

**LATITUDE 49 RESORT PARK  
BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** Friday, February 20, 2009  
**PLACE:** Latitude 49 - Office  
**TIME:** 9:30 AM

**PRESENT:**

President: Denny Beaudin            Treasurer: Ann Archer  
Vice Pres: Ina Danielson            Director: Jim Johnson

Integra Representative: Cindyrae Mehler, Property Manager

**Board Members not in attendance:**

Director: Larry DaShiell            Director: Charlie Jenkins  
Secretary: Donald Schleuse

Review of Minutes from the December 15, 2008, meeting of the Board of Directors. Motion by Ann Archer, 2<sup>nd</sup> by Jim Johnson to approve the Minutes of December 15, 2008, motion carried unanimously.

Review of Minutes from the December 15, 2008, Executive Session meeting of the Board of Directors. Motion by Ina Danielson, 2<sup>nd</sup> by Ann Archer to approve the Executive Session Minutes of December 15, 2008, motion carried unanimously.

**Integra Management Report & Treasurer's Report:**

Financials through 01-31-09 were provided and reviewed by the Board. As of 01-31-09, the Whidbey Island operating account balance was \$44,578.72; Whidbey Island reserve account balance was \$21,249.54; Bank of America [Activities account] balance was \$4,325.05; Edward Jones Investment Reserve Account balance was \$130,058.84; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of \$200,480.18.

Cindyrae reports that Integra finally received the closing check from Landmark in the amount of \$1,740.99. This was collected in large part to efforts put forth by Don Schleuse, Ann Archer, attorney Buri and Integra. These funds have been deposited to the association's operating account.

The Board reviewed the *Aging Summary* reflecting payment records of owner's dues assessments. Collection of dues has been outstanding and our owner accounts are looking great! Integra reports that currently more than 25% of the Association Members are taking advantage of the ability to make their payments via ACH format [electronic bank payments]. Additionally, Integra continues to update association owner contact information records, which is necessary specifically for emergency situations that may arise on properties throughout the complex.

Cindyrae reports that Auditor Jack Stromberg has been in the Integra offices working on the Audit for the association and compiling the required information he needs to complete same.

## Treasurer's Report

Ann Archer reports she has been routinely working with the association's financial representative at Edward Jones regarding the various CD terms and rates of return on investments. The Association has three (3) more CD's coming up for renewal on various dates in March, one for \$20,000 and two for \$10,000 each. Following Board discussion, review of other renewal dates on association investments and following the recommendation of Edward Jones, the following motion was made:

Motion by Ann Archer, 2<sup>nd</sup> by Ina Danielson to renew and roll over these three (3) CD's for continued 6-month investments of:

\$20,000, renewal date 03-31-09;

\$10,000, renewal date 03-18-09; and,

\$10,000, renewal date 04-01-09.

PASSED unanimously.

Ann Archer and Cindyrae jointly recommend to the Board that a new line item be added to the 2010 Budget to include and incorporate SNOW REMOVAL as a budgeted item. Noted and this will be done!

## Committee Reports

### Architectural

Jim Johnson reports that over the past 60-days one (1) request had been received by the committee and was processed. This is the slow season for lot improvements (it's difficult to find your lot under all that Whatcom County snow...) The committee has been using the winter period to sort through, collate and update the history of the lot improvements granted by the association. The record keeping and filing of the Architectural Improvement Forms with each individual lot is being updated.

### Grounds & Maintenance

Jim Johnson reports:

1. The association's maintenance employee, Dave Swanson, in addition to his Daily/Weekly/Monthly duties, has been working throughout the winter season completing sanding and refinishing of the log ends. Staining of these log ends is next on the list. This is a timely, slow and tedious job – however, the end product looks wonderful and will extend the life and beauty of the logs. This project should be completed by April.

2. The basement has been cleaned up, cleaned out and shop vac'd. The basement is organized now, including association holiday decorations, summer furniture, etc. A big THANK YOU to all who helped with this task.

Jim requests the board to consider purchasing a Shop Vac for use by the maintenance department. After discussion, the following motion was made:

Motion by Jim Johnson, 2<sup>nd</sup> by Denny Beaudin to purchase a shop vac for use by the association maintenance department as a cost not to exceed \$300. PASSED unanimously.

3. The balance of the scheduled winter projects is progressing on schedule and at a good rate.

4. Landscaping concerns. Jim Johnson and Ann Archer express concern that for a number of years the association has not had the common area lawns correctly airtreated and thatched. Integra was requested to seek bids from landscapers for this project for review by the Board.

### Activities

Ina Danielson reports the Activities program is running along smoothly with many scheduled activities and social events. Starting in March, scheduled for every Friday night is an OPEN social: 5:30 pm Social; and, 6:00 pm Dinner.

*Mardi Gras* night – a Saturday evening party - was a success and well attended by owners in the park. The band, *Sentimental Journey*, provided the music with entry being a donation of food to our local food bank. The committee worked hard to put on this festive party: the decorations were awesome, the costumes and masks were great, the food was fun and tasty, and Jim Johnson reports he locked up the building with last-man-out well after midnight. Another dance/party is being planned for August... what will the theme be this time?...

Ina Danielson further reports that Julie Hillman has been serving as our Winter Chairperson for the Activities Committee, but due to Julie's busy schedule – the Activities Committee is seeking a Summer Chairperson to assume these duties for the summer schedule. The Committee and the Board is looking for a Summer Chairperson. Any ideas? ... Any volunteers? ...

[ *Lots of fun, wonderful camaraderie, great pay, good benefits, set your own hours – this would be a wonderful job!!* ]

### Old/ Unfinished Business

◆ Reserve Study. Integra reports the Reserve Study prepared by Bach & Associates has been put up on the website.

◆ Maintenance Shed Bids. Numerous paint, stain, and re-siding bids were requested for this project by Integra and Board Members. Bids were reviewed by the Board from Brionez Painting and M&M Construction. After review and discussion the Board determined to prep & stain the maintenance building vs. painting or residing the building. The Board wishes to maintain the aesthetics in relation to the other common log buildings.

Motion by Jim Johnson, 2<sup>nd</sup> by Ina Danielson to accept the bid from M&M Construction to prep & stain the maintenance building for the Bid price of \$3,250 + WST. Work to be completed as soon as possible, weather permitting. PASSED unanimously.

◆ **Laundry Room Upgrades.** Jim Johnson reports that he had received requests from some ladies in the association to look into having a new commercial washer installed in the laundry room that would be able to handle large ticket items such as queen size quilts, sleeping bags, bedding, etc. After researching this project, he found out that it would require a new cement pad to be built to accommodate an industrial/commercial washer and substantial modifications and upgrades to the existing venting system at an estimated cost of approx \$7,000. The Board determined this was not a project that was cost effective for the association at this time.

Next, Jim Johnson reports that he received several price quotes for a new coin-operated 7 cubic foot large capacity heavy duty dryer that could be placed on the current wood floor in the laundry room area ranging from \$650 to \$1000. Minor corrections to the existing venting would be required. Following discussion by the Board, and a reminder by Ann Archer that the laundry facility has a shortfall by 1-dryer, the following motion was made:

Motion by Jim Johnson, 2<sup>nd</sup> by Ann Archer to purchase a 7 cubic foot heavy duty gas dryer to be placed on the current wood floor area in the laundry room at a cost not to exceed \$1,000 for the dryer; installation fee and venting modification costs to be added on as additional expense items. PASSED unanimously.

Jim Johnson will contact an installer for new venting and to correct the existing venting in the building.

◆ **Key Code in Office Building.** Denny Beaudin reports the project to add the Office Building on the Gateway key-code system has been fully completed. As you enter the complex, the main entry door on the righthand side of the Office Building has been key-coded to the Gateway locking system. The Office Building has been receiving MANY visitors and is being utilized frequently for small social gatherings by owners in the association including the Wednesday donut gatherings, card playing and fireside chats. The fireplace is fully operational once again (and the heat is truly a welcome addition), a small kitchen is available, small café style tables are located within for use by members, the room is easy to heat, cheerful and the Board is hopeful that opening this building will be another welcome amenity to the complex. Additionally, this allows another entry access to the Mailroom by owners during normal hours. By using the pre-existing walkways and handicap access ramp to allow entry to the Mailroom, the Board avoided the expense of installing a new sidewalk, handicap ramp and railings across the lawn to the Mailroom.

◆ **Floor Runners in Office Building.** The Board tabled the purchase of additional floor runners for the Office Building pending modifications to the interior of the Office Building being completed.

◆ **Maintenance Program for complex.** Tabled until next Board Meeting and pending until computer is purchased to house the program.

◆ **Computer purchase.** Motion by Ann Archer; 2<sup>nd</sup> by Jim Johnson, directing Integra to purchase a base computer to house the Maintenance Program as the old system has failed, including an H/P printer system - with the total cost not to exceed \$1,600. PASSED unanimously.

Cindyrae will coordinate the purchase with absent Board Members Don Schleuse and Larry DaShiell, seeking their additional input and expertise.

◆ **Board Member Application Form.** Denny Beaudin reports the volunteers application to serve on the Board has been finalized. The Board Member Application Form will be included in the *Spring Mailing* to ALL association owners with the President's Letter and a current Statement of Account status. The *Spring Mailing* is scheduled to be sent out around March 15<sup>th</sup>.

◆ **Barbeque Cover.** Owner Gail Oldow graciously offered to once again donate her time and experience in building a new barbeque cover for the association grill. The cost of materials and rental of the industrial machine for stitching is estimated at \$250.

Motion by Ina Danielson; 2<sup>nd</sup> by Ann Archer to accept Gail Oldow's offer to build a new barbeque cover for the association grill at a cost of materials and equipment rental not to exceed \$250 + WST.  
PASSED unanimously.

The Board wishes to THANK THANK THANK Gail Oldow once again for her donation of time in this project.

Correspondence - none.

## **New Business**

**President's Spring Letter.** Denny Beaudin will have a Spring President's Letter mailing to the association owners in mid-March 2009. The letter will include a current Statement of Account, Board Members Application Form, and a general reminder to mow lawns, general spring clean-up of the lots, and to be aware of your speed when driving in the complex.

**Snow Removal Contract.** Cindyrae reports she requested bids for snow removal services from both Brevik Construction and Callen Construction to ensure the association was on the call-list for snow removal services in the future. After discussion, Motion was made by Jim Johnson; 2<sup>nd</sup> by Ann Archer to accept the bid submitted by Callen Construction for 24-hour on-call snow removal services to the association with a cat grader/loader at the rate of \$130 hr plus haul-in fees. PASSED unanimously.

The Contract was signed by President, Denny Beaudin, and will be returned to Callen Construction by Integra.

The next Board Meeting will be held at 9:30 a.m. on Friday, March 20<sup>th</sup>, 2008.

There being no further business, the meeting was adjourned at 12:45 pm

MINUTES prepared and transcribed by:

Cindyrae Mehler of Integra Condominium Association Management, Inc.  
in the absence of Secretary - Donald L. Schleuse