

LATITUDE 49 RESORT PARK
BOARD OF DIRECTORS MEETING MINUTES

DATE: Friday, March 20, 2009
PLACE: Latitude 49 - Office
TIME: 9:30 AM

PRESENT:

President: Denny Beaudin Treasurer: Ann Archer
Vice Pres: Ina Danielson Director: Jim Johnson

Integra Representative: Cindyrae Mehler, Property Manager

Board Members not in attendance:

Director: Larry DaShiell Director: Charlie Jenkins
Secretary: Donald Schleuse

Review of Minutes from the February 20, 2009, meeting of the Board of Directors. Motion by Ina Danielson, 2nd by Jim Johnson to approve the Minutes of February 20, 2009, motion carried unanimously.

Review of Minutes from the February 20, 2009, Executive Session meeting of the Board of Directors. Motion by Ina Danielson, 2nd by Jim Johnson to approve the Executive Session Minutes of February 20, 2009, motion carried unanimously.

Integra Management Report & Treasurer's Report:

Financials through 02-28-09 were provided and reviewed by the Board. As of 02-28-09, the Whidbey Island operating account balance was \$48,621.85; Whidbey Island reserve account balance was \$21,257.70; Bank of America [Activities account] balance was \$3,766.59; Edward Jones Investment Reserve Account balance was \$130,125.17; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of \$204,039.34.

The Board reviewed the *Aging Summary* reflecting payment records of owner's dues assessments. Collection of owners' monthly dues assessments for individual lots continues to be outstanding and our owner accounts are remaining solid. Integra reports that we continue to receive owner sign-up for ACH automatic payments. Currently we have more than 25% of the Association Members participating in this ability to make their payments via ACH format [electronic bank payments]. The ACH automatic payment form is available to download from the Latitude 49 website or interested owners may contact INTEGRA directly to request the form at: 360/ 656-5091.

Cindyrae reports that Auditor Jack Stromberg continues to work on the Audit for the association and compiling the required information he needs to complete same.

Cindyrae reports that Treasurer, Ann Archer, is working with INTEGRA to prepare the proposed 2010 Budget for the Association, which will include the addition of a Snow

Removal line item and review of the Reserve Study to ensure the Association is in-line with recommended Reserve Deposits.

Cindyrae reports that a new computer was purchased and is being set up. This system will ultimately house the maintenance program being provided by an owner in the association for all scheduled maintenance items on the property. The owner has offered his time and expertise to install, complete the set-up of this system, and provide the training for continued program management at *No Charge* to the Association.

Cindyrae reports that the *Spring President's Letter* to ALL association owners has been mailed. The mailing included a *Statement of Account* to all owners and an *Application Form* for those interested in serving on your Board of Directors. INTEGRA asks all owners to review the *Statement of Account* and, if there are any questions or concerns, to please call or e-mail Cindyrae as soon as possible. Cindyrae's direct e-mail address is: **Cindy@Integra.ComcastBiz.net**.

Treasurer's Report

Ann Archer reports that she is working with INTEGRA to present a proposed 2010 Budget to the Board at the April Meeting.

Committee Reports

Architectural

Jim Johnson reports the Architectural Committee received a letter from the owner of Lot 265, Mr. Jack Donnan, requesting a waiver of the impervious surface compliance requirements as he was under the impression in purchasing this lot that it was grandfathered in. A search of the Architectural Committee records produced written documentation that a previous request for a waiver on this lot **was rejected in 2004** by Latitude 49. The Architectural Committee will respond to Jack Donnan of Lot 265 and provide him a copy of the 2004 written rejection and request that he submit a new plan reflecting his compliance with the impervious condition requirements as soon as possible.

Grounds & Maintenance

Jim Johnson reports that the sanding and staining of all of the log ends in the laundry building has been completed. Also, the pipes have been repaired by the shower stall near the hot tub and we expect no further problems with this area. Moss killer has been sprayed on all of the common areas and near the guard shack, and other routine maintenance items are on schedule.

Activities

Ina Danielson reports the Activities Group held their regular meeting last Saturday morning, 03-14-09. The Activities Group is always looking for additional volunteers to serve in the chair position on planned activities for the complex. Please contact Julie Hillman of the Activities Committee if you have any questions, ideas or are interested in working with the group at: **360/371-4436** or e-mail her at: **Lat49Activities@Yahoo.com** This is a truly fun group to work with, please join in!

Old/ Unfinished Business

- ◆ Status of Dryer installation in the Laundry Room: In progress. Waiting for additional information and bids to come in.
- ◆ Maintenance Building Paint/Stain project: Work will be done as soon as possible - contingent on weather conditions. We must be dry and above freezing to complete this project.
- ◆ Barbeque Cover replacement: Gail Oldow is working on the Barbeque Cover and this should be completed shortly. THANK YOU once again Gail for donating your time and expertise on this project!!
- ◆ Landscaping Project Work: Bids were received for aerating all common lawns and marking of sprinkler heads. Motion was made by Ann Archer, 2nd by Jim Johnson to accept the Bid from Coast Landscaping for \$540 + WST to complete this project this spring. PASSED unanimously. INTEGRA will contact Coast Landscaping to coordinate this project.
- ◆ Computer System Replacement: INTEGRA reports the new system is installed and ready to move forward with the maintenance program. Additionally, the Time Clock has been purchased and is installed. An owner came and gave a brief demonstration and overview of the Maintenance Program to the Board Members. The demonstration was informative and the program was easy to follow and should be an asset to the maintenance department.

Correspondence -

1. Callen Construction. Letter received advising they were going out of business. INTEGRA was requested to obtain new Bids for snow removal work so the complex is covered for snow removal in the coming year.
2. Maureen Dwyer - Lot 63.
3. David & Ella Swetalia - Lot 96.

New Business

- ◆ Real Property Tax Statement information: Jim Johnson and Don Schleuse have been working with Kraig Olason, Senior Planner at the Whatcom County Assessor's Department, seeking information and relief on the recent watershed fee assessed on all lots in the park. They are working jointly in preparing wording in a document to give ALL owners in the park a blanket reduction/relief from the recently imposed Birch Bay Watershed Aquatic & Resource Management District (BBWarm) [watershed fee] assessed to each lot. As additional information is received from the county, the Board will keep the membership apprised of the outcome of these negotiations.

◆ Crystal Springs hot/cold water dispenser: INTEGRA reports that Crystal Springs, a local water tank supply company, sent information to bring a hot/cold water supply source to the common area for the benefit and use of the owners in the complex. The cost would be less than \$10.00 per month, plus the cost of the water tanks used. Motion by Ann Archer, 2nd by Ina Danielson, to bring the Crystal Springs water source in to the complex on a 90-day trial period to see how well it is utilized by the owners. PASSED unanimously.

◆ Attorney to Attend Open Meeting of Owners: Ina Danielson once again addressed the Board concerning the necessity of completing the process of updating the association's governing documents (Declaration, Bylaws). After some discussion, and following the recommendation of Ina Danielson, it was determined to be a prudent course of action to schedule a time for condominium specialist attorney, Hugh Lewis, to address all interested Owners in the park at an *Open Informational Meeting*. The purpose of this meeting will be to bring the owners up-to-date on current statutory requirements, what is necessary to complete a Restated Declaration and Restated Bylaws of the Association, and what the Owners in the park can do to help facilitate this process.

Motion was made by Ina Danielson, and 2nd by Jim Johnson to schedule a time in May 2009 for Attorney Hugh Lewis to speak at an *Open Informational Meeting* of the Owners in the park on the subject of updating the association's governing documents. PASSED unanimously.

INTEGRA was asked to contact Mr. Lewis for available dates in May 2009.

◆ Hedge Trimmer: Jim Johnson advises that the maintenance department is in need of a gas operated hedge trimmer and he has been looking at and pricing them. Jim Johnson makes the motion to purchase a gas operated hedge trimmer not to exceed \$300 for use by the maintenance department; 2nd by Ina Danielson, and PASSED unanimously.

◆ Steam Cleaner: Ina Danielson brings to the Board's attention that the Activities Committee would like to see a Steam Vacuum purchased to assist with maintenance responsibilities and upkeep of the floors, particularly the kitchen floor in the Activities Building. Ina Danielson makes the motion to purchase a Steam Vacuum for use on the common floors at a cost not to exceed \$150; 2nd by Ann Archer, and PASSED unanimously.

The next Board Meeting will be held at **9:30 a.m. on Thursday, April 16, 2009**. There being no further business, the meeting was adjourned at 12:45 p.m.

MINUTES prepared and transcribed by:

Cindyrae Mehler of Integra Condominium Association Management, Inc.
in the absence of Secretary - Donald L. Schleuse