

**COVE POINTE OWNERS ASSOCIATION., INC.**

**Minutes of the Special Board of Directors' Meeting  
Wednesday, February 24, 2020**

The Cove Pointe Owners Association Special Meeting of the Board of Directors was held on Wednesday, February 24, 2020 at 6:00 p.m. at 1139 Cove Pointe Drive, Panama City, FL 32401.

**Call to Order and Quorum Check:** President Craig Claussen called the meeting to order at 5:37 p.m. Tom Neubauer, Rand Wortman, John (Buddy) Dye, Henry Breland, and Chris Reiss were in attendance. Owners in attendance were Nancy Breland, Tonya Claussen, and Jan Dye. Debra Laminack with Burg Management attended the meeting and 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 Rand Wortman and a second by Henry Breland, the Board unanimously approved the minutes of the October 16, 2019 Board Meeting.

**Financial Report:** Chris Reiss provided the following financial report from December 31, 2019: The revenue for 2019 was \$38,433; expenses were \$27,900, net income was \$10,500. Cash on hand in operating is \$33,000, \$19,000 in reserves, and \$9,600 in the park fund. Burg Management is moving to a cash system of reporting for Cove Pointe, and the January numbers will be available when the conversion is complete.

**Dock Repair/ Rebuild – Proposal and Funding of Project:** The Board members discussed competing needs including landscaping repairs, irrigation repairs, and trees that are needed. Chris Reiss advised that in full disclosure the company that the dock proposal is from is associated with a close family friend. Chris Reiss proposed that \$19,000 of the cost for the dock be taken from reserves and the remaining be taken from the operating account. **On a motion by Rand Wortman and a second by Tom Neubauer, the Board unanimously approved the proposal for \$27,149 from Shores Marine Construction.**

**Burg Management Contract:** Chris Reiss reviewed the options for the renewal of the Burg Management contract. **On a motion by Chris Reiss and a second by Rand Wortman, the Board unanimously approved a one-year renewal at \$515 per month with the condition that the financials are completed on a cash basis.**

**Any Other Item of Business Brought to the Attention of Any Board Member:** Buddy Dye addressed the irrigation and landscaping needs. He recommended a phased in approach to the irrigation. The Third Court and Third Street islands - recommended replacement of lantana, repairing the irrigation, and adding pine straw; island in front of Breland home – recommended adding small crepe myrtle or encore azaleas, repairing the irrigation, and adding pine straw. The cost may vary depending on what plants are used in the landscaping plans. In addition, Nancy Breland stated that there are several trees that need to be replaced throughout the property with the cost yet to be determined. Henry Breland stated that there are owners who are out of compliance with the covenants. The Board requested that issues be addressed through a letter to the owners. Nancy Breland will assist with identifying items that need to be addressed.

**Adjournment:** With no further business to discuss, the meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Debra Laminack, CMCA, AMS, PCAM  
Association Manager