

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

DATE: Monday, November 10, 2008
PLACE: Latitude 49 Offices
TIME: 9:00 AM

PRESENT:

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

Integra Representative: Cindyrae Mehler

Board Members not in attendance:

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

Review of Minutes from the October 1, 2008, Meeting of the Board of Directors. Motion by Johnson, 2nd by Danielson to approve the Minutes of October 1, 2008, motion carried unanimously.

Integra Management Report & Treasurer's Report:

Financials through 10-31-08 were provided and reviewed by the Board. As of 10-31-08, the Whidbey Island operating account balance was \$73,308.41; Whidbey Island reserve account balance was \$21,211.14; Bank of America [Activities account] balance was \$4,462.17; Edward Jones Investment Reserve Account balance was \$81,039.45; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of **\$180,289.20**.

Motion by Archer, 2nd by Danielson, to transfer \$10,000 from the Whidbey Island reserve account to the Edward Jones Investment Reserve Account, motion carried unanimously.

The Board reviewed the Aging Summary for delinquent payment records of owner's dues assessments. As directed by the Board, Integra will mail Account Delinquency Notification to owners in arrears on their monthly dues assessment payments.

The Board discussed on-site staffing hours for the winter season and determined that for the months of December, January and February the on-site office would be staffed on Tuesdays from 10:00 a.m. until 1:00 p.m. Integra will additionally come on-site on Fridays to pick up and process all of the association's incoming mail, including the payment box. There will be no staffing on Holidays.

Cindyrae advises the Board that in December 2008, Integra will be mailing to ALL unit owners a current Statement of their individual lot account(s). Please contact the office of Integra at: 360/ 656-5091 if your mailing address has changed in the past few months. The Board wants to ensure that each and every member in the association receives his/her mailing notifications from the association. Additionally, a letter will be mailed in December to ALL lot owners reminding them that effective January 1st, 2009, the Monthly Dues Assessment for each lot is \$75.00 per month.

Transition in Management: Don Schleuse successfully recovered a refund of a portion of the September 2008 Management Fee charged by PMP/Landmark in the total amount of \$926.87. Ann Archer is continuing to compile all association records received from PMP/Landmark ensuring that all financial documentation, association records and funds have been duly received and properly accounted for.

Committee Reports

Architectural

Jim Johnson reports that three (3) requests have been received and processed by the committee. Everything is going fine and all is pretty quiet in the complex. Cindyrae was asked to follow up with some lot owners and obtain work-in-progress status updates on completion deadlines for improvements.

Grounds & Maintenance

Jim Johnson reports that if we could get rid of the fall leaves, we would be far ahead of the game! However, Jim reports that our maintenance employee, Dave Swanson, is on schedule for all outlined fall maintenance work, including completion of the annual fire inspection, continuing treatment to the interior logs of the common buildings, and installation of the new treadmill in the Activity Building. Jim advises he is keeping a steady eye on the roads throughout the park for any marked deterioration or sump holes that may require routine road maintenance needs. Discussion was held regarding implementing an online maintenance schedule program to trigger a timeline for routine and deferred maintenance items in the park. The Board plans to look into this further to consider whether this could serve as a valuable tool in determining scheduling of maintenance personnel duties and work orders for the park.

Activities

Ina Danielson reports that Julie Hillman is serving as the new Activities Chairperson. A big THANK-YOU is extended to Julie Hillman for accepting this position. Julie will be providing copies of the Minutes of the activity meetings to the Board, the Minutes will be routinely posted in the mail room and, also, on the Association's website. Ina reports that on Saturday, November 8th the Thanksgiving Dinner in the Activities Building was a success and well attended by approximately 40 people. Various activities will continue throughout the winter months and postings of the scheduled activities will be located on the website, in the mailroom, and on the regular posting boards throughout the complex. A short-list of some of the scheduled activities on the calendar:

- ▶ **Donut/Coffee hour** Every Wednesday at 9:30 am
- ▶ **Potluck** on the 2nd Friday of every month, 5 pm Social Hour/ 6 pm Dinner
- ▶ **Christmas Party** Saturday, 12-20-08 3 pm cocktails/ 4 pm Dinner
- ▶ **New Year's Party** Wednesday, 12-31-08 8 pm hors d'oeuvres & cocktails
B.Y.O.B.

The next activity meeting is scheduled for: Saturday, November 15th, 2008, at 10:00 am in the clubhouse.

Unfinished Business

The reserve study being completed by David Bach & Associates will be provided to the Board within the next 30-days. Due to an unexpected change in staffing at David Bach & Associates, there was an unexpected delay in receipt of the Reserve Study.

The parking lot striping project has been completed.

Bids have been requested for the installation of Hardi Board plank siding on the maintenance building. Currently, two separate bids have been received from a vendor for (1) full new re-siding of the maintenance building; and, (2) an alternative bid for pressure washing, painting, trim work and cleanup. The board is waiting to receive two additional requested bids from vendors for review and price comparisons prior to moving forward with this project.

Correspondence reviewed

Ramsay

Whatcom County Health Department [smoking violation warning letter]

Guilfoyle

Serra

New Business

2009 Nominating Committee. Ina Danielson presented in writing the proposed working Guidelines for use by the Nominating Committee. President, Denny Beaudin, is working hard in selection and lobbying for appointment of three (3) committee members to serve as the 2009 Nominating Committee. Three board positions will be open to be filled this June at the Association's AGM.

Clubhouse Sound System. The Board is continuing research for correction and/or replacement of the current clubhouse entertainment sound system. No firm decision has been reached yet regarding whether or not the current system can be salvaged or whether a new system will be required.

Financial – Association limited Credit Card. Cindyrae reminds the Board that for many years now it has been a standard practice for Board Members to advance money and purchase miscellaneous items for the association's benefit. These items regularly are for small maintenance expenditures and/or office supplies. In the effort to keep a clear and clean audit trail and to eliminate Board Members from advancing funds to the association, it is recommended that Latitude 49 obtain a credit card. It is recommended that a ceiling cap limitation be placed on the card in the amount of \$1,000; that the card be held and maintained by the appointed Association Treasurer, and that the card be utilized by the Board for the miscellaneous small expenditures currently being advanced by the members.

Following a brief discussion, Motion was made by Johnson, 2nd by Archer to complete application to obtain a Latitude 49 credit card with an approved ceiling cap of \$1,000. The credit card is to be utilized by the Board for miscellaneous small expenditures for the benefit of the association. Motion carried unanimously.

The next Board Meeting will be held at 9:30 a.m. on Monday, December 15th, 2008.

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.
in the absence of Secretary - Donald L. Schleuse