

PORTER COURT CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEETING
Open Conference Call
Via Zoom
January 28, 2021

1. CALL TO ORDER

President Sally Mughherini called the Annual Meeting to order at 10:04 a.m.

2. CERTIFY OF QUORUM

There were 12 members present and 5 members represented by proxy for a total of 17 members represented. A quorum was obtained. Operations Director Sterling Christian and Property Manager Mike Henriquez present on behalf of Management.

4. PROOF OF MEETING NOTICE

Proof of meeting notice was provided by affidavit signed by Association's Property Manager Mike Henriquez.

5. MINUTES OF PREVIOUS MEETING

Ed DeMore moved to approve the prior annual meeting minutes of January 30, 2020. Stanley Kovak seconded. The motion was approved unanimously.

6. PRESIDENT'S REPORT

President Sally Mughherini closed the polls and asked if anyone objected to Management staff counting the ballots. No objections were noted.

President Sally Mughherini welcomed three new owners (not in attendance) to the Community:

Bonnie Brown #404
Ruth "Tunie" Hamlin #419
Lisa & Mike Farrell #408

President Sally Mughherini noted that 2020 had been a very different year with some neighbors staying longer, and some leaving early. Sally indicated that Jeff and Tammy (#411) volunteered to cook for the less fortunate in the Keys and had enough extra to keep all those remaining in residence at Porter Court fed as well. Sally noted that Diana (#418) sewed masks for everyone, and that Ray and Tom (#402) conducted an Easter Service. Sally noted that there were socially distanced socials around the pool, including a Super Bowl party. Sally also noted that Al Montgomery organized a water heater replacement program.

Sally reported that a new synthetic front porch deck had been installed at #402-403 and that all other front porch decks had been pressure washed.

7. YEAR 2020 FINANCIAL REPORT

Secretary/Treasurer Tom Bond indicated that he had enjoyed serving as Secretary/Treasurer since the departure of Joe Furey four months ago, but that he could not present the Financial Report today in that he had just undergone eye surgery. Tom indicated that President Sally Mughherini had agreed to present his report.

President Sally Mughherini reported that the Association was in good financial condition with \$102K in Operating Funds and \$111 in Reserve Funds. Sally noted that, unfortunately, an increase in assessments was necessary for 2021 in that assessments had remained the same in 2020. Sally indicated that increasing insurance costs contributed significantly to the need to increase assessments. Sally noted that these increased costs were covered by excess funds.

President Sally Mughherini reviewed reserve expenditures during 2020 including repairs to #415 due to termites, the decking replacement at #402-403, and the replacement of a pool light. Sally noted that \$33K had been contributed to the reserve fund from the operating fund during the year.

President Sally Mughherini reminded all owners that any maintenance requests need to go through the Board of Directors, who would prioritize any work and then direct Maintenance/Management to proceed.

President Sally Mugherini reviewed the Board's in-depth analysis of the Association's reserve components.

The goal of the reserve analysis was to:

- Analyze pooled reserve schedule for completeness
- Ensure relative accuracy of key reserve measurements
 - Estimated repair/replacement costs
 - Estimated initial life expectancy
 - Estimated remaining life
- Identify short-term and long-term capital improvement needs

The purpose of this effort was to:

- Help ensure going forward that Porter Court reserves are appropriately funded
- Identify opportunities to accelerate funding for some specific capital improvements

The study demonstrated several opportunities to extend remaining life and full replacement activities for specified reserve items by taking some immediate mitigation steps:

- Roof – Replace goosenecks and compromised areas, add fasteners to roofline; 10+ years add roof sealant
- Pool and deck – Replace broken tiles; power wash and seal deck; re-grout and repaint coping

For some items, we accelerated the remaining life or increased the estimated replacement cost:

- Pool and deck – New pool furniture
- Painting – Repaint buildings in 5 years

Study Results - Created a roadmap of short- and long-term capital improvements for the Porter Court Board and members to consider moving forward which includes:

- Tenting
- Roof repairs
- Deck Repairs - 1st floor & 2nd floor
- Pool side furniture
- Bike rack area

Brian Harrison inquired as to whether a building would be tented for termites each year. President Sally Mugherini indicated that the Board had included in the reserve schedule the tenting of a building every other year.

Larry Hallstead inquired when certain work to the pool would be done. President Sally Mugherini indicated that such work would be completed when the pool was resurfaced.

Barbara Linney inquired whether the bottoms of the porch columns would be included in the replacement of the porch decking. President Sally Mugherini indicated that any deteriorated porch components would be repaired when the decking was replaced.

Barbara Linney inquired whether the tops of the fence poles would be painted prior to the next scheduled painting cycle. President Sally Mugherini indicated that fence pole tops could be cleaned and touched up as necessary.

8. UNFINISHED BUSINESS

There was none.

9. NEW BUSINESS

Operations Director Sterling Christian announce the results of the election. The Board of Directors for 2021 are as follows: Tom Bond, Al Montgomery, and Sally Mughnerini.

Vice President Al Montgomery made a motion to roll over the excess member revenues to the following year. Jon Clifton seconded. The motion was approved unanimously.

Jon Clifton made a motion to allow the use of reserve funds in the case of a disaster. Larry Halstead seconded. The motion was approved unanimously.

10. QUESTIONS AND COMMENTS

Ed DeMore thanked President Sally Mughnerini for all her hard work; especially on the Reserve Analysis.

President Sally Mughnerini announced that there would be an Organizational Meeting of the Board Directors convening in approximately five minutes, and all are invited to attend.

11. ADJOURNMENT

President Sally Mughnerini moved to adjourn the meeting. Al Montgomery seconded. The motion was approved unanimously. The meeting was adjourned at 11:17 a.m.

Respectfully Submitted,

Sterling Christian
Operations Director