



# Pointe South Property Home Owners' Association

## General Member Meeting Minutes

**Meeting Date / Time:** Tuesday, December 7 / 6:05 pm

**Meeting Location:** PSHOA Clubhouse – 2150 Cypress Cove

**Welcome/Officer Introductions:** President - Eric Hyde  
Vice President - (vacant)  
Treasurer - Lillian Derouen  
Secretary - Melanie Richard  
Member at Large - (vacant)

Agenda Item	
<p><b>Old Business</b></p> <p><b>2021 Projects Report</b> (Eric Hyde, President)</p>	<ul style="list-style-type: none"> <li>- New Pool Furniture – 6, 38” Round Tables w/36 Arm Chairs and 10 Chaise Lounges. Old Furniture was donated to a Nursing Facility</li> </ul>
<p><b>2021 Financial Report</b> (Lillian DeRouen, Treasurer)</p> <ul style="list-style-type: none"> <li>- Review of Balance Sheet</li> <li>- Collection Activity</li> <li>- 2022 Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss assets and liabilities (see attached reports) YTD collected - \$53,406 Pg 2 balance sheet - 4yr loan taken out to remodel clubhouse. The last payment will be March 2022.</li> <li>• Collections <ul style="list-style-type: none"> <li>- 84% paid in full, 22 outstanding.</li> <li>- HOA has garnished wages for long outstanding dues.</li> <li>- Liens are being placed on all who are over a year overdue on assessments.</li> </ul> </li> <li>• Dues are due Jan 1 - \$350 due annually</li> </ul>
<p><b>Activities of the Board</b> (Melanie Richard, Secretary)</p> <ul style="list-style-type: none"> <li>- Entrance lighting/ decorations/maintenance</li> <li>- Pond Maintenance/Fountain</li> </ul>	<p>The board is comprised of volunteers. Ideally, the board is supposed to consist of 5 members. We are currently operating with only 3. Over the course of the year, officers have donated time to:</p> <p>Entrance Lighting: repair twice earlier in the year, before finally replacing the lighting (Thanks Trey Castleberry for volunteering the maintenance to replace) Entrance Decoration: Patriotic holidays, Christmas, painting railings of bridge, trimming bushes</p> <ul style="list-style-type: none"> <li>- Pond maintenance (spraying for weeds, emptying</li> </ul>



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<p>Repair</p> <ul style="list-style-type: none"> <li>- Clubhouse maintenance</li> <li>- Pool Season/Pool Codes</li> <li>- Communications</li> </ul>	<p>fountain anchors when needed, programming timers, responding to member complaints)</p> <ul style="list-style-type: none"> <li>- Clubhouse maintenance: cleaning before opening for season, pressure wash pool porch and surrounding areas, additional pool cleaning/vacuumping to reopen after Hurricane Ida, assembled all new pool furniture, inspecting (opening/ closing) clubhouse before and after clubhouse rentals</li> <li>- Pool Season/Pool Codes - Pool opened in May and stayed open through Oct 1. Manually program locks for pool codes; We did have a few issues with sharing of codes this year did have to revoke several codes. Learned that revisions to the annual pool form are in order - statement about "No PETS", instead of listing only minors, will need to list all immediate household members. We also addressed loitering in parking lot by putting up signage (police were called 2x because of this problem). Any time a complaint is made, the board commits time to video review and reporting when problems arise (we've had to call police multiple times)</li> <li>- Communications: Managing social media (FB), updating web page, sending out email campaigns</li> </ul>
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- Property Management</li> </ul> <p>PMI Integrity Properties (Alice McDaniel, PMI Representative)</p>	<ul style="list-style-type: none"> <li>● INTRODUCTIONS (PMI) <ul style="list-style-type: none"> <li>- Alice McDaniel- Community Association Manager: <a href="mailto:association@pmi-integrity.com">association@pmi-integrity.com</a></li> <li>- Mary Ellen Barden- Accounting: <a href="mailto:maryellen@pmi-integrity.com">maryellen@pmi-integrity.com</a></li> <li>- Patsy Palifigue- Work orders: <a href="mailto:pat@pmi-integrity.com">pat@pmi-integrity.com</a></li> <li>- Joanmar- support/customer service: <a href="mailto:support@pmi-integrity.com">support@pmi-integrity.com</a></li> </ul> </li> <li>● Roles of PMI <ul style="list-style-type: none"> <li>- Finances Accounting, paying bills, collecting dues, taxes. <ul style="list-style-type: none"> <li>- past dues and collections - PMI will conduct courtesy calls and last resort is collections agency or liens</li> </ul> </li> <li>- Violation ride thrus and site visits (2 times per month)</li> </ul> </li> </ul>



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<ul style="list-style-type: none"> <li>- 2022 Projects (Eric Hyde, President) <ul style="list-style-type: none"> <li>- Revise Bylaws</li> </ul> </li>   <li>- Lighting</li> </ul>	<ul style="list-style-type: none"> <li>- Ride-throughs are between the hours of 9am-4pm. If there are issues that are only visible "after hours", homeowners need to report.</li> <li>- Vender management- landscaping, lawn service, gate company</li> <li>- Attend board meetings and annual meetings</li> <li>- Management of projects for HOA</li> <li>- Monthly reports on the portal (financial)</li> <li>- Handle complaints, concerns, and homeowner emails</li> <li>- Closing documents companies, title attorneys</li> <li>- ACC (Architectural Compliance Committee) requests <ul style="list-style-type: none"> <li>- Put in a request on the online portal, pictures, details go to board for approval.</li> <li>- Any sort of upgrade or big change to the property should be approved.</li> <li>- Documentation of approval will help if there is a dispute down the line.</li> </ul> </li> <li>• What we don't do <ul style="list-style-type: none"> <li>- Street lights, Street signs, potholes - call City of Zachary</li> <li>- Traffic violations- call police</li> <li>- Domestic disputes - call police if necessary</li> <li>- Neighbor disputes</li> <li>- Call 911 for all emergencies</li> </ul> </li> <li>• PMI app <ul style="list-style-type: none"> <li>- Search for, "Property Management Inc" in the app store</li> </ul> </li> </ul> <p>The bylaws currently in place are original to the neighborhood and have more to do with construction. We would like to assess fines for infractions once we amend bylaws. In order to amend, we need 85% of homeowners in good standing to vote on new bylaws.</p> <ul style="list-style-type: none"> <li>- Clubhouse parking lot is very dark at night. The board will look into installing a security light.</li> <li>- Cleaning companies were contacted for quotes and it was determined that a cleaning service</li> </ul>
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# Pointe South Property Home Owners' Association

## Pointe South Homeowners Association

### Profit and Loss

December 1, 2020 - December 11, 2021

	TOTAL
<b>Income</b>	
Annual PSHOA Property Owners Assessment	43,837.46
Billable Expense Income	149.50
Court Cost Filing Fees	1,961.39
Unapplied Cash Payment Income	85.35
<b>Total Income</b>	<b>\$46,033.70</b>
<b>GROSS PROFIT</b>	<b>\$46,033.70</b>
<b>Expenses</b>	
Ask My Accountant	0.00
Bank Charges & Fees	0.75
Collection Fees/Court Cost	135.00
Equipment Rental-PO Box	102.00
Insurance	3,900.42
Interest Paid	57.46
Lawn Maintenance	1,020.83
Office Supplies & Software	462.22
Pool Furniture	11,312.10
Professional Services	2,253.50
QuickBooks Payments Fees	40.16
Repairs & Maintenance	
Poolhouse Repair & Maintenance	21.96
Repair & Maintenance-Lawn	11,229.13
Repair & Maintenance-Other	150.00
Repair & Maintenance-Ponds	581.50
Repair & Maintenance-Pool	4,953.76
<b>Total Repairs &amp; Maintenance</b>	<b>16,936.35</b>
Secretary of State- Annual Report Renewal	15.00
Supplies & Materials	239.12
Taxes & Licenses	2,001.11
Utilities	
Utilities- Fountains	491.00
Utilities- Internet/Security	866.00
Utilities-Electric	4,121.00
Utilities-Water - Sprinklers	192.43
Utilities-Water and Sewer	779.42
<b>Total Utilities</b>	<b>6,449.85</b>
<b>Total Expenses</b>	<b>\$44,925.87</b>
<b>NET OPERATING INCOME</b>	<b>\$1,107.83</b>
<b>Other Income</b>	
Late Fee Income	503.17
<b>Total Other Income</b>	<b>\$503.17</b>
<b>NET OTHER INCOME</b>	<b>\$503.17</b>
<b>NET INCOME</b>	<b>\$1,611.00</b>



# Pointe South Property Home Owners' Association

## Pointe South Homeowners Association

Balance Sheet  
As of December 11, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
PSHOA Checking Account (4658)	10,213.88
<b>Total Bank Accounts</b>	<b>\$10,213.88</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$10,213.88</b>
<b>TOTAL ASSETS</b>	<b>\$10,213.88</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Pool House Loan	7,760.82
<b>Total Credit Cards</b>	<b>\$7,760.82</b>
<b>Total Current Liabilities</b>	<b>\$7,760.82</b>
<b>Total Liabilities</b>	<b>\$7,760.82</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	16,886.48
Net Income	-14,433.42
<b>Total Equity</b>	<b>\$2,453.06</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$10,213.88</b>



Pointe South Property Home Owners' Association



**Property Management** LLC

PMI INTEGRITY PROPERTIES

HOA Management Services

P.O. Box 81428

Lafayette, LA 70598-1428

HOA Sign in sheet Pointe South Date 12/7/21

	Name	Email <sup>and</sup> Phone	Address
1	Olyvia + Glenn		
2	Estella Juneau		
3	Esther L Ellist		
4	David Law		
5	RODGER CARPENTER		
6	DARON BROWN		
7	Jeannie Fisher		
8	Dea Beth Hollins		
9	Michelle Hebert		
10	Craig Derosier		
11	Eric Hyde		
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