

PMPOA Board of Directors Meeting Minutes

Date: May 20, 2025

Time Called to Order: 6:32 PM

Location: Google Meet (Virtual)

Attendees:

- Tim Bird
- Wayne Bledsoe
- Roy Brown
- Roy Knopp
- Ed Hallyburton
- Chase Billow
- Devan Cardin

Call to Order

The regular meeting of the PMPOA Board of Directors was called to order at 6:33 PM via virtual conference.

Motions and Approvals

Motion 1: Tractor Trailer Purchase

- **Details:** The Board is in need of a trailer to haul the tractor around the community. We have located a trailer and the motion was approved to purchase the trailer with a max budget of \$3,500
- **Motion by:** Ed Hallyburton
- **Seconded by:** Roy Brown
- **Outcome:** Motion passed unanimously.

Motion 2: Grounds & Maintenance Job Posting

- **Details:** The Board approved the listing of a position to cover grounds and maintenance items. A board member expressed interest and recused himself from the vote.
- **Motion by:** Roy Brown
- **Seconded by:** Chase Billow
- **Outcome:** Motion passed unanimously, Roy Knopp recused from the vote.

Financial Report – Presented by Roy Brown

- **Total Deposits:** \$ 3,452.98

- **Total Disbursements:** \$ 8,080.04
 - Expenses included Tractor, utilities, payroll, deck repairs at the proshop, and various other expenses noted on the financial statement.
- **Net Gain:** \$ (4,627.06)
- **Total Account Balances:** \$ 47,538.84

Maintenance and Operations Updates

- **Water System Monitoring**
 - The board reviewed the draft contract for a new Operator in Responsible Charge (ORC).
- **Hotel Water Usage & Billing**
 - The board will conduct a **first official water meter reading on May 30**.
 - A formal rate schedule is being developed for consistent billing.
 - A bypass valve formerly used at the hotel was evaluated and removed.
 - The board emphasized the need for written agreements, historical usage documentation, and clear procedures going forward.

Property Management

- A third meeting was held at the office with Shook & Tarpon to help answer questions.
- Chase contacted several other Property Management companies and discussed scheduling times to meet with them.
- Decision is needed by 5/27.

Committee Updates

- ECC Update: The committee has 45 days to review and respond regarding signage concerns.
- Annual Meeting: Scheduled for June 14 at the pavilion.
- Bylaws Update: Planned for post-June to formalize the structure of board-appointed committees.

Priority Project List

- Established and shared for internal reference and planning.
- Some Priority Items Include:
 - Chipper servicing
 - Entrance fountain
 - Rear gate lock
 - Initial meter read for Hotel water
 - Scrap Metal in Shop
 - Trailer for Tractor

FEMA Updates

- **FEMA Follow-up Recap:**

- FEMA requires expenditure records and potential in-house labor estimates.
- Jenna (FEMA contact) is awaiting documentation and has another upcoming visit.
- FEMA contacts: Need to coordinate with insurance provider to verify any coverage applicability.

Adjournment

Meeting Adjourned At: 8:35 PM