



## **PALMA VISTA HOMEOWNERS ASSOCIATION**

1353 Ave. Luis Vigoreaux PMB-341 Guaynabo, PR 00966

Minute Meeting Board of Directors

Friday, January 10, 2020

Present:

- Dr. José Muñoz, President
- Sr. Kevin Sherratt, Treasurer
- Dr. Cristina Ramos, Secretary
- Ms. Lillian Dominguez

The meeting was started at 4:00 PM

Issues discussed and determinations of the Board of Directors:

**1. Status Regarding Announcements for Extraordinary Assembly January 17/18, 2020:** announcements have been sent by mail for the next assembly January 17<sup>th</sup>/18<sup>th</sup>. 2020. An email draft will be created by Ms. Dominguez and sent to the Secretary for review. It will then be sent to the rest of the BOD, when approved it will be sent by email to all the owners.

**2. Pre-Meeting @ DrJM Villa at 11:30am - Attending;** PV-BOD, PV-Administrator, CPA, and Legal Counsel will be held prior to the assembly.

### **3. Meeting logistics:**

Dr. Ramos & Dr. Muñoz will lead the meeting. The CPA and the treasurer (Mr. Sherratt) will present the budget and the increases in HOA levy increase. The transcription services will not be contracted since it will be a short meeting. These services will be contracted for the annual assembly. Minutes notes will be taken by Jose J. Martinez (Secretaries Son) to help with the order of the meeting.

### **4. Service Updates**

- a. Septic Tanks: were needed to be cleaned prior to scheduled cleaning which adds to the costs of maintenance.
- b. Generator: maintenance was given and will be done 3 times per year.
- c. Legal fees: due to increased need for consults to the attorney associated with the changes in Bylaws and Master Deed, a monthly fixed payment will continue. In august will reevaluate the Attorney's proposal for an hourly rate or monthly fixed payment.



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d. Pool Lights/maintenance: multiple attempts have been made for coordination to fix the light fixture. The company scheduled it for February no date given, will get a definite date with email outlining the timeline of prior request done to the company. Will get new quotes for new pool maintenance providers.

e. Painting Fund: No contributions have been made due to budget constraints and increase in HOA fees would allow making the mandated contribution.

5. **Short term/regulations committee:** will present and vote for approval of the committee recommendations, they will come into effect after the Bylaws and Master deed is revised at a future date to be presented at the annual assembly in August.

6. **Christmas decorations:** will keep the budget at 300 dollars and establish a committee at the annual assembly for Christmas decorations. If no volunteers are available will contract an outside service provider.

**New issues:**

1. Suggest that the Finance committee be involved and give a mid-year update in 6 months and in 12 months reevaluate the budget.
2. Very effective coordination of the New year’s celebration. No complaints were made, and the area was cleaned and organized after the event. These arrangements can be made for the Gazebo with adequate coordination and respecting the regulations for noise contamination.
3. Next meeting January 18<sup>th</sup>, 2020 at 11:30 pm.

The meeting ended at 4:45 p.m.

December 17, 2019

Minute Meeting Board of Directors

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Minutes taken by:

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José Muñoz  
President-Board of Directors  
Council of Titulares Palma Vista

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Cristina Ramos  
Secretary-Board of Directors  
Council of Titulares Palma Vista



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