

Meeting Minutes: The Courtyards Board Meeting

Date: March 30, 2025

Time: 3:00 pm EDT

Attendance

- **Present:** PJ Pamulo, Marco Famiglietti, Terri Mooney, Jordan Jacobs, Ann Butler, Peter Casteluccio (listening via text updates)
- **Absent:** John Moncado (unable to attend due to email management issues)

Agenda and Discussions

1. Call to Order

- Meeting initiated by PJ Pamulo with confirmation that the AI meeting transcript was recording for note-taking purposes.

2. Attendance and Technical Challenges

- Marco noted difficulties with the setup but confirmed quorum with PJ, Marco, Ann, and Terri present.
- Peter joined via text updates; John confirmed absent.

3. Voting Clarification

- Discussion on voting results:
 - Teresa's email indicated Stan as the alternate, but it was clarified that John is the alternate as he received more votes.

4. Officer Roles

- Agreement on officer appointments:
 - **President:** Marco Famiglietti
 - **Vice President:** PJ Pamulo
 - **Treasurer:** Peter (confirmed willingness to continue in this role)
 - **Secretary:** Ann volunteered to take on secretarial duties (newsletters, notices) with AI assistance for minutes.

5. Bylaws Review

- Marco proposed a committee to review and revise bylaws:

- Ann volunteered to form the committee and suggested involving non-board members for broader input.
- Ann highlighted discrepancies between old bylaws and Marco's draft, noting areas subject to offering statements and articles of incorporation.
- Plan to reach out to volunteers listed in OneDrive for committee participation.

6. Next Steps for Bylaws

- Members agreed to allow a week for reviewing the draft bylaws before further discussion.
- Ann will contact potential committee members and keep the board updated.

Action Items

1. **Bylaws Review Committee Formation:**
 - Ann to lead and recruit additional members from volunteer list.
2. **Bylaws Review Timeline:**
 - Members to review the draft within one week and provide feedback.
3. **Zoom Tutorial for Peter:**
 - PJ offered to meet Peter in New Orleans next week for a Zoom tutorial.

Adjournment

- Meeting concluded with agreement on officer roles and next steps for bylaws revision.

Minutes prepared by: AI transcription system with oversight by PJ Pamulo

Quick recap

The board discussed various topics including the AI meeting transcript, voting process, and the need for officers. They also formed a committee to review and propose changes to the bylaws, assigned contact persons for property management, and discussed strategies for collecting unpaid maintenance fees and dues. Additionally, they discussed the financial situation of the Courtyards on Royal, strategies to increase summer rentals, and the importance of having a collection process in place for future cases.

Next steps

Ann to contact members interested in volunteering for the bylaws committee and form the committee.

Ann to reach out to Alan Pesnell and Dawn (attorney owners) for potential assistance with Louisiana law regarding bylaws.

PJ to set up the next board meeting on Zoom once Marco confirms the date with Mark. – Meeting has been set up and sent out to all Board Members.

Ann to negotiate with Grunewald for a \$4,000 payoff (no less than \$3,750) and deed return within 30 days. Ann Sent Communication to Grunewald via email, and we are awaiting a response.

Terri and Ann to collaborate on developing a collections plan and strategy.

Jordan to make an introduction to his friend who is a partner at a debt collection law firm in New Orleans.

Terri to explore potential partnerships with the Chamber of Commerce, Convention Center, and event promoters for advertising the Courtyards.

Ann to analyze how far in advance Airbnb bookings are typically made.

PJ to create and distribute meeting minutes using AI for board review.

Marco to check with Mark about his availability for the proposed meeting dates in April/May. Date of Next Meeting will be May 7, at 4 pm est – zoom has been sent out to all Board Members and Alternates.

PJ & Ann to work with Mark on increasing business and to be board liaisons with Mark when the need arose.

Jordan & Ann to work with mark on the maintenance list – Jordan sent email to Mark to request the list.

Summary

Officers and Bylaws Discussion

In the meeting, PJ, Marco, Jordan, Ann and Terri discussed various topics. They started with a discussion about the AI meeting transcript and its benefits. Marco and PJ clarified the voting process, with John being the alternate. They also discussed the need for officers, with Peter expressing interest in remaining as the treasurer. The group agreed on Marco as the president, PJ as the vice president, and Terri as the secretary. Lastly, they discussed the need for bylaws and assigned tasks for further action.

Forming Bylaws Committee and Seeking Legal Help

The board discusses forming a committee to review and propose changes to the bylaws. Ann volunteers to form and work with the committee and will contact interested members to participate. The committee will make recommendations, which the board will review before submitting to owners for approval. The group acknowledges the need to ensure compliance with

Louisiana law, given the state's unique legal system. Marco mentions that Alan Pesnell, a Louisiana attorney and member, might be able to assist. The board agrees to seek help from any member familiar with Louisiana law when Ann sends out the committee invitation email.

Assigning Contact Persons for Property Management

The board discusses assigning contact persons for Mark to deal with on different aspects of property management. For rentals and guest services, PJ and Ann will work with Mark as designated contacts. This arrangement allows PJ to learn from Ann's experience while sharing responsibilities. Jordan and Ann will work with Mark for maintenance and repair issues. The board also agrees to notify all owners of board meetings, allowing them to attend but not speak, and plans to improve the setup for remote participation in future meetings.

Property Manager's Responsibilities and Compensation

The board discusses the property manager's responsibilities and compensation. Mark has authority to spend up to \$500 without board approval, while larger expenses require consultation and approval from the board. His monthly fee increased from \$1,000 to \$2,000, covering maintenance, emergency response, and supervision of repairs. Additionally, he receives 20% commission on rentals. The board compares this arrangement to other property management models, noting it's more cost-effective than hourly rates and lower than previous commission structures. Jordan adds that the 20-25% commission is standard for short-term rentals in New Orleans. Owner stays and RCI guests are covered under the \$2,000 monthly fee.

Unpaid Maintenance Fees Collection Strategies

The group discusses strategies for collecting unpaid maintenance fees and dues. Jordan volunteers to be the primary contact for repair and maintenance, Ann will work on this with Jordan and Mark. They agree to schedule future meetings on weekdays at 4 PM Eastern time to accommodate different time zones. Terri and Ann plan to collaborate on developing a collection plan, considering options such as hiring a collection agency, using small claims court, and potentially pursuing foreclosures. Jordan offers to connect them with a debt collection law firm in New Orleans. The group acknowledges the complexities of Louisiana law and the need to carefully consider costs and legal requirements before proceeding with any collection efforts.

Handling Gruenwald's Fee Debt Proposal

The board discusses how to handle an owner named Gruenwald who owes over \$6,000 in fees. They decide to counter his offer of \$1,000 with a proposal to pay \$4,000 and return the deed within 30 days. The board agrees to negotiate, with a minimum acceptable amount of \$3,750, to protect all owners' interests. They also discuss the importance of having a collection process in place for future cases and the need to prove collection attempts for potential write-offs.

Courtyards on Royal Financial Situation

The meeting discussed the financial situation of the Courtyards on Royal. It was noted that they have around \$50,000 in the bank, which is a significant cushion. However, the expenses are around \$20,000 a month, and the income during the slow months of June, July, August, and September is very little. The insurance bill is due in December, which is a significant expense. The previous board decided to send out invoices in June which would be due on November 1 to give owners time to budget. The conversation ended with the suggestion to start soliciting for maintenance fees for 2026 sooner than later to avoid running out of money in August.

Exploring Summer Rentals and Event Partnerships

The board discusses strategies to increase summer rentals at the Courtyards property in New Orleans. Jordan mentions upcoming events like Satchmo Summerfest and Southern Decadence that could attract visitors. Terri suggests reaching out to the Chamber of Commerce and event promoters to advertise the Courtyards as a lodging option for conventions and events. The board agrees to explore this idea further, with Terri taking the lead in collaboration with Ann to gather more information on potential partnerships with event organizers.

Respectfully submitted,

Ann Butler, Secretary and Patricia Pamulo, Vice-President

Approved: May 7, 2025