

Board Meeting, August 28, 2006

Board met in Executive Session on August 28, 2006 at 9:00am, Denny Beaudin, President presiding. In attendance were Jim Wilson, Vice President, Don Schleuse, Secretary, Ann Archer, Treasurer, Directors Ina Danielson, and Charley Jenkins. John Courage noted as absent.

Steve Newman, Cindy Mehler, and Tess Allison from Property Management Professionals were also present.

Mr. Newman accompanied an insurance inspector who was here on the 25th. He inspected the buildings and took pictures of the playground, clubhouse, pool maintenance building, and the surrounding area. All were reported in good shape with the exception of the trash compactor. The inspector stated that the key that allows the compactor to run automatically cannot be left in the unit for safety reasons. A method of running the compactor without the key will be investigated by Director Jenkins.

The current insurance policy on Association property expires on the 31st of August. Totem has informed the Association that Philadelphia Insurance Company has provided a quote that is less than our current premium. Philadelphia can also provide the \$2M umbrella policy for an additional cost of \$2K which would bring the annual premium to \$18,806. The current cost from Columbia Casualty is \$20,155.52. Ms Allison suggested to increase the deductible from the current \$500 per occurrence to \$5K which is the industry standard. Motion by Schleuse to raise the current deductible limit to \$5K, 2nd by Wilson, motion carried.

Vice President Wilson raised the issue of insurance on the Association truck. Currently the premium is \$900/yr which seems high. Mr. Newman stated the cost should be in the \$700/yr range for the same coverage. He also suggested that whoever drives the vehicle should have a copy of their driver's license on file with the insurance company and the Association. Director Jenkins will get a copy of the maintenance man's license for the files. More cost effective vehicle insurance will be investigated.

The proposed budget was discussed. Ms Allison suggested that the cost of natural gas be increased and certain line items be broken out. The pool and hot tub should be broken into separate line items and those should be further broken into lines for supplies and maintenance. The Budget Committee had recommended that the cost of internet service be eliminated, however Schleuse stated that in order to control the front gate remotely from off site, internet service is required therefore it should be added back into the budget. The line item for phone/cable should be broken out along separate line items for grounds maintenance and equipment expense. The Treasurer will meet with Ms Allison to discuss a further breakout of line items which will then be taken to the Budget Committee. The Board expects to approve the proposed budget at the September 11th meeting with the mailing of the budget that same week. Voting on the budget should occur at the open meeting scheduled for October 7th.

It was suggested that all the buildings be open to the membership. A winter and summer schedule has been set.

Winter hours (October 1st to April 30th) opening:

Card locks activate to open at 6:00am; the key doors will be open at 8:00am.

Winter hours (October 1st to April 30th) closing:

Key doors locked at 6:00pm, card locks secured at 10:00pm.

Summer hours (May 1st to September 30th) opening:

Card locks activate to open at 6:00am; key locks open at 8:00am

Summer hours (May 1st to September 30th) closing:

Key doors locked at 9:00pm on Monday, Tuesday, Wednesday, and Thursday

Key doors locked at 10:00pm on Friday, Saturday, Sunday, and holidays

Card locks secured at 12:00pm

Mr. Newman raised the issue of the main gate being left open allowing unauthorized people to enter, especially during times when the clubhouse is rented and outside guests are arriving. Secretary Schleuse suggested a “one time” code be entered into the system and that code be given to the renter. The renter could then issue the code to their guests to utilize during the event after which the code would expire and would no longer be valid. The Activities Committee will be informed to include the information on their revised rental form.

Mr. Newman suggested that contractors doing work in the park be issued a gate code on a three month basis. Contractors should contact PMP and supply them with their contact information before being given the code. Individual lot owners could still be responsible for their contractor gaining entry.

The front gate can be configured to use a garage door opener instead of the current white card or metal key. Cost of the openers would be borne by the members and not the Association. Cost to configure the gate would be in the \$100-\$150 range.

Latitude 49 stickers are available in the office for member’s vehicles. This would make identification of authorized vehicles easier.

The metal “dog tag” keys and the small white post office door keys will be deactivated by next July 1st. The metal keys can be exchanged for the new fob style at no charge. The white mail box key can be returned to the office and the \$5 deposit will be returned to the member.

It appears that upon sale of property, the sellers are not turning over the key cards to the new owners. It was suggested that a \$20 fee per card be charged to the seller through escrow which will be reimbursed to the seller when the key cards are returned to the Association or the buyer acknowledges receipt of the cards from the seller.

PMP ask about the number of rentals in the park. The Board stated that only 10 rentals are allowed at any one time and there is no intention to raise the allowed number of rentals. The policy will be reviewed as to how to better control the number of renters.

PMP ask for a list of committee members and contact information. The Secretary will provide.

A question was raised as to what membership information will be given out by PMP. PMP stated that the only information available from them will be a list of owners along with their lot numbers. There will not be any address or phone info available. The current phone list is a product of Telcom and if anyone wants their number delisted, they should contact Telcom directly.

For those wishing to sell their property, PMP will prepare a package of information along with pictures and make it available at the front gate and in the office area. If color pictures are wanted, the seller will assume costs of printing.

In order to better track maintenance items and the costs involved, a maintenance work order form will be developed. This should be filled out before work is started and be annotated when the work is completed. Any parts or materials used to complete the tack should be noted on the form.

Since the maintenance person works in all areas of the park, it was suggested that he be supplied with a cell phone which would allow better communications with his supervisor. Use of a pager instead of a phone was discussed. Use of a pager would require him to find a phone or return to the maintenance shop which would waste time. Motion by Jenkins, 2nd by Archer to purchase a cell phone plan at minimal cost, motion carried. Various cell plans will be researched before purchase.

People have been coming into the office to get a key card because theirs was left at home or in their other vehicle. It was suggested that they be loaned a card on a temporary basis. If the card isn't returned by the next billing cycle, the \$20 charge will be applied to their account.

Presently the major delivery services have a key card to get in the gate. Packages are left unattended in the mail room. If we are going to open the office building, the packages should be in a secured area. A method to secure the packages will be looked into so that the owners will have access.

A note will be placed in the PMP mailing to remind members to supply a summer and winter address. Mail forwarding forms from the post office will be made available in the mail room.

Deposit checks received for clubhouse rental need to be deposited in a timely manner. It was found that some checks have been held for months before deposited. To avoid any wage tax issues, the cleaning fee, if any, should be assessed against the sponsoring members account. These issues will be relayed to the Activities Committee for inclusion in the revised rental form.

Communications from Purnell concerning the changes in the Rules & Regulations was discussed. PMP will respond.

The letter from Edgar has not been received.

Director Jenkins made a request to have \$300 - \$500 made available for replacement of unions and valves on the water heaters. Motion by Schleuse to repair as necessary with costs not to exceed \$500, 2nd by Wilson, motion carried.

Director Jenkins made a motion to expend \$100 on termite and ant killer to treat the area around the commons buildings. Motion 2nd by Danielson, motion carried.

Motion by Archer, 2nd by Wilson to accept the minutes of the August 21st meeting, motion carried.

Motion to adjourn by Jenkins, 2nd by Archer, motion carried
Meeting adjourned at 1:05pm.

Next meeting September 11, 2006 9:00am

Respectfully submitted,

Donald L. Schleuse
Secretary