensus.

Approval of Any Unapproved Board of Director Meeting Minutes: On a motion by Chris Reiss and a second by Tom Neubauer, the minutes of the April 17, 2019 Special Board Meeting were unanimously approved.

Financial Report: Tammy Mallory, Vice President of Burg Management, reviewed the request for yearend statement of cash receipts and cash disbursements. Chris Reiss provided the requirements for the reporting. Tammy Mallory and Debra Laminack will work to produce a report that meets the requirements. Chris Reiss also requested additional information for deposits and estoppel forms to be sent to her. Debra Laminack will provide the detail available as soon as possible. Tammy Mallory addressed the Union Bank account opened on behalf of the Association. She explained that Burg Management is going through a software conversion that requires us to use Union Bank. The account was open, but no activity was supposed to take place. Immediately when it was recognized that transactions had occurred, Debra Laminack notified Chris Reiss and the account was closed. Tammy Mallory requested that the Board consider Union Bank as an option in the future.

Proposed Budget: Debra Laminack will work on a draft budget to present to the Board at a future meeting.

Status of Storm Recovery: Buddy Dye updated the Board on storm recovery. HerbaFex was not there during the storm recover. Letters were sent to each owner for lots that required clean up. There are still some lots that have not been cleaned up and smoothed out. HerbaFex will provide a price for those services. There was a community workday where three lots were represented. Buddy Dye cleared all the city property so that HerbaFex could begin to maintain it again. There are several trees down on the city area that still need to be addressed. Tom Neubauer will speak with the city manager. Chris Reiss advised that the park funds are available for the needs of the park if necessary.

Plan to Rebuild Dock: Buddy Dye discussed the rebuilding of the dock. At this time, the prices are too high. Chris Reiss recommended that the Association wait until the hurricane recovery work slows down and prices come down before the dock replacement/repair is completed.

Replacement of Damaged Landscaping: Buddy Dye stated that there are several areas of landscaping that need to be replaced. He and Nancy Breland will research plants and landscaping options and present a plan for replacement to the Board for consideration.

Status of Burg Management Contract: Debra Laminack and Tammy Mallory excused themselves from the meeting to allow the Board to discuss the status of the Burg Management contract.

Status of HerbaFex Contract: Buddy Dye has worked on the scope of work for the landscaping contract. He would like to see several things modified in the landscaping contract. Buddy stated that he has been dissatisfied with the current service, and the board agreed to move forward with finalizing the RFP and going out for bid.

Officers for Next Year: The Board discussed the upcoming Annual Meeting. The tentative date for the meeting is September 25, 2019 at 5:30 p.m. Chris Reiss will reserve the banquet room at the St. Andrew's Yacht Club and send out a confirmation email to the Board. Officers will be elected at a meeting scheduled a few weeks after the Annual Meeting.

Adjournment: With no further business to discuss, the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Debra Laminack, CMCA, AMS, PCAM
Association Manager