PALMA VISTA HOMEOWNERS ASSOCIATION
1353 Ave. Luis Vigoreaux PMB-341 Guaynabo, PR 00966

Minute Meeting Board of Directors
Friday July 17th, 2020

Present:

- Dr. José Muñoz, President
- Mr. Kevin Sherratt, Treasurer
- Dr. Cristina Ramos, Secretary
- Invitees
- Lillian Domínguez, TPM- PV administrator

The meeting was started at 4:00 PM

Issues discussed and determinations of the Board of Directors:

1. Septic tanks

i. The septic tanks need cleaning and emptying. This is an increase in the frequency of emptying the septic tanks which is incongruent with the use of the apartment complex, which has had less traffic due to COVID-19. Will procure a quote to evaluate the tank to see if these is any water run off that is entering the tanks. No increase in the water bill for the apartment complex to reflect an increase in the volume of the septic tanks.

2. Pool and common areas

i. The pool filters must be replaced; their lifetime is 3-5 years which is in accordance with the life of the current filters.
ii. There has been a significant amount of crystallization which affects the lifetime of the filters. Causes that may decrease the lifetime of the filters include: large amount of sand in the pool and urinating in the pool. An email will be sent as a reminder to the owners and visitors to rinse any sand prior to entering the pool and to discourage urinating in the pool.
iii. A "shot" of bleach will be given to the pool and the filters will be replaced the quote for our pool maintenance company is pending. The cost of the bleach is approximately $518.
iv. Alternatives to decrease the deterioration of the pool is salinization which is estimated in 5,000. No significant decrease in the cost of maintenance.

3. Covid-19

i. The pool will remain open with strict protocol for COVID-19. If the measures included in protocol are not being observed will close the pool and common areas.
ii. The administration has not been receiving the registry of short terms guest for most of the rental apartments. An email will be sent as a reminder for owners to notify the administration of the short terms guest visiting PV.
iii. An email will also be sent to encourage owners and guest to immediately notify the administration and/or BOD of any violations of the COVID-19 protocol to be able to rectify the situation and act

Accordingly, so that we may protect the health of all our owners and guests. If the situation cannot be resolved amicably, the police should be notified to enforce COVID-19 precautions.

v. COVID-19 protocol will be adjusted on a week to week basis to acclimate to the current health situation and government directives.

II. PV-Superintendent

i. A guard was contracted for the long weekend of the 4th of July to cover the times during which Mr. Osorio is not present. Will consider a guard for the upcoming long weekends to help enforce the COVID -19 protocol and rules of regulations of the common areas.
ii. Dr. Munoz and Mrs. Dominguez spoke to Mr. Osorio and reeducated him on the need to wear a mask when he is on the property. Ass part of his duties he will help monitor and enforce compliance of the protocols.

III. Extraordinary and Ordinary Assemblies

i. Will continue as scheduled and will be done in person at PV with social distancing August 28th/29th. The law does not recognize virtual meetings an official method of assembly.

IV. New Issues

i. There has been a significant increase in the beepers and keys solicited by owners. To maintain access control of our complex there will be a maximum of 4 beepers and 4 keys per owner. If additional beepers or keys are ordered the owner will need to provide reasoning for the additional requests.
ii. There has also been a request for additional codes for the tele entry. Ms. Dominguez will verify with the company to evaluate the possibility for 2 codes per apartment. If this is possible there will be a charge of 15 dollars to cover the cost of programing for the second code.
iii. Consider options such as colored bands per apartment as a method to be able to identify the guests in the case that the owner needs to be notified. Explore additional costs for owners that rent to cover the additional cost of upkeep caused by high traffic due o short term rentals.
iv. The registration form for the short term rentals needs to be adapted as per discussed at the previous assembly to only include the date, name of the person on the reservation, amount of guests and contact information of the owner or property manager.

Next meeting August 21st at 4:00 pm.

The meeting ended at 5:55 p.m.
Minute Meeting Board of Directors

Minutes taken by:



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Jose Muñoz
President-Board of Directors
Council of Titulares Palma Vista

Cristina Ramos
Secretary-Board of Directors
Council of Titulares Palma Vista