**NASSAU BAY HOMES ASSOCIATION, INC.**

**MONTHLY BOARD MEETING**

**November 21, 2019**

**In Attendance**

Mike Stimpson, Phil Collins, Pete Seroka, Victor Kirklighter, Autumn Rendall, Brad Landmann

**Visitors**

Barbara Poche, Jerry Newberry, Omar Abotteen, Don Hollowell, Kay Hoffman, Jim Stoa, Bill Mattei, Frank Zammaron

**Open Session started at 6:04 p.m.**

**Hearing of Visitors**

Mike welcomed visitors and called the meeting to order.

Jerry Newberry wanted to know if the HOA had a plan to work with the city to enforce architectural requirements. Mike said that the board members should sit down with the building inspector and city manager to work out a plan for this matter.

Pete said that we have 17 commercial properties at the moment, and that right now he is working on finding out what businesses are currently at these addresses. Pete said that 13 of these commercial properties have not payed their assessment fees, and it is important to collaborate with the city on matters affecting Nassau Bay.

Jerry also raised a concern that the deed restrictions should enforce the single-family dwelling requirement, in light about issues with AirBNBs in the community.

Barbara Poche agreed with Jerry on this matter, and then changed the subject to address a few of her concerns. She told the board that there is an empty home who’s back door is open, and Mike agreed to check out the scene. She then said that she is happy to help organize community members to get the word out about the requirement to have working yard lights, but would appreciate direction from the board as well as a friendly letter explaining the situation.

Phil suggested that the HOA should have subcommittees that focus on issues like deed restrictions, ARA’s, etc. These would be chaired by a trustee and led by volunteers. He said he thinks that volunteers and committees could serve a valuable purpose.

Mike said that he thinks that if the police had a blurb in the Compass Rose about the safety benefits of yard lights, this could be helpful in getting the word out.

Pete said that the duties these proposed volunteer committees would take care of are something that a professional should handle. He brought up the possibility of meeting with a property management company. He said that he thinks we should look at the costs and further explore this idea.

Phil said that we should outline a procedure for communicating with residents the importance of yard lights. Bill Mattei said he think that the hardest part of this goal would be gathering information about which lights are out and addressing how to fix them.

Jim Stoa addresses people putting their trashcans out too early, and then visitors and board members discussed what they appreciated about the community’s garbage service.

Mike said that he will begin creating a procedure outline for yard lights, and Mike said that he will have a draft of this procedure by the next meeting.

Omar Abotteen thanked harbormaster Brad Landmann for his duties and contributions at the marina, and the visitors and board members agreed.

Pete makes a motion that Mikes seconds to arrange a meeting by the 27th of November with the building inspector and the city manager to form a plan of action for enforcing architectural requirements. The motion was approved.

**Mike Stimpson, President.**

Mike addressed a recent jet ski theft at the marina and the damage the theft did to a tenant’s boat and marina property.

**Approval of prior minutes**

Mike made a motion to approve the minutes from the October board meeting which Pete seconded, and it was approved.

**Next meeting date**

The next board meeting will be December 19 at 6 p.m. The board members briefly discussed not having a December board meeting due to the holiday season, but they voted to still host the meeting.

**Pete Seroka- Vice President**

Pete addressed the new signs the HOA placed around the neighborhood to advertise upcoming board meetings, special events, etc.

Pete said that the McDonald’s in Nassau Bay is moving forward with its plans for the entrance to NASA Rd. 1 and Space Park. He also addressed the upcoming Methodist expansion.

Pete also said that the Transitional Learning Center’s construction plans are moving forward as well, and he said he’d like it if they had a rendering of the proposed construction on the fence.

Pete also made a motion to put a local Boy Scout troops fundraiser on our website, which is offering to put flags in Nassau Bay yards on every major holiday. Phil seconds and the motion was approved.

Pete made a motion to officially designate Brad as the HOA’s permanent harbormaster, but Phil addressed that all personnel matters are to be discussed in closed session, so the motion was postponed.

Pete said that he knows a guy who will paint addresses on driveways and would like to put his contact information on the website. A discussion was then prompted about what requirements, approval process and possible downsides there are to listing vendors on the website. It is agreed that Victor will contact the city about what these possible downsides are.

Pete recommended that the HOA office change its hours to mirror the city hours, and said he believes it would be easier for the Nassau Bay residents. For context, the office hours are currently 8:30 a.m.-7 p.m. on Mondays to accommodate those who work, and Tuesday-Friday 8:30 a.m. to 4:30 p.m. The proposed change would be 7:30 a.m.-5:30 p.m. Monday-Thursday, and then 7:30 a.m. to 11:30 a.m. on Friday.

Phil said that he believes this is a matter that should be deferred till it can be discussed further, and he said it is important to hear out the office staff’s opinions.

Victor, office manager, said that he believes that the late shift on Monday serves a valuable purpose for those who work. He said those who have come in during that time has been highly appreciative of the accommodation. However, Pete said he believes that these people who work will be able to find time in their schedule elsewhere in the week to get their business with the HOA done. The possibility of maybe having a drop box that residents could place notes/checks into afterhours was brought up.

**Brad Hunter- Treasurer**

Brad was absent. However, it was addressed that NBHOA made the decision to go with Cox CPA for our auditing needs.

**Joshua Bott- Marina**

Josh was absent, but over email he made a motion to raise the non-resident marina slip fees for the marina. Wet slips will increase by $15 per month, dry slips by $10 per month. The motion was approved over email.

Pete said he still believes we should be lowering the resident rate for marina slips, bur visitor Omar Abotteen said that he thinks residents are paying a fair amount.

**Phil Collins- Swimming Pool**

Phil said that himself and the previous pool board member rep. Becky are planning to come up with a few recommendations for improvements to the pool. Inadequacy of the toilets and whether the marina facilities need to be ADA-compliant are a few of the issues at hand.

Mike agreed that the toilets do need improvements, and the visitors agreed as well.

Mike also said that the marina gate should be closed, in the aftermath of the marina’s jet ski theft. Omar does see some downsides to this, as there are some people that just enjoy walking around the marina, but he does support a key code gate.

**The Open Session closed at 7:33 p.m. and after a short break the Closed Session opened at 7:42 p.m..**

**Complaints, Other Items**

1. Pete made a motion which Mike seconded to make Brad Landmann the official harbormaster.
2. The board presented Victor with a detailed job description of his duties as office manager, along with a few new responsibilities the board is asking him to adopt. Victor will review these responsibilities and give his feedback to the board.
3. Pete brought up meeting with a property management company, and he said that we should look into making a spreadsheet with the proposed costs of a management company.
4. The office manager and office assistant of NBHA will receive a performance review that will affect their Christmas bonuses.
5. Pete would like to see a monthly and YTD summary of what ARA’s have been approved, denied and are still in progress.
6. Phil said that he will ask Dick Gregg about the HOA’s jurisdiction over commercial properties.
7. Pete asked that if board members know they will not be able to attend a meeting in advance to inform the rest of the board.

**ARA’s**

A. There were no open ARA’s at this time.

**At this time with their being no further business to discuss, Mike made the notion to adjourn the Closed Session which Phil seconded, and Closed Session ended at 8:05 p.m.**