

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

DATE: March 21, 2011
PLACE: Latitude 49 Resort Park - OPEN Board Meeting
TIME: 9:00 A.M.

CALL TO ORDER:

President Denny Beaudin called the meeting to order at 9:00am.

PRESENT:

President:	Denny Beaudin	Treasurer:	Ann Archer
Vice President:	Ina Danielson	Director:	Ken Gunderson

INTEGRA Representatives: Cindyrae Mehler and Tess Allison

Don Schleuse, Larry Dashiell & Lynn Button were absent from the meeting.

PAST MEETING MINUTES:

Motion by Ken Gunderson to approve the minutes of the February 21, 2011 Board Meeting; 2nd by Ann Archer; and, motion carried.

INTEGRA REPORT:

Financials through 02-28-11 were provided and reviewed by the Board with Tess Allison. As of 02-28-11, the Whidbey Island Bank operating account balance was \$30,914.64; Whidbey Island Bank reserve account was \$24,435.98; Bank of America [Savings account] was \$836.55; Bank of America [Activities account] was \$791.32; Edward Jones Investment Reserve Account Balance was \$183,605.05; and Petty Cash balance \$268.03, for a total balance of \$240,851.57.

The Board will adjourn to Executive Session following the regular Board Meeting to review the Aging Summary reflecting payment records of owner's dues assessments and Lien status identified.

INTEGRA reports we continue to receive owner sign-up for ACH automatic payments and we have more than 35% participation in the ACH program.

Park tours have been completed with minimal infractions reported. Infraction issues have been addressed and resolved by INTEGRA through phone calls and reminder notifications to our owners. Park maintenance personnel are scheduled to attend a Pool Seminar on 04-12-11. Striping designated parking areas for the association vehicle and maintenance personnel has been

completed. INTEGRA recommends adding a stencil to the striping with specific times the parking spaces are utilized by maintenance personnel. Suggestion was made by an owner to place additional signage up in the mailroom and other problem areas throughout the park reminding owners and visitors to "Smile...24-hour camera surveillance". Suggestion was made by an owner to upgrade the current surveillance system in the park. The Board is looking into what the cost would be to move forward to a digital system.

Plans are made to send a Spring President's Reminder Letter to all of our owners reflecting on some key park issues: regular mowing and weeding, general lot pickup and spring painting, speed limit, etc.

TREASURER'S REPORT:

Ann Archer revisits that currently the Investment Reserve Account Balance is \$183,605.05. Following discussion, Ann Archer motioned to move \$20,000 from the Whidbey Island Reserve Account to the Edward Jones Investment Reserve Account and purchase another CD; 2nd by Ken Gunderson; and, PASSED.

COMMITTEE REPORTS:

Architectural Committee : Ken Gunderson reports that eight (8) Architectural Request Forms have been reviewed and responded to by the committee this past month. The committee continues to meet every-other week and makes every effort to respond promptly to owner requests.

Activities Committee: Ina Danielson reports that Friday night potlucks and Wednesday donuts continue and thanks everyone involved with the Activities Group for their contribution of time and help for the club functions. Ina Danielson reminds everyone that Committee Chairs are still being sought for heading up special functions and thanks Julie Hillman for posting the Activities Minutes and Calendar on the Association Website and in the park.

Grounds & Maintenance: Park maintenance personnel submitted their monthly report to the Board identifying projects they are working on and suggestions of future needs for the park; and, Ken Gunderson reports on additional completed project work:

- Washing Machine Installation complete. The machine is set at \$3.50 per load.
- Sump Pump & water retention problem/drainage issue under office bldg complete [including core drilling in wall].
- gas line completed for BBQ w/new connection
- Hot water tank in laundry room blocking access / safety concern [completed]
- Two 10-MPH stencils & add'l striping completed
- park exterior light poles - lighting fixed [lift required /boom truck]
- retention pond inspection completed . The results are being reviewed to see if our control structure is up to current acceptable pond standards
- log banding completed [per structural inspection report]

PROJECTS IN PROGRESS:

- Extra Gate at Compactor Area: Bids are being collected for this proposed project which includes adding a gate for access to an additional garbage bin and a concrete pad being poured. The Board is also researching the cost to add supplemental lighting to this area for safety and increased visibility. Discussion. Tabled for further discussion until all Bids are received.
- Log Maintenance: Bids have been collected for this scheduled project from: NW Log Home Care, LLC - \$18,228 + WST; Wildwood Log Home Restoration, Inc. - \$27,000 + WST; and, Western Log Home Restoration - \$64,000 + WST. [A past vendor used by the association, Log Home Specialties, Inc., is no longer licensed and in business.] Ken Gunderson has worked on the collection of bid proposals for this project, meeting with each of the contractors and speaking with PermaChink personnel for additional input on continuing log maintenance. Following discussion and review of the Bids, the Board selected a contractor to retain for this project. Motion by Ken Gunderson to award the log maintenance/ restoration bid to NW Log Home Care, LLC (owner = Jeff Kyger) in an amount not to exceed \$18,228 + WST; 2nd by Ann Archer; and, PASSED.
- pool cap [on order - only waiting for correct product to be shipped]
- Barbeque: Discussion re: converting BBQ to Natural Gas and the cost to do so. The Board will request estimate of cost to do this.
- Golf Putting Green: Discussion re: recovering of the old golf putting green. Bids are being requested and collected.
- Golf Driving Cage & Tee Pads (nets): The Board is looking into the cost of new netting for this area to keep it properly maintained and safe for use. The Board will request estimates of cost to do this.
- Tennis Court Nets: We are looking into the cost of replacing the nets on the Tennis Courts as a scheduled seasonal maintenance item. It is estimated that replacement tennis court netting will run approximately \$150 per net. Two new nets are needed. Motion by Ken Gunderson to approve purchase of two (2) new tennis court nets in an amount not to exceed \$400; 2nd by Ann Archer; and, PASSED.
- Deep cleaning of Tennis Courts vs. repainting as anticipated in the Reserve Study. If this can be done, then these funds could be allocated to update and refurbish the decaying golf putting green. A special buffing machine was rented and is being utilized by the maintenance crew for deep cleaning of the tennis court area. This same buffing tool may be utilized for cleaning of the sidewalk and pad areas throughout the complex. The tennis court project is not fully completed yet, but progress is looking good. The Board is looking into the cost to purchase the pressure/wash buffing tool vs. rental of the item in the future.

COMMUNICATIONS:

1. Swetalla [Unit #96]

The Board reviewed a letter received from Dave Swetalla together with an attachment. President, Denny Beaudin, references the ***Rules & Regulations*** of the association, specifically Section 5, item #3 and item #4. Mr. Beaudin reminds everyone these are rules that have been in place for many years - and are nothing new to the complex. Mr. Beaudin reminds everyone that intimidation will not be tolerated and politically motivated gatherings are not allowed in commons buildings of the park.

Ina Danielson states that the Board routinely reviews the ***Rules & Regulations*** for corrections, additions and updates as this is a living document. Cindyrae Mehler advises that Mr. Swetalla additionally suggested specific wording regarding posting of signage and/or notices in the park should be more detailed and precise in the Rules & Regulations.

UNFINISHED BUSINESS:

Truck magnetic signage with association logo has been ordered and we should have the signs in the next 2-weeks. The cost is approximately \$160.

NEW BUSINESS:

Telcom and Comcast continue negotiations regarding cable service provided in the Park. Nothing new to report.

A President's Spring Newsletter will be drafted soon for mailing to the owners. The Newsletter will also contain information on the date of the Candidates Forum (for new applications to serve on the Board of Directors) and the date of the Annual General Meeting. It is anticipated the Candidates Forum will be held on Saturday, June 4th; and, the Annual General Meeting is scheduled for Saturday, June 11th.

Ina Danielson wondered when work on the proposed 2012 Budget would be scheduled. Tess Allison advised we need to have as much time as possible under our belts prior to placing figures in the Budget line items as we forecast so far in the future for presentation of a 2012 Budget to the membership in June of 2011.

Reminder of the Annual General Meeting date of Saturday, June 11, 2011 at 10 am. Registration will begin at 8:30 am.

The Board of Directors next regular working Board Meeting is scheduled for Monday, April 18, 2011 at 9:30 a.m.

The Board Meeting adjourned at 10:15 am and a brief break was taken prior to an open Question and Answer period by unit owners of the association .

An Executive Session will be held immediately following the Question & Answer period so the Board may properly review owner accounts and pending lien/foreclosure status.

Respectfully submitted,

Cindyrae Mehler

INTEGRA Condominium Management, Inc.

DRAFT