

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

DATE: Thursday, July 16, 2009
PLACE: Latitude 49 - Library Room
TIME: 9:00 AM

PRESENT:

Vice President: Ina Danielson Director: Jim Johnson
Director: Charlie Jenkins Director: Ken Gunderson

Integra Representative: Cindyrae Mehler, Property Manager

Board Members not in attendance:

President: Donald Schleuse out-of-town
Treasurer: Ann Archer broken bones!!
Director: Larry DaShiell out-of-town

The 1st order of business was to welcome new Board Member Ken Gunderson on the Board and to thank him for agreeing to serve.

Review of the Executive Minutes from the June 22, 2009, meeting of the Board of Directors. Motion by Jim Johnson, 2nd by Charlie Jenkins to approve the Executive Session Minutes following the AGM of June 22, 2009, motion carried unanimously.

Integra Management Report & Treasurer's Report:

Financials through 06-30-09 were provided and reviewed by the Board. As of 06-30-09, the Whidbey Island operating account balance was \$66,703.85; Whidbey Island reserve account balance was \$21,293.25; Bank of America [Activities account] balance was \$4,693.36; Edward Jones Investment Reserve Account balance was \$131,771.83; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of \$224,730.32. A review of the Budget comparison reflects that we are staying in-line with the projected budget and are on track for the year. Contingent on the summer projects the Board votes to move forward with will determine what amount of operating cash should be moved to the Edward Jones Investment Reserve Account.

The Board reviewed the *Aging Summary* reflecting payment records of owner's dues assessments. Integra reports that collection of dues continues to be outstanding and our owner accounts are looking great! Owners in the park are being diligent in timely payment of monthly dues assessments; the ACH payment program has been effective; and, coupon sheets are available to owners for monthly payment if desired.

Park inspections and reminder notices to Lot Owners with overgrown lawns, weeding, hedge control, moss removal, debris removal, etc. have been routinely mailed out when infractions occur. Most of the Lot Owners are extremely conscientious and correct noted issues promptly. Integra advises the Board that some owners continue to feel it is a

hardship on them to maintain the lots in accordance with established park standards. Generally compliance is achieved through communication and education of park rules between park management and the Lot Owner without the necessity of levying a fine.

Treasurer's Report

No supplemental report as Ann Archer is currently incapacitated.

Committee Reports

Architectural

Jim Johnson reports that the new committee has been formed and consists of the following hard-working owners: Board Liasons, Jim Johnson & Ken Gunderson; Chairman, Frank Schneider; Secretary, Leslie Kryger; and, Ella Swetalla, Bill Hillman, Darryl Dunn, Lynn Button and Jerry Greene.

The committee has reviewed and approved *Architectural Improvement Forms* submitted by the following Lot Owners: Lot #240, Lot #119, Lot #210, Lot #257, Lot #53, Lot #285 & Lot #222.

Activities

Ina Danielson reports as the Board Liason to the committee, as follows:

1. Christmas Lights. The Christmas lights purchased this winter are still waiting for someone to install them on the common buildings. Motion by Charlie Jenkins to have M&M Construction put up and install the Christmas building lights on the common area buildings as this involves roofline work; 2nd by Ken Gunderson; and PASSED unanimously. .
2. Kitchen door in Activities Building. There is a continuing issue with "*who exactly has been issued keys to this kitchen door*". The following individuals should be in possession of a key to this kitchen door: The seven (7) Board Members; Latitude Maintenance Employee, The Activities Chairperson, Julie Hillman; The Wednesday Donut Lady, Carol Jenkins; and, the Sunday Ice Cream Social Gentleman, Mike Sudlow. At this time, these are the only individuals who should be charged with ownership and the responsibilities associated with possession of a key to the kitchen door.

The Board requests that any additional keys be turned in immediately. For convenience, the additional keys may be placed in the **Mail Room - Payment Drop Box**.

3. Card Table purchase request. Discussion was held concerning the need for some additional card tables to be used for various activities and social functions. Motion by Jim Johnson to have Integra purchase four (4) card tables at a cost not to exceed \$500 (additional chairs are not to be purchased); 2nd by Charlie Jenkins; and, PASSED unanimously. When the card tables have been purchased, Ken Gunderson will pickup and deliver the tables to the association.

4. Activities Treasurer is laid up for a spell. While Activities Treasurer, Ann Archer, is incapacitated, Julie Hillman will be coordinating and working with Ann Archer to complete the Treasurer's duties. Thank you, Julie! [and, Get Well soon, Ann!]
5. Summer Activities Calendar. Julie Hillman has flyers posted throughout the park and information on the Latitude 49 website outlining the calendar of events scheduled.

Grounds & Maintenance

Charlie Jenkins reports:

1. Cleaning of the Laundry Room facilities will occur early in the morning on weekdays. A sign will be posted when maintenance is cleaning the laundry room and/or bathroom facilities. It is anticipated this task will be performed on a once a week schedule.
2. Pressure washing of the sidewalks and patio area is being completed, including putting down a moss kill treatment. Maintenance is looking into a sealing treatment for the sidewalks in the near future to assist in extending their life. When additional information is received, this will be further discussed in the next Board Meeting.
3. The Garden Committee has submitted a request to have red lava rock put down at the backside area of the pool. Charlie Jenkins is seeking Bids for this project. One vendor he will be requesting a Bid from is Ken of Little Scoop.
4. The Garden Committee has submitted a request to have a beach scene installed under the front sign area. Charlie Jenkins is seeking Bids for this project. One vendor he will be requesting a Bid from is Ken of Little Scoop.

Old/ Unfinished Business

- ◆ Employee Handbook. Briefly reviewed - tabled for acceptance as association policy until the August Board Meeting when a full board should be present for the policy decisions.
- ◆ Laundry Room Door installation. This is a project that has not been completed in the past 2-years. Charlie Jenkins confirms this small project will be completed prior to the next Board Meeting by maintenance personnel.
- ◆ Governing Documents - submitted by attorney Hugh Lewis. The full Board of Directors is reviewing the *Restated & Amended* governing documents recently received from attorney Hugh Lewis. Following discussion, it was determined to set aside a full day for the Board to complete their review. The Board tentatively scheduled to begin a full review of the submitted documents on August 6th.
- ◆ Road Repair Bids. At the direction of the Board, Integra requested five (5) Bids for road repairs to the 355,702 total square feet of road surface area in the park. This has been a continuing budgeted item and the funds for this repair work have been allocated.

Following review of the submitted Bids it was determined that Board Members: Ken Gunderson, Charlie Jenkins & Jim Johnson will meet with and discuss the Bid Proposals received from [1] Huizenga Enterprises, LLC; and, [2] Kamps to determine which vendor should be awarded the contract. There is no substantial difference in the quoted price of the two Bids.

Motion by Charlie Jenkins to move forward with this road repair project as soon as the contract vendor is determined by the Board at a cost not to exceed \$38,979.60; 2nd by Jim Johnson; and, APPROVED unanimously.

◆ **Trees.** Continuing discussion regarding the seven (7) very tall maple trees located along the association's south property line.

Integra requested and received Bids from Coast Landscape Service (\$162.75); and, Haines Tree & Spray Service (\$372.43) for injection and/or spraying of the trees to reduce the sap spread and aphids. After discussion, the general consensus of the Board was that this would not correct the long term liability issue of these seven (7) hazardous trees.

Charlie Jenkins obtained Bids for tree removal of the seven (7) maple trees and two (2) additional maple trees in the pond area from: Rawls Tree Service \$4,500; and, A Cut Above (\$2,400).

Motion was made by Charlie Jenkins to retain the services of *A Cut Above* to remove the seven (7) hazardous maple trees along the south fence line and the two (2) maple trees along the Pond Area at a cost not to exceed \$2,800, as soon as possible to avoid future liability risk to the association. 2nd by Jim Johnson. PASSED unanimously.

The Lot Owners to be affected by this undertaking will be: Lot 152, Lot 154, Combined Lot 155/156, Lot 159, Lot 312 and Lot 315. The Board directed Integra to send letters to the affected Lot Owners notifying them of the Board's decision and the approximate date this project will be undertaken.

Correspondence:

1. Garden Committee, 06-25-09 and 07-02-09
2. Gordon Polinkus, 07-13-09
3. Rice Insurance LLC [updated information on employee medical insurance]

New Business

Charlie Jenkins reports that he has been in contact with Kraig Olason of the County and has provided the county with supp'l maps and information regarding the storm water system and the association's retention pond.

Charlie Jenkins reports that he is researching for the Board viable options to move forward with the purchase of a new association maintenance truck vehicle. Following discussion, it was determined to table this until the next Board Meeting.

The next Board Meeting will be held at 9:00 a.m. on Monday, August 24, 2009.

There being no further business, the meeting was adjourned at 12:30 pm

MINUTES prepared and transcribed by:

Cindyrae Mehler
of Integra Condominium Association Management, Inc.