



La Puntilla Condominium Association
La Cruz de Huanacastle, Nayarit
Mexico

Minutes - January Board Meeting
January 9, 2004 Friday 2 PM
(Central Standard Time – “PV Time”)
Conference Call

Board Members Present: Lydia Dobyns, Jim Rosenwinkel, Erin Strench, Pam Thomas and Amy Welch

Board Members Absent: None.

Administrator: Cherie Sibley.

Guests Present: None.

There being a quorum, the meeting was called to order at 2:10 PM CST by Administrator Cherie Sibley. Amy Welch took minutes.

The January 3, 2004, annual meeting minutes, budget and treasurer’s report were unavailable for approval. Sibley will distribute upon release from the La Puntilla attorney, Maria O’Connor. The minutes, budget and treasurer’s report will be approved at the February 2, 2004 board meeting.

Election of Officers:

After a brief discussion about Nayarit law and the length of terms and rotation of officers, *Pam Thomas moved and Jim Rosenwinkel seconded, Mr. Erin Strench for president.*

PASS: 5 YES, 0 NO.

Strench suggested, and Rosenwinkel concurred, that the additional naming of board members take place at the La Puntilla February board meeting. In February all board members will be at La Puntilla. At that time, sufficient discussion can take place about the role of each of the officers. No further discussion ensued.

Bylaw Review:

Pam Thomas moved and Jim Rosenwinkel seconded, that we postpone naming the bylaw review committee until the February meeting.

PASS: 5 YES, 0 NO.

At the February meeting, we can better identify the issues to be reviewed and the members of that committee. Any homeowner wishing to be a part of this committee should contact Erin Strench or Cherie Sibley, or attend the February meeting.

Landscaping:

Erin Strench moved, and Jim Rosenwinkel seconded, that Amy Welch request a detailed study and recommendations for change in the common areas by Landscape Architect Charlie Sacamano, for the February 2004 meeting. Welch will pay for the study.

PASS: 5 YES, 0 NO.

Welch expressed concern about tree roots growing into water treatment plant area, and that perhaps these trees need to be removed before the February meeting. Discussion ensued, with no decision made until the February meeting.

Lydia Dobyms moved and Erin Strench seconded, that Administrator Cherie Sibley request a legal interpretation from Maria O'Connor and her firm, regarding landscape modification and the bylaws. The opinion will be requested to be ready for the February meeting.

PASS: 5 YES, 0 NO.

Maintenance:

Sewage Plant (Water Treatment Plant)

Sibley indicated that incorrect chemicals have been used by Eber to treat the sewage plant, as he has been using pool chlorine tablets rather than liquid chlorine. This oversight has been corrected and liquid chlorine is now being used.

Thomas expressed concern that there is still a pungent odor emanating from the brown/gray water. Strench asked when the last pump out took place, Dobyms indicated that the last sewage pump-out was January 2003 and that it is scheduled for pump out again January 2004. Strench expressed concern that the appropriate regularly scheduled pump out is every 6 months.

Furthermore, Strench indicated that using liquid chlorine is not the appropriate chemical to use for the treatment plant; and in fact, may be causing additional secondary problems to the system. Strench suggested that Dave Hibbard be contacted regarding maintenance of the sewer plant as he is most familiar with the overall operation. Strench indicated, too, there are manuals which accompanied the sewer plant. Sibley indicated she will look for the manuals. Strench also indicated that no vendor should state that the plant is not meant to handle the number of houses at La Puntilla, as the water treatment plant is large enough to support 37 homes and is of an adequate size for 19 homes.

Dobyms requested that we give Sibley until the February meeting to take the appropriate measures to bring the treatment plant up to full operation. Sibley indicated that she does have another condominium association that does have a similar system. Sibley will further explore the appropriate maintenance method of the Sewer plant and report back at the February meeting.

Common Area Sprinkler Repairs

Thomas indicated that there are sprinklers broken in the central common area, which further inhibit the distribution of brown/gray water. Sibley will have her onsite manager, Armando Bravo, review the sprinkler system and request Eber to make the appropriate repairs.

Beachfront Sprinkler Repairs and Grass Reseed

Strench requested information about the status of the beachfront sprinkler repair. Dobyms indicated that at the January annual meeting, there was a \$144,000 pesos capital improvement line item – to repair the beachfront sprinklers and reseed the grassy area. No decisions were made at the January meeting. Strench will work with Eber and the maintenance staff to identify the sprinkler lines and valves. Dobyms indicated interest in being a part of that education process. At the February 2 board meeting, a decision will be made regarding a potential assessment to repair the beachfront sprinklers and reseed the beachfront common area.

Email addresses – update:

Sibley will work with Thomas to update the phone list and email addresses. Thomas expressed concern that all emails also be forwarded to all property managers. It was the consensus of the board that all property managers be notified.

Future Board meeting dates and January 2005 annual meeting date:

Concern was expressed that we establish regular board meetings and the annual meeting date in order to provide ample opportunity for all homeowners to attend the meetings. No further action was taken on setting dates until the February 2 meeting.

Accounting program:

Welch requested that the association switch their accounting system to QuickBooks, which is a more professional billing and collection system than Quicken. Additionally, Quicken can be easily converted to QuickBooks. Sibley expressed reluctance to make the change as the Davies files were given to her on disks that she can easily continue the data input. The La Puntilla accountant is also familiar with the Quicken system. Strench asked that we maintain the Quicken system.

Welch suggested that we no longer distribute the La Puntilla accounting to the homeowners on an MS Excel spreadsheet and that we create a La Puntilla web site, and place all minutes and budgets and financial accounting on that web site. Homeowners can then be given a username and password in order to look at homeowner-information only and download all the accounting information in a .pdf format. An additional benefit to the web site is to provide homeowner rental information. Welch offered to create the web site at no cost to the association. There appeared to be interest among the board. More discussion will follow at the February board meeting.

Board Terms:

Concern was expressed that the newly adopted bylaws do not conform to Nayarit law. The law stipulates that Board members may serve for one year only, with no back-to-back terms. This issue, among others, should be considered by the Bylaw review committee. Discussion will continue at the February meeting.

Administrator's report – Cherie Sibley:

Bravo will check the work of the guards and landscape/maintenance crew at different times during the day and evening, to ensure appropriate service. Bravo is fluent in English. Should a homeowner have a concern, please contact him directly. Should you wish to leave him a message, you may leave a note for him in the Guard/Maintenance house mailbox.

Bravo will be onsite at La Puntilla, three hours per day. He varies the time of day he is present in order to keep the guards and maintenance staff unaware of his exact arrival time. Bravo and Sibley's office phone and cell phone numbers will be distributed to all homeowners and property managers. Homeowners are cautioned to call after-hours only in case of emergency.

The annual meeting minutes were translated and filed. The minutes are anticipated to be distributed in approximately one week.

Concern was expressed that the adopted budget and quarterly dues should also be distributed as soon as possible. Sibley will distribute the budget and notice of quarterly dues, along with the minutes.

For the homeowner information, the first quarterly payment of \$16,344 pesos is due January 15, 2004 and is considered late by January 31, 2004. Fees should be made payable to La Puntilla via Lily at Lloyd's in the Plaza Marina branch office. As the account number will change, Cherie will email all homeowners and property managers the new La Puntilla account number as soon as possible.

Erin Strench moved and Jim Rosenwinkel seconded that the January 9, 2004 Board Meeting adjourn at 3:15 PM (CST).

PASS: 5 YES, 0 NO.

The next La Puntilla board meeting will be held at La Puntilla at 10:00 AM on Monday, February 2, 2004 at the Welch residence – B-6. All homeowners are welcome to attend.

