



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

DATE: August 19, 2011
PLACE: Latitude 49 Dining Area
TIME: 10:00 AM

CALL TO ORDER

President Don Schleuse called the meeting to order at 10:45 AM.

PRESENT

Ken Gunderson – Vice President	Ann Archer – Treasurer
Lynn Button – Secretary	Jim Johnson – Director
Cindyrae Mehler – Integra	Tess Allison – Integra

This meeting was an open board meeting and several park owners were in attendance.

Prior to the beginning of the meeting, owners in attendance were provided an opportunity to ask questions and receive answers from the Board.

PAST MEETING MINUTES

A motion was made by Jim Johnson and seconded by Lynn Button to approve the June 11, 2011 Executive Session meeting minutes. The motion carried. Meeting minutes for the Annual General Meeting will be approved at the next AGM in 2012.

INTEGRA REPORT

Financial: Ann Archer reported that we currently have \$10,823 in Checking, \$10,729 in Accounts Receivable with \$4,400 outstanding. Our profit/loss is on track and new items will be added to the budget (pond maintenance, pest control, and garbage bin). We are \$12,252.50 under budget.

Park Inspection/Non-compliance: Cindyrae Mehler reported that Integra representatives along with a Board member continue to tour the park for non-compliance issues. The owners of Lots 45 and 87 are making progress. The concerns for lot 129 are being corrected.

Maintenance staff continues to take care of the park buildings. Bait boxes for rodents, etc. were placed at the garbage area as well as other areas of the park. The traps will be on site for 90 days.

TREASURER REPORT

Tess Allison reported the following:



Assets

Bank:	\$221,607.40
Accounts Receivable:	6,670.78
Other Current Assets:	4,609.67
Fixed Assets:	<u>60,070.71</u>
TOTAL ASSETS	\$292,958.56

Liabilities & Equity

Total Liabilities:	\$11,583.85
Equity:	<u>281,374.71</u>
TOTAL LIABILITIES & EQUITY	\$292,958.56

Edward Jones has \$184,174 in CD's and the Whidbey Island Bank account has \$24,465.

COMMITTEE REPORTS

Architectural: Ken Gunderson reported that 41 architecture requests were received with 29 approved, 5 returned for additional information, 5 received partial approval and 2 were denied. Ken also stated that letters from the Architecture Committee that are sent to owners are approved by the Board before mailing.

Activities: Ann Archer reported that several activities have occurred since the last meeting. Wednesday coffee, Friday night potluck, the annual garage sale and a raffle/food booth by the Latitude 49 Quilters occurred. The raffle for quilts to be given away will be September 3, 2011. Money collected in September will be used for the food bank. Activities are purely voluntary and several owners participate. A meeting by the Activities Committee occurred in July. The Activities Committee has over \$1,000 in their fund. This fund is independent of the Parks general fund and there is no comingling of monies.

Grounds and Maintenance: Jim Johnson distributed a maintenance progress report that was prepared by the maintenance staff and reported the following:

- Shrubs along the tennis court were removed and replaced
- The golf cage net and turf mat have been replaced
- Landscaping rocks have been placed around the common areas and mulch will be spread in the flower beds
- Bids have been received to add a gate, concrete ramp, and lighting at the dumpster. The funding for the project was carried by motion at the June 7, 2011 meeting with the cost to not exceed \$4,000. The project will proceed.
- Construction projects that were completed are: refinish the log buildings; removal of hot water tanks in the laundry room; installation of new larger washer; retrofit the natural gas line for the barbecue; painted, cleaned and repaired walls in the common area as needed; refurbished the old barbecue until its replacement arrived; set-up the new barbecue; assisted the Quilting Club with its move to laundry/recreation building.
- Researched and received bids for the replacement of the putting green



- Prepared the pool and hot tub for summer use
- Deep cleaned the kitchen
- Maintained the landscaping in the common areas of the park
- Assisted the Garden Committee with landscaping needs
- Worked with Ken Gunderson and Jim Johnson regarding the Reserve study

A request was made to purchase a weed eater/brush cutter & mini-cultivator combination unit for landscaping needs. Jim Johnson made the motion to purchase a Stihl unit for \$689.90 plus tax. The motion was 2nd by Ann Archer and carried

Unfinished Business: The barbecue was replaced with a stainless steel model from the same company as the old one. The old barbecue was donated to the fire department.

Correspondence: Lynn Button briefly discussed the content of communications from the following owners:

- Mortenson
- Ramsay
- Swetalla
- Stitch
- Wickersham

New Business: Ken Gunderson secured a bid for adding an entrance reader for the pool thus requiring entrance to the pool would be gained by use of the current fob that is issued to each owner. The cost would be approximately \$10,000. (Stitch correspondence) The matter to be considered at a later time and for budget review.

Kathy Mortenson (Mortenson correspondence) gave Lynn Button information concerning three commercial grade exercise machines for the gym. Machines that are under consideration are:

- Upright cycle: \$1,799 - \$2,499
- Elliptical: \$3,299 - \$4,299 - \$4,999
- Treadmill: \$2,999 - \$4,199 - \$5,299

This matter is to be considered at a later time. These proposed upgrades to the exercise room facility will need to be incorporated into the budget for consideration by the owners.

Lynn Button reported that a park owner expressed the desire to allow newspaper boxes to be placed near the front curb of a lot for the purpose of paper delivery. The matter was discussed and will be considered at the next AGM.

Lynn Button updated the Board on the redesign of the park web page by Robin Button. The update will allow viewers who have cell phones, pda's, IPAD type devices, and computers to view the site content much easier. The photo images will be refreshed; a frequently asked questions (FAQ) page will be added; a "contact us" form will be available to owners who wish to communicate via the web. The form will go to each board member and Integra for a response and the Board will approve the final content.

Jim Johnson stated that a plan for replacement of common area vegetation will be done in order to ensure older plants are replaced. The maintenance workers are working with the Landscaping



committee. The landscaping committee requested that we consider hanging flower baskets as well as upgrading the garden areas in front of the buildings. (Wickersham correspondence) Jim Johnson and Ken Gunderson reported on several bids for replacing the golf putting surface. The bids ranged from \$12,000 to \$32,000. This project will be added to the reserve study.

Cindyrae Mehler and Tess Allison stated that we are due for a review of the reserve study and that David Bach and Associates completed the study in the past. Cost for the study is \$1,285 and is required by statute. The Board directed Integra to schedule a date in September 2011 for a representative from David Bach and Associates to meet with board members and management for a site tour in preparation of the new reserve study.

The next meeting will be September 16, 2011 at Integra at 9:30 am.

Respectfully submitted

Lynn Button, Secretary