



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

**DATE:** Friday, February 15, 2013  
**PLACE:** Conference Room Integra Management  
**TIME:** 9:30 AM

**CALL TO ORDER**

Vice President Ken Gunderson called the meeting to order at 9:30 A.M.

**PRESENT**

Don Schleuse – President [by phone]  
Ann Archer - Treasurer

Ken Gunderson – Vice President  
Jim Johnson - Board Member/maint. liaison

INTEGRA Management: Cindyrae Mehler

[ Absent - Lynn Button - work conflict]

**PAST MEETING MINUTES**

Approval of 11-16-12 Board Meeting Minutes. Motion to approve by Jim Johnson; 2<sup>nd</sup> by Ann Archer; and, PASSED.

Approval of 11-16-12 Executive Meeting Minutes. Motion to approve by Jim Johnson; 2<sup>nd</sup> by Ann Archer; and, PASSED.

**INTEGRA REPORT/FINANCIALS**

Cindyrae Mehler reported the financial standing through 01-31-13 reflecting the following: Whidbey Island Bank operating account balance was \$78,586.62; Whidbey Island Bank Reserve Account Balance was \$24,510.00; Bank of America [Savings account] was \$836.55; Bank of America [Activities Account] was \$1,787.18; Edward Jones Investment Reserve Account balance was \$200,043.84; and Petty Cash balance was \$165.34, for a total bank of \$305,929.53. As of 01-31-13 we are running \$6,534.10 under budget. A number of projects throughout the park are under way, but have not been fully completed & transitioned yet which include the surveillance system upgrade, updates to gate system, and Comcast. The updated Level III Reserve Study Report has been completed by Bach & Associates (dated 11-20-12). The association is in full compliance with statutory reserve study requirements.

The Board thanks Integra Management for the clean financial records and keeping the park in line with the ratified budget of the membership.

### **TREASURER'S REPORT**

Ann Archer reports the reserves held with Edward Jones remain consistent and CD's are being reviewed as they mature. She is keeping in touch with the association's financial advisor, Brett, with Edward Jones and reviews additional options for investment that become available to the association as presented to her.

### **COMMITTEE REPORTS**

► **ARCHITECTURAL.** Ken Gunderson reports that six (6) request forms have been received. Four (4) were processed and approved; and, two (2) were returned for additional information. He reminds everyone that the Architectural Request Form has been updated so that it is much easier to read and complete. The new Architectural Request Form is available to download on the Latitude 49 Website and copies are also available to be picked up in the Mail Building.

► **ACTIVITIES.** Ann Archer reports that the past Activity Chair, Teresa Cady, resigned on February 6, 2013, turned her keys over to Ann Archer and told her she was done with Activities because she was burned out and there was no one to help and no volunteers to work with. Until a new Activities Director materializes, please contact Ann Archer and/or Integra Management for Clubhouse Rentals. The next meeting for the Activity Group is scheduled for February 16<sup>th</sup>. The group is looking for volunteers for the Wednesday morning coffee social held in the Mail Building; and, for Friday evening Potluck social gatherings. A Friday Night Potluck was held on February 8<sup>th</sup> - and was the Valentines Potluck. The next Potluck Date in February is: Friday, February 22<sup>nd</sup>. The Potluck Dates for March are: Friday, March 8<sup>th</sup> and Friday, March 22<sup>nd</sup>.

► **GROUNDS & MAINTENANCE.** Jim Johnson reports that maintenance has been busy and touches on some of the highlighted accomplishments and projects: sliding shelving has been installed in the clubhouse kitchen as requested; exhaust hoods were ordered and are installed in the clubhouse kitchen, a new gooseneck faucet fixture has replaced the old one in the clubhouse kitchen; the hardwood floors have been polished and look wonderful; safety modifications have been added to the trash compactor; a new thermal coupler for the Clubhouse fireplace has been installed (and it works properly now!); two (2) sidewalk access handicap ramps have been added together with signage; sidewalk extension added; and, repairs and upgrades to the irrigation system and controllers throughout the commons areas. A nice, used, in excellent condition conference room table and eight (8) chairs were purchased at Hardware Sales for Board Meetings. Also, the pool chlorinator is being upgraded to an improved system by Koala-T Pools which will assist maintenance in accuracy of chlorine levels and being able to properly maintain these levels more consistently.

### **Correspondence:**

Lot #96 - David Swetalla Letter of 12-10-12. Redundant, read and filed.

Lot #10 - Kent Walter Letter of 02-01-13. Lot #10 signed a letter to the Architectural Committee agreeing to bring the Lot into compliance. Failure to bring the Lot into compliance by the owner of Lot #10 has resulted in non-approval of Architectural Request Forms submitted to the Committee and the Board of Directors.

Activities Committee . Letter of 12-08-12. Request for maintenance items to be addressed in the Clubhouse Kitchen area. Requested upgrades have been completed.

### **Unfinished Business:**

- 1. Pickle ball Courts:** Ken Gunderson reports he is waiting to receive a Bid from Huizenga Enterprises for this work. Project is on hold pending receipt of Bids.
- 2. Surveillance System:** Security Solutions is working on the new surveillance system upgrade - it is a work in progress and we anticipate it will be on line and fully functional before the summer season.

### **New Business:**

- 1. Lawnmower:** Bids were reviewed for the new association lawnmower with a 48" mower deck with zero turn mower and bagger from: John Deere, Hustler, Carls Mowers & Gravely. Following review and discussion, Jim Johnson motioned to approve the Bid from Carl's Mower in the amount of \$5,559.95 + WST for the lawn mower and \$999.95 + WST for the collector power discharge bagger; 2<sup>nd</sup> by Ann Archer; and PASSED unanimously.
- 2. Mail Room/Office Roof :** Bids were reviewed for the new roof project for the Mail Room Building. All Bids submitted were for a laminated fiberglass shingle 30-year life roof. Bids were received from: Joosten's Roofing, Western Roofing, and Top Side Roofing. Following review and discussion, Ken Gunderson motioned to approve the Bid from Joosten's Roofing in the amount of \$7,350 + WST; 2<sup>nd</sup> by Jim Johnson; and, PASSED unanimously.
- 3. Office Wall Modification:** The office building was originally designed for several small sales offices and was not designed for large conference meetings. Discussion has been an ongoing topic for ways to maximize the use of this building to include a conference room for the Board of Directors. Following discussion, Ken Gunderson motioned to approve removal of a non-load bearing wall in the office to provide a more efficient use of office space; 2<sup>nd</sup> by Jim Johnson; and, PASSED unanimously.
- 4. Clubhouse Chairs:** Discussion was held regarding the regular seating chairs in the Clubhouse and whether it would be more cost effective to look in reupholstering them or purchasing

new chairs. Ann Archer may know of a vendor who would be willing to bid this project. Additional research will be done and further discussion to be held at the next Board Meeting.

**5. DATE OF ANNUAL GENERAL MEETING.** Following discussion, it was determined that the Owner's Annual General Meeting would be scheduled for: Saturday, June 8th, 2013, with Registration to begin at 8:30 am and the Meeting to commence at 10:00 am. The Candidates Forum will be held on: Saturday, June 1, 2013 at 10:00 am.

**6. Board Meeting:** The next meeting of the Board is scheduled for: **Friday, March 15th, 2013 at 10:00 am** and is an Open Board Meeting to be held in the Clubhouse.

There being no further business, the Board Meeting was adjourned at 11:45 a.m.

Respectfully submitted,

*Cindyrae Mehler*  
Integra Management