

**LATITUDE 49 RESORT PARK
BOARD OF DIRECTORS “OPEN” MEETING MINUTES**

DATE: Tuesday, September 15, 2009
PLACE: Latitude 49 - Activities Building
TIME: 9:00 AM

PRESENT:

President: Don Schleuse
Vice President: Ina Danielson
Secretary/Treasurer: Ann Archer
Director: Jim Johnson
Director: Charlie Jenkins
Director: Larry DaShiell
Director: Ken Gunderson

INTEGRA Representatives: Cindyrae Mehler & Tess Allison, Property Managers

The 1st order of business was a good morning and welcome from Board President, Don Schleuse, to all owners and Board Members present for the meeting. Copies of the Board AGENDA for the meeting were passed out and made available.

At this time, the meeting was opened up by the Board to the owners for a brief question & answer period prior to commencement of the regular Board Meeting. The new PA system was utilized, and wireless microphones were available to allow dialogue between all parties in attendance so everyone could hear and participate equally in the meeting.

Questions from owners to the Board were as follows:

1. Lot Owner #165, Gary Hall, read a letter from Klaus Dittman (Lot Owner #15), addressing concerns regarding no minimum length stipulation being included in the current Rules & Regulations for trailers brought into the park.

In response, President Don Schleuse advises the owners that the association’s primary governing document, the Declaration, sets forth no minimum length for trailers brought into the park.

2. Lot Owner #128, Shirley Foster, asks the Board what is being done to address exterior road lights that are either burned out or malfunctioning?

In response, President Don Schleuse advises the owners that the road lights are on schedule for replacement.

3. Lot Owner #155-156, Joene Wilson, has a question also regarding the length of RV’s allowed in the park and wonders if a length stipulation could be placed once again in the Rules & Regulations of the association for the future.

In response, the Board explains their concern to the owners that a length could be put in the Rules & Regulations, however, in the future - that length could be changed from time to time (going up or going down in length). This could indeed have a negative impact on owners. The Board has a meeting scheduled with attorney Hugh Lewis for review of the governing documents, and this will be a question submitted to Mr. Lewis for his response and expert advice.

4. Lot Owner #216, Patty Greene, has two questions:

a) Question concerning boats being allowed in the park. She wonders what the difference could be between a boat and a 2nd RV being parked on a lot in the park.

In response, President Don Schleuse, advises that the association's Declaration clearly states the no boats language.

b) Question concerning changing the status of the park to a 55-older park.

In response, the Board advises that attorney Hugh Lewis has addressed this question in a past open meeting, and once again reminds all present that this would require a 90% affirmative vote to pass.

5. Lot Owner #230, Peter Muller, has two questions:

a) Also wonders about a minimum size length of RV allowed in the park and suggests that 28 feet be the minimum length incorporated into the Rules & Regulations.

In response, the Board advises once again that this will be placed on the table before attorney Hugh Lewis for his input.

b) Questions the increased garbage costs to the association imposed by Sanitary Service Company, specifically recycling costs and number of recycling pick-ups made each week/month.

In response, the Board advises they have addressed and researched this matter in depth. The Board actually broke down the actual average recycling charge per month to each lot owner in the park. The current recycling cost averages out to approximately \$1.60 per lot owner, per month.

6. Lot Owner #305, Gordon Polinkus, has multiple questions for the Board:

a) Questions the Rules & Regulations, once again addressing why there is no length stipulation pertaining to trailers allowed in the park.

Board directs this as an asked and answered question.

b) Questions the recent road resurfacing project and asks the Board under what authority they moved forward with this project on; Questions why were all of the association roads resurfaced; and, Questions where the Board had authorization to expend in excess of \$10,000 on this project for the association.

Board Director, Larry DaShiell, responds to the question citing verbiage in the association's governing documents signifying the Board's authority to manage and maintain the common properties of the association. President, Don Schleuse, once again reminds Mr. Polinkus that work on the association roads has been an item discussed routinely at past AGM's and has been included as a budget item and expense voted on by the membership.

c) Questions communication and/or lack of communication in the park by the Board Members.

The Board responds that they are making every effort to communicate fully with owners in the park.

7. Lot Owner #26, Ron Bowen, thanks the Board for moving forward with the road project and for including his portion of the roads in the resurfacing project.

8. Lot Owner #294, Don Buckley, has two questions for the Board:

a) Wonders if anything additional is planned for the roads in the near future.

Response of Board - "no".

b) Advises that it is his opinion the pool and garbage compactor are both great amenities of the association. He wonders if it might be a good idea to include and extend the gate keycard system to the garbage area to further protect it and to limit outside activity of its use.

The Board explains their concern that even going beyond the initial expense of extending the gate keycard system to the garbage area, they fear that when an owner arrives at the dump area and realizes they do not have their gate key with them – they might just be inclined to simply drop the garbage and deposit it outside of the dumpster area...leaving it for the next person to dump or for maintenance personnel to pick up and dump. The Board also explains and reminds everyone that all owners in the park are totally responsible for their invited guests, whether they be using the pool facilities or any other amenity offered throughout park.

9. Lot Owner #171, Mary Wells, questions whether the speed limit in the park could be painted on the roads?

President, Don Schleuse, responds that this was something that was brought up following completion of the road project and that, yes, this could be done in the future.

10. Lot Owner #152, Gordon Wiley, wonders about the status of the maple trees on the south border of the complex back property – are they scheduled to be cut down, treated or injected.

President, Don Schleuse, responds that the initial concern of the Board was the potential hazard these trees may inflict on neighboring properties. He advises the Board has since received clarification from the insurance agent handling the association's Master Policy,

and understands the trees pose no liability risk to the association at this time. The Board has no plan to remove these trees as they pose no liability risk at this time. The Board has requested Bids for treatment of these trees regarding the recent aphid infestation and plans to move forward with treatment of these trees in the future in accordance with the Bid specifications and time guidelines received.

11. Lot Owner #155-156, Jim Wilson, responds to the aesthetic need and his desire to keep and maintain the trees on the south border of the complex back property line. Jim Wilson also advises that he and his wife have expended personal funds to maintain the beauty and integrity of these trees.

At this time, Lot Owner #43, Al Carlo announced he was leaving the open meeting. Prior to exiting the meeting, Mr. Carlo became abusive and violent – striking Lot Owner #118, Bill Hillman. Law Enforcement was contacted. A brief intermission of the meeting was called pending response of the proper authorities.

12. Lot Owner #101, Don Wilcox (*Ducky*), has two questions for the Board:

a) Wonders when the exterior white string lights (X'mas lighting) will be put up on the common buildings.

INTEGRA responds that this work is scheduled to be done at the same time the new light pole arrives and is installed. This work should be completed shortly, providing the light pole arrives from the vendor.

b) Wonders about the surveillance lights and if the Board has looked into other options and cost comparisons regarding infrared lights, etc.

INTEGRA responds that the Board has indeed looked into this matter and continues to discuss issues and possibilities for improved surveillance and an improved camera system.

13. Lot Owner #128, Shirley Foster, has two additional questions for the Board:

a) Questions the timing of the Board determining to move forward with the road project in August 2009, when she understands that only 4-Board Members were present at the specific Board Meeting where the vote was taken to move forward with the road resurfacing project.

President, Don Schleuse, advises that all members of the 7-person Board were in agreement to move forward with this project. The Bids had been reviewed by the full Board. All members of the Board have e-mail access, with the exception of Board Director Charlie Jenkins – and he was present in person at the Board Meeting in question. At a regular Board Meeting, four (4) Board Members constitute a quorum.

b) Questions how many Board Members will be present in the park during the winter months?

President, Don Schleuse, confirms that he will not be present in the park during a number of the winter months. Board Member Charlie Jenkins will not be present in the park

during a number of the winter months. Board Member Larry DaShiell will not be present in the park during a number of the winter months. However, all of the Board Members are available and in touch by telephone and/or e-mail and/or snail mail. INTEGRA is always kept aware of how to contact individual Board Members in their absence from the park and park business will be conducted routinely.

10:00 a.m. There being no additional questions or concerns for the Board Members, the question and answer period was closed and the business of the regular Board Meeting was commenced by President Don Schleuse.

The Board reviewed the Minutes from the August 24, 2009 meeting of the Board of Directors. Motion by Ina Danielson, 2nd by Charlie Jenkins to approve these minutes, and the motion carried unanimously.

Integra Management Report:

Tess Allison distributed the Financials prepared for the association through 08-31-09, advising that copies have been posted in the mailroom. In review of the *Aging Summary* she reports that owner's payments continue to be excellent and INTEGRA persists in updating current owner contact information to the accounting program records. The Budget is staying in line with projections. Routine park inspections have occurred and our lot owners have been diligent in responding to requests for compliance and lot improvements.

In closing, she reminds the Board and owners in attendance that INTEGRA is moving to their new physical office location this Friday at: **1704 Iowa Street, in Bellingham.** INTEGRA will be closed on Friday, 09-18-09 to complete the move to the new location, with business commencing once again as usual on Monday. The mailing address will remain the same and the contact phone numbers have not changed. INTEGRA welcomes and extends the offer to all lot owners to visit our Bellingham office location.

Treasurer's Report:

The association Treasurer, Ann Archer, reports that as of 08-31-09, the Whidbey Island operating account balance was \$75,408.46; Whidbey Island reserve account balance was \$21,311.35; Bank of America [Activities account] balance was \$4,379.54; Edward Jones Investment Reserve Account balance was \$132,040.58; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of \$233,407.96.

Committee Reports

Architectural

Jim Johnson reports as the Board Liaison to the Architectural Committee that Lot Improvement Requests received by Tuesday of each week are routinely reviewed by the committee on Wednesday – with the committee responding quickly to the Lot Owner. Since the last Board Meeting, the Architectural Committee has received ten (10) requests for Lot Improvements for the following Lots, in no particular order:

Lot Numbers 255, 294, 35, 35, 275, 71, 160, 112, 160 and 112.

Additionally, Jim Johnson advises that a request has been received by the Architectural Committee to allow a propane tank on Lot #53 in Section 2, and the propane tank would be properly concealed by the owner. Motion by Charlie Jenkins, 2nd by Larry DaShiell to approve, and the motion carried unanimously.

Activities

Ina Danielson reports as the Board Liason to the committee that Julie Hillman has done an outstanding job as chairperson for this committee. Through the combined efforts of Julie Hillman and Ella Swetalla, a tremendous job has been accomplished in posting the Minutes from the Activities Committee meetings, the Activities Calendar and keeping the owners apprised of activities in the park. Please remember, the Activities Committee is always looking for and is in need of new volunteers to assist with the scheduled events. A reminder is extended to everyone to review the posted Activities Calendar in the park for a listing of scheduled events and/or review the Latitude 49 website for posting of scheduled owner activities and events in the park.

Grounds & Maintenance

Charlie Jenkins reports that the pool and spa are in full compliance with the new standards issued by the Health Department; additional work has been done on the landscaping and removal of dead shrubs; and, work is planned at the front entry gate for removal of the flower beds. Lack of growth of the plants at the entry gate area and the maintenance required to maintain this area has resulted in the decision to replace the flower beds with planted grass. Additionally, the entry sign has been re-painted this year and it looks great. **Thank you** once again to the Lot Owners who repainted and refurbished the sign, Mr. Wickersham and Mr. Hyatt.

Old/ Unfinished Business

1. **Governing Documents Review.** The *Restated & Amended* governing documents (Declaration & Bylaws) prepared by attorney Hugh Lewis have been reviewed by the Board. A meeting is scheduled with Mr. Lewis this month to discuss the documents and work toward completion of this project.
2. **Road Repair.** Board Director, Ken Gunderson, reports that Huizenga Construction has completed the road project.
3. **Recumbent Bike Purchase.** Selection of a recumbent bike for purchase by the association has not been made yet.
4. **P.A. System update.** Lot Owner Larry Stoner reports that he has almost fully completed the PA system installation in the Activity Building. This system will give full coverage to this building – and is working very effectively today for this Open Board Meeting! **Thank you** once again to Larry Stoner for the donation of his time and knowledge in the purchase and installation of the PA system.
5. **Employee Personnel Handbook.** The Board has thoroughly reviewed the revised *Employee Personnel Handbook*. Motion was made by Charlie Jenkins to approve and

adopt the revised *Employee Personnel Handbook*; 2nd by Larry DaShiell, and the motion carried unanimously.

A copy of the revised *Employee Personnel Handbook* will be provided to the two (2) maintenance employees of the Latitude 49 Resort Park Association by Board Director, Charlie Jenkins.

6. **Pool Replaster Bids.** (2010 maintenance project) Don Schleuse discusses that two (2) Bids have currently been received for the replaster project to the pool from: Master Pools (the original installer of the pool); and, from Pyramid Pools. The Board continues to review this project and this matter will be tabled for discussion at the October Board Meeting. INTEGRA will try to obtain a 3rd Bid for this project work.

Correspondence:

The following correspondence was received and reviewed by the Board:

1. Edgar
2. Polinkus
3. Carlo
4. Cook

New Business

1. Thank you from Nancy Bernard to all of the Lot owners in the park for their generous contributions and help with the Christmas Fund. What a success! [and, THANK YOU Nancy for working on this very worthy project!!]

2. Thank you to Carol Jenkins for another successful season as “the Wednesday donut lady”; and, also to hubby Charlie Jenkins, as “the Wednesday donut dude”!

3. Next Board Meeting Date. To be determined – the Board Members did not have their personal calendars available for scheduling.

There being no further business, the regular board meeting was adjourned at 10:45 a.m. The Board next moved to meet in Executive Closed Session to review individual owner infractions and personnel matters.

MINUTES prepared and transcribed by:

Cindyrae Mehler
of INTEGRA Condominium Association Management, Inc.