



LATITUDE 49 RESORT PARK BOARD OF DIRECTORS MEETING

DATE: July 18, 2013
PLACE: Latitude 49 Office
TIME: 8:00 AM

CALL TO ORDER

President Don Schleuse called the meeting to order at 8:05 A.M.

PRESENT

Ken Gunderson – Vice President
Jim Johnson - Board Member
Lynn Button – Secretary
Tess Allison – Integra

Ken Gunderson – Vice President
Ann Archer - Treasurer
Cindyrae Mehler – Integra

PAST MEETING MINUTES

President Don Schleuse asked for corrections and or approval of the 6-8-13 Board Meeting Minutes and the 6-11-13 Executive Board Meeting Minutes. A motion to approve the 6-8-13 Board Meeting Minutes was made by Ken Gunderson with second by Jim Johnson. The motion carried unanimously. Jim Johnson motioned to approve the 6-11-13 Executive Board Meeting Minutes with second by Ann Archer. The motion carried unanimously.

INTEGRA REPORT/FINANCIALS

Tess Allison reported the financial standing through 6-30-13 reflecting the following: Whidbey Island Bank operating account balance was \$44,435.48; Whidbey Island Bank Reserve Account Balance was \$24,514.10; Bank of America [Savings account] was \$836.55; Bank of America [Activities Account] was \$1,172.05; Edward Jones Investment Reserve Account balance was \$200,762.66; and Petty Cash balance was \$165.34, for a total bank of \$271,886.18. We are currently running under budget by approximately \$12,000. Tess Allison recommended contacting the representative from Edward Jones to check on the possibility of examining our investments for a higher return. Ann Archer will contact the Edward Jones representative. Tess Allison reminded that the capital expenses are up due to the dumpster and cameras addition.

TREASURER'S REPORT

Ann Archer stated that there was nothing new to report.

COMMITTEE REPORTS

▶ **ARCHITECTURAL.** Ken Gunderson reported that 32 request forms have been received since the last Board Meeting. 29 requests were approved, 1 was rejected, and 2 were sent back for resubmission.

▶ **ACTIVITIES.** Ann Archer reported that Patricia Hayes is updating the activities calendar. Copies of the 7-6-13 activities committee minutes were given to the Board.

▶ **GROUNDS & MAINTENANCE.** Jim Johnson reported that a leak in the hot tub was fixed. Copies of the June maintenance report were given to the Board. Carpet for the exercise room, the pool table room, and linoleum for the laundry room will be installed next year. Jim recommended that the weight machine in the exercise room should be serviced as it not functioning properly. Cindyrae Mehler will contact Zac from the company who installed our exercise equipment and ask him to inspect the machine.

Unfinished Business:

1. **Tree Trimming Lot 155 & 156:** Ken Gunderson reported that Ken's Tree Service was supposed to send a bid for trimming trees at lots 155 & 156. Cindyrae Mehler stated that a bid has not been received. Ken stated that the Association would pay for the trimming of the trees this time and that the owners of lots 155 & 156 have agreed to maintain the trees in the future. Ken recommended that if the owners were unable to maintain the trees then they would be removed. After discussion, the Board members agreed with Ken's recommendation.
2. **Basketball Hoop:** Jim Johnson stated that a new basketball hoop has been purchased.
3. **Pressure Washer:** Jim Johnson stated that a new pressure washer was purchased.
4. **Clubhouse Chair Recovering:** Don Schleuse stated that the remaining chairs will be completed next year and that the remaining chairs needing recovering will be placed in the basement.

Correspondence:

- **Lot #96 -** Cindyrae Mehler stated that the owners of lot #96 submitted a letter to the Board. Board Members Ann Archer and Lynn Button also received the same letter at their residence. The other Board members did not receive the letter. Board members discussed the letter and determined that the content was redundant and that no response was necessary. The content has been previously asked and answered.
- **Lot #155 & 156 -** Cindyrae Mehler stated that a letter had been received from the owners of lots 155 & 156. The letter referenced the need to allow real estate companies to place lock boxes at the gate for access to the Park in order to sell property. This question has been asked in the past and the practice of issuing access keys or placing lock boxes at the gate area is a security issue. It is the responsibility of the owners to sell their property and accommodate the sales process. A remedy to the issue of access to the Park has been

identified. Owners can have their cell phone number recorded in the Gateway system. The phone numbers can be given to Integra representatives during park office hours or by phoning the Integra office. Once the number is placed in the system, any visitor including sales or maintenance vendors can scroll down to the name of the owner at the call box at the front gate. The visitor will see the name of the owner highlighted on the digital screen. The visitor can press the "Call" button and the entered phone number will ring. The owner will answer the phone and determine if the visitor can enter. If the owner confirms that the visitor can enter, then the owner can press the '9' key on their phone and the gate will open. This practice addresses the reference and concern expressed by the owners of lot 155 & 156. Lynn Button stated that the content of the letter from the owners of lots 155 & 156 was incorrect in that the owner stated that she had visited the office and there were no Board members present to hear her concern. Lynn stated that the owner looked at him (Lynn) and asked him to bring the aforementioned matter to the Board. Lynn acknowledged to the owner that the matter would be brought to the Board. Lynn also stated that Tiffany of Integra was very professional and helpful to the owner. Board members discussed the situation and concurred with the remedy and filed the letter with no further action needed.

New Business:

1. **New Fence at Tennis Court:** Lynn Button submitted a bid from Northwest Fence for installation of fence sections for the purpose of enclosing two dedicated pickleball courts. Two bids were received and the Board agreed that Northwest Fence is the best vendor for the fence installation. The bid was for \$2,375 + tax. Ann Archer motioned to accept the bid from Northwest Fence for the installation of the fence with second by Ken Gunderson. The motion carried unanimously.
2. **Lot #9/Alternative/Emergency Exit Fence Proposal:** Lynn Button recommended that a bid be secured for the replacement of the bordering fence and access gate at lot #9. The fence is currently 54" high and is easily jumped by trespassers. This allows for a security breach of the park. Lynn will contact Northwest Fence for a bid proposal.
3. **Website Blog:** Lynn Button showed Board members a proposed website blog that would be added to the Latitude 49 website. The purpose of the blog is to provide information about the park to owners. This blog would address concerns about information not being provided to park owners. The Board discussed the proposal and suggested modifications for the presence of information on the website. The Board also stressed that the information is for park business and not for personal use. Lynn acknowledged the work of Robin Button and appreciated her efforts. The Board concurred. Don Schleuse recommended and Board members agreed that a trial page be established for evaluation.
4. **Fall Dumpster:** Don Schleuse stated that the green dumpster will arrive September 11 and leave October 16.
5. **Clubhouse Refrigerator Replacement:** Jim Johnson stated that one of the refrigerators in the kitchen quit working and needs to be replaced. The Board discussed several

options and decided to replace the refrigerator with a commercial unit. Tess Allison stated that she would inquire about the replacement and that quite possibly one commercial refrigerator could replace the need for the second unit. Don Schleuse and Jim Johnson stated they would measure the kitchen space and provide the dimensions to Tess.

6. **Landscape Planters:** Jim Johnson stated that he discussed the common area landscape with park volunteers as to placing of two large round aggregate concrete planters at the flagpole area. The volunteers liked the idea. Jim stated that he visited several locations where the planters were sold and the best price for the planter was \$330 apiece. Jim motioned to purchase two planters for \$800 with second by Lynn Button. The motion carried unanimously.
7. **Folding Chairs:** Jim Johnson recommended that folding chairs and an accommodating chair rack be purchased for the open area in the office/mailroom building. Tess Allison stated that she would inquire about the cost and supply of the chairs and rack.
8. **Suggested Rule Changes:** Ken Gunderson recommended that changes to the rules be submitted to Cindyrae Mehler as early as possible for consideration at a future Board meeting.

Board Meeting: The next regular meeting of the Board is scheduled for: **Friday, September 13, 2013 at 9:30 am**. The meeting will be an **OPEN BOARD MEETING** and take place at the main clubhouse building.

There being no further business, the Board Meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Lynn Button
Secretary