



LATITUDE 49 RESORT PARK

BOARD OF DIRECTORS - REGULAR MEETING MINUTES

DATE: Tuesday, February 11, 2014
PLACE: Latitude 49 Board Conference Room
TIME: 9:00 AM

CALL TO ORDER

Vice President Ken Gunderson called the meeting to order at 9:10 AM

PRESENT

Ken Gunderson – Vice President
Ann Archer - Treasurer

Don Schleuse – President – Via Phone
Jim Johnson - Board Member/maint. liaison

INTEGRA Management: Cindyrae Mehler and Tiffany Holmes

Excused Absences - Lynn Button (in California)

PAST MEETING MINUTES

Approval of 11-15-13 regular Board Meeting Minutes. Motion to approve by Jim Johnson; 2nd by Ann Archer; and, PASSED.

INTEGRA MAINTENANCE REPORT/FINANCIALS

Cindyrae Mehler reported the financial standing through 12-31-13 reflecting the following: Whidbey Island Bank operating account balance was \$61,203.75; Whidbey Island Bank Reserve Account Balance was \$24,521.22; Bank of America [Savings account] was \$836.55; Bank of America [Activities Account] was \$1,370.85; Edward Jones Investment Reserve Account balance was \$202,356.68; and Petty Cash balance was \$165.34 for a total bank of \$290,454.39. There are some line items in the budget that were over budget, but overall the 2013 budget was under budget.

INTEGRA received an after hours phone call regarding a lot that had a water line break. Onsite maintenance was contacted after hours to turn the water off. Also, maintenance has been given permission to purchase new floor mats for the kitchen and a new seat cover for the maintenance truck. THANK YOU MAINTENANCE!

TREASURER'S REPORT

Ann Archer reports the reserves held with Edward Jones remain consistent and CD's are being reviewed as they mature.

COMMITTEE REPORTS

▶ **ARCHITECTURAL:** There have been nine Architectural requests since the last Board meeting. Six have been approved, two have been sent back to be resubmitted and one has gone to the Board for a decision.

▶ **ACTIVITIES:** There continues to be every other Friday potlucks and Wednesday coffee. An Irish themed potluck is scheduled for Friday, March 14th. Patricia Kazarow is working on putting the minutes together from the last Activities Meeting.

▶ **GROUNDS & MAINTENANCE:** All lawn equipment has been serviced in preparation for Spring. A new chainsaw has been purchased and Mike Morrell has refurbished the real estate sign at the gate. Lawn work will begin in the next few weeks beginning with applying Moss Killer to the grass.

Unfinished Business:

1. **Street Lighting:** Jim Johnson and Ann Archer are looking into a potential Puget Sound Energy lighting rebate that may be available to the Association. M&M Construction has provided the make, model and voltage of the street lights and Lightning Electric will be contacted, as they are one of the original installers of the lights throughout the complex.

Correspondence:

1. **Poker Table Request:** Poker players have requested to purchase two new felt table top poker tables, as the old ones are worn out and broken. The Board will request that the poker players provide an idea of what kind of table they would like before it is purchased. Motion by Jim Johnson to purchase two new poker tables at a cost not to exceed \$300; 2nd by Ann Archer; and, PASSED. Also, two new side tables will be purchased for the office building, as two have been stolen from the mail room.

New Business:

1. **Spring Dumpster:** The Spring dumpster will be brought in for 30 days beginning May 16, 2014 until June 16, 2014. The Board would like to remind everyone that this dumpster is brought in for yard cleanup, and not for disposal of household appliances and furniture.

2. **Pickle Ball/Tennis Court:** Bids are being reviewed for selection on resurfacing and restriping of the Tennis and Pickle Ball Courts. The Board would like to have this work done in early Spring, so the owners can utilize this amenity in the summer months. Weather and temperature conditions play a huge part in timing and scheduling of this project.

3. **Laundry Building Floor:** After looking over the prices for flooring in multiple areas of the Activities building [Laundry Room Vinyl, Men's and Women's Bathroom Vinyl, Kitchen Vinyl, Billiard Carpet and Fitness Room Carpet], it was determined that due to the cost, the Board will have all of the vinyl areas done the Spring of 2014. The Board will review the Budget numbers this fall to see if adequate funds are available to also do the carpeting in this building this year. The carpet project for this building will be scheduled for 2015 in the event funds are not available. The Board is very mindful of staying within the confines of the adopted Budget. During the vinyl replacement the Activities building will be closed. Signs will be posted in advance to notify owners.

4. **Log Maintenance:** Maintenance personnel noticed some water leaking into the bathrooms of the Post Office building, and they caulked and sealed those areas. At this time Jim Johnson and Ken Gunderson felt it was prudent to request an inspection of the three log buildings by Northwest Log Home Care [the certified company we have used for continued log maintenance]. Following inspection, they were advised that the stain and clear coating had failed in many areas and was needed to be cleaned and recoated. This should be done every four years or as needed. It was recommended to chink the log ends. Currently the log ends butting the door trim and window trim are not chinked, and are therefore allowing moisture to enter into those areas and cold air to enter into the buildings. This was an unexpected repair and had not been budgeted for under the 2014 Budget, but this is a necessary repair to upkeep the common elements of the Association and the Board approved this repair item and it is anticipated the project will be completed before the end of the month.

5. **Vacuum Cleaner:** A new vacuum cleaner will need to be purchased, as the old one has reached the end of its useful life. Motion by Ann Archer to purchase a new vacuum cleaner at a cost not to exceed \$600; 2nd by Jim Johnson; and, PASSED.

The next Open Board Meeting is scheduled for: **Monday, March 17, 2014 at 10:00 am in the Latitude 49 Clubhouse.**

**SAVE THE DATE: Candidates Forum: Saturday, June 7, 2014 at 10:00 am in the Clubhouse
Owner's Annual General Meeting: Saturday, June 14, 2014 in the Clubhouse
Registration starts at 8:30 am and meeting starts at 10:00 am.**

There being no further business, the Board Meeting was adjourned at 10:20 am.

Respectfully submitted,

Tiffany Holmes
Integra Management

DRAFT