

PACIFIC BLUFFS CORP 2  
Agenda of The Board of Directors Meeting  
Date of Meeting – December 4, 2024  
6:30 PM

**Members Present:** Andrew Erickson, George Anderson, Jeff Plourd, Rita McCandless, Robyn Litwin

**Members Absent:** John Peters, Mark Logan,

The monthly meeting was called to order by Corp. II Secretary at 6:34 PM.

**Homeowners/Residents:**

**Homeowners' Concerns:**

**Approval September 25, 2024, Board Meeting Minutes:** Rita motioned, Jeff seconded, motion passed.

<b>Treasurer's Report:</b>	<b>October 31, 2024</b>
Operating Cash Account	\$ 49,921
Reserve Fund Bank Account	\$ 215,676
Net Assets	\$ 265,597

**Approval of the Treasurer's Report:**

Rita will send the most Treasurer's report for email approval.

**President's report:**

1. Board Members – Robyn Litwin is leaving the board. Mike Puente was presented to replace Robyn on the board. George motioned to accept Mike Puente as new board member and board Secretary, Andrew seconded, the motion was approved. Mike Puente will join the board as Secretary.
2. Due to numerous complaints regarding a single Corp II resident allowing its dog to run off leash the board will send a warning letter to the resident. Rita motioned to send the warning letter, George seconded, the board approved
3. Reserve study is complete for 2024, and our reserves are low. The board previously approved an increase in the monthly dues to begin the process of rebuilding the reserves.
4. The board addressed various repairs, which include termite treatments, new shed doors, shed repair, mending fence and painting the rusting fascia on the carports. In 2024, the cost of major repairs were covered by our reserves.
5. Transparency Act
  - a. The president is addressing the requests by the Government and our Bank for completion of Transparency Act and updating USBank info. The president will speak with each Board Member this month and complete all requirements by the end of the December.

President's Report accepted; motion made by Rita seconded by George motion passed.

The meeting adjourned 6:45 PM. The next meeting will be January 22, 2025.

Respectfully submitted, **Robyn Litwin**