

The Wiggins Bay Foundation, Inc.
Meeting Minutes

10/02/2020

I. Call to Order

Mr. Magnani called the Board of Directors meeting to order for the Wiggins Bay Foundation, Inc. at 9:03 am on Friday, October 2, 2020 via ZOOM due to COVID-19.

II. Proof of Meeting Notice

Proof of notice posted and emailed in accordance with notice requirements.

III. Roll Call

The following persons were present:

Ed Magnani, President

Herb Bias, Vice President

Sue McGill, Director

Debbie Russo, Treasurer

Charlie Hensel- Director

Others in attendance:

Maria Ulloa & Guillermo Ruiz – Property Managers from Paramount Property

IV. Approval of prior meeting minutes

Mr. Magnani made a motion to approve the minutes from the June 19, 2020 meeting. Mr. Bias seconded the motion, and it carried unanimously.

V. Treasurer Report

- a) Mrs. Russo gave update and an itemized discussion on 8/31 statement.

VI. Old Business

- a) Aged Receivables – Board will continue to send late notices to 25 owners. Mrs. Russo made a motion to waive all small balances under \$2.00 and post funds from unit 107-360 Horse Creek Drive to rental

income for 2020. Mr. Hensel seconded the motion, and it carried unanimously.

- b) Pre-Paid Accounts – \$24,000 in pre-paid accounts. Board discussed how they affect 2021 budget.
- c) Ratify Transfer of Reserve Funds from Union Bank –Motion made by Mr. Magnani to transfer \$235,856 from Union Bank. Seconded by Mrs. Russo, with all directors in favor – *Motion Passed.*
- d) Walkway Update – Director McGill provided an update on the walkway to the Board. All are pleased with the completed work.
- e) Ratify Pro-Clean Contract for Gatehouse – Universal terminated contract with WBF. Mr. Magnani motioned to ratify Pro-clean contract. Seconded by Mr. Hensel, with all directors in favor – *Motion Passed.*
- f) Application of Securitas Refund Check – Overpayment of two payments to Securitas on budget.

VII. New Business

- a) Ratify transfer of funds from reserve account to operating – \$38K was re-classified from First Service Residential. Motion made by Mr. Magnani to ratify transfer of funds. Seconded by Mrs. Russo, with all directors in favor – *Motion Passed.*
- b) Addition of budget line item for paver repairs – Motioned made by Mr. Magnani to add \$1K to 2021 budget for paver repair. Seconded by Mrs. Russo. With all directors in favor – *Motion Passed.*
- c) Veterans Day Celebration – Small celebration as Board will display flags/banner. Mr. Bias will direct webmaster to email all owners if any would volunteer to play trumpet/bugle of the National Anthem at the raising of the flag.
- d) Audit for 2020 – Motioned made by Mr. Magnani to obtain bid from The Spires Group for audit, seconded by Mrs. Russo. With all directors in favor – *Motion Passed.*
- e) Landscape Items – Motion made by Mr. Hensel to establish periodic maintenance list and include flower rotation three times per year. Seconded by Mr. Bias. With all directors in favor – *Motion Passed.*

Motion made by Director McGill to have Superior pressure wash two front retaining walls. Seconded by Mr. Hensel. With all directors in favor – *Motion Passed.*

- f) Gatehouse Camera System – Board directed manager to send bid for new system from New IQ to Board for review.
- g) Valley Gutters – Board directed manager to obtain proposal and scope of work for second bid from Bonness Inc.
- h) 2021 Special Projects – Add any special projects before budget such as repairs to guardhouse for fascia and rotted wood.
- i) 2021 Budget Discussion & Review – Preliminary budget discussion to add tree trimming and mulch into 2021 budget, Board anticipates \$4-5k higher because hardwood trees are due to be trimmed in 2021.
- j) Next meeting dates – Board to establish date in November to adopt budget.

VIII. Adjournment

Mr. Magnani made a motion to adjourn the Board of Directors meeting at 10:15am, seconded by Mr. Bias. With all directors in favor – *Motion Passed.*

Minutes submitted by: Maria Ulloa, Community Association Manager