

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

DATE: Monday, August 24, 2009
PLACE: Latitude 49 - Library Room
TIME: 9:00 AM

PRESENT:

President: Don Schleuse
Vice President: Ina Danielson
Secretary/Treasurer: Ann Archer
Director: Jim Johnson
Director: Charlie Jenkins
Director: Larry DaShiell
Director: Ken Gunderson

INTEGRA Representative: Cindyrae Mehler, Property Manager

The 1st order of business was a Thank-You to Vice President Ina Danielson for chairing the July Board Meeting in the absence of Don Schleuse.

The Board reviewed the Minutes from the July 16, 2009 meeting of the Board of Directors. Motion by Ina Danielson, 2nd by Jim Johnson to approve these minutes, and the motion carried unanimously.

Integra Management Report & Treasurer's Report:

Financials through 07-31-09 were provided and reviewed by the Board. As of 06-30-09, the Whidbey Island operating account balance was \$71,049.88; Whidbey Island reserve account balance was \$21,302.30; Bank of America [Activities account] balance was \$4,721.15; Edward Jones Investment Reserve Account balance was \$131,947.57; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of \$229,288.93.

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 the ACH payment program is being used by a large volume of owners.

Routine park inspections and reminder notices to Lot Owners with overgrown lawns, weeding, hedge control, moss removal, debris removal, etc. are mailed out to owners when infractions occur. Whenever possible, providing contact phone information is on file, INTEGRA attempts to call the lot owner by phone to specifically address an infraction problem in the park. This is done to give the lot owner an early opportunity to correct the issue or problem prior to a Notice Letter being mailed out.

Old/ Unfinished Business

1. **Employee Personnel Handbook**. The full Board has thoroughly reviewed the *Employee Personnel Handbook*. Discussion was held to clarify specific areas covered in the established policies such as: management & supervision of paid employees, hours of work, vacation schedule and paid holidays. Motion was made by Larry DaShiell to approve and adopt the *Employee Personnel Handbook* noting that supervision of maintenance employee(s) is the duty of the Board President or the Board President's designated liaison; 2nd by Charlie Jenkins, the motion carried by a majority vote of the Board, with one dissenting vote cast.

A copy of the *Employee Personnel Handbook* will be provided to employees of the Latitude 49 Resort Park Association.

2. **Road sealing & repairs**. Ken Gunderson, Larry DaShiell, Jim Johnson and Charlie Jenkins each report that Huizenga Construction is moving along on the posted schedule for repairs. Notations are being made for the walk-around with the contractor at the close of the scheduled project to correct and pickup any specific problem areas that may need to be addressed prior to full completion of this project.

3. **Truck purchase**. In accordance with the Budget, \$8,000 has been collected for the purchase of an association utility truck. A replacement "new-to-the-association" truck has not been selected as of this date. All eyes are open for a replacement truck.

4. **Status of trees on South Border of complex property**. The association insurance agent was contacted for specific clarification of any potential liability issue to the association resulting from the trees. Following discussion with the agent, the Board determined that at this time no action for removal of the trees is necessitated. Two trees in the immediate vicinity of the pond may be scheduled for removal due to potential damage from the root systems to the pond wall.

5. Garden Committee Landscape Projects proposed.

a. The Garden Committee submitted a request for approval by the Board for beautification and updating to the landscape area on the south side of the pool. This request includes adding a lava rock perimeter at an estimated total cost of \$1,274. Following discussion and review of the request, Charlie Jenkins motions to approve the landscape beautification project as submitted by the Garden Committee to the south side of the pool in an amount not to exceed \$1,274 + WST; 2nd by Ken Gunderson, and PASSED unanimously. INTEGRA was directed to contact the head of the Garden Committee, Sue Wickersham, advising of the Board's approval for this project. The Board also wishes to convey a very large thank-you to the full garden committee for their donation of time and energy on this and many other landscape beautification detail works done throughout the park!

b. The Garden Committee submitted a 2nd request for approval by the Board for a landscape project at the front entrance of the entry gate. The project consisted of adding a beach scene, driftwood and rocks. At this time, the Board determined to not approve moving forward with this secondary proposed project. The Board expresses concern with

continued maintenance of this area and is reflecting on planting grass with regular mowing being the only routine maintenance required.

6. **Pool Replaster Bids.** (2010 maintenance project) Bids were requested and received for the replaster project to the pool from: Master Pools (the original installer of the pool); and, from Pyramid Pools. The Bids are being reviewed by the Board and this will be an Agenda item for discussion at the September Board Meeting. INTEGRA was requested to seek additional information concerning pool covers and potential long-term cost savings to the association.

7. **Association Website.** The Board extends a thank you to Lot Owner Robin Button for her continued service as the Association Webmaster. This service is provided on a volunteer basis by Robin and the website is maintained at no additional cost to the association.

8. **Posting of Minutes on the Website.** At the inquiry of Lot Owner Judy Polinkus regarding whom is responsible for posting of Minutes to the website, posting of Minutes from the regular Board Meetings is the responsibility of the Association Board Secretary.

9. **Posting & Publication of Obituary Notices.** At the inquiry of Lot Owner Judy Polinkus regarding Board responsibility to post obituary notices of deceased lot owners in the park, out of respect to the families and protection of their privacy – this will not be done. Private notices may certainly be posted in the mailroom by the family advising of funeral arrangements or memorial services. Posting notices of this nature is a private family decision and not a Board function.

10. **Open Board Meeting.** The next regular Board Meeting is scheduled for Tuesday, September 15, 2009, at 9:00 a.m. to be held in the Activities Building and is an Open Board Meeting.

11. **Locking of Common Area Buildings at 10:00 p.m.** At the inquiry of Lot Owner Judy Polinkus concerning the need (or lack thereof) to lock the common buildings at 10:00 p.m. each evening and re-opening them at 6:00 a.m. each morning, the full Board is in complete unanimous agreement to maintain this continued routine, which was established in 1992. The common buildings are locked down at 10:00 p.m. for the protection of the owner investments and as a direct result of vandalism incidents to the common properties.

12. **P.A. System update.** Lot Owner Larry Stoner has extended an offer to install at no charge to the association a new PA System package for the Activity Building. The total cost for the P.A. System package including three (3) wireless microphones will not exceed \$3,000. Motion was made by Charlie Jenkins to approve the purchase of the P.A. System, wiring materials and microphones not to exceed \$3,000; 2nd by Larry DaShiell, and PASSED unanimously.

13. **Governing Documents Review.** The *Restated & Amended* governing documents prepared by attorney Hugh Lewis are being reviewed by the Board to establish a final version to be submitted to all Lot Owners.

New Business

Building Security & Park Vandalism issues: Jim Johnson reports that in routine lockup of the common area buildings at 10:00 p.m., the following is occurring all too frequently: many windows are not being shut, water is being left running in the bathrooms, lights are not being turned off, etc. These are all specific items of owner responsibility. Additionally, due to recent vandalism incidents in the park, the Board is looking into establishing security personnel for routine night checks in the park and greater security in this gated community.

Park Model Delivery: Jim Johnson & Charlie Jenkins post this reminder to all Lot Owners that if a new park model is scheduled for delivery in the park that #1: Notify park management of the scheduled delivery date to ensure the appropriate gate will be opened for you; #2: The truck driver must know the correct Lot to deliver the park model to; and, #3: The owner of the Lot or a representative of the owner of the Lot (other than the truck driver) should be on-site for acceptance and placement of the delivery.

Box Hedge removal on South side of Laundry Building & back of Main Office Building: Charlie Jenkins and maintenance personnel have noted that these hedges are in very poor condition. Following discussion by the Board, it was decided to have maintenance remove these hedges and replace with rock. Removal of these hedges will improve the overall appearance of these areas of the complex and will additionally ease routine maintenance.

Front Sign re-Painting: The front sign looks wonderful. Thank you once again to the Lot Owners who repainted and refurbished the sign, Mr. Wickersham and Mr. Hyatt. Such an improvement!

Exercise Room: The bike(s) that were in the exercise room have lived their final days. Motion was made by Larry DaShiell to purchase a new recumbent exercise bike model at a cost not to exceed \$500.00, 2nd by Ina Danielson, and PASSED unanimously.

Committee Reports

Architectural

Jim Johnson reports as the Board Liason to the Architectural Committee that they have received requests for Lot Improvements for the following Lots, in no particular order:

Lot Numbers 240, 112, 249, 198, 51, 125, 289-290, 267, 247, 255 and 215.

Activities

Ina Danielson reports as the Board Liason to the committee that they are moving along with scheduled activities. The Activity Calendar is posted throughout the park and on the association Website.

Grounds & Maintenance

Charlie Jenkins reports that routine maintenance items are being addressed and the maintenance department is on schedule. This past month, your maintenance technician, Dave Swanson, put on his special “*skunk catching hat*” and cornered and live-trapped a wayward young skunk wreaking some havoc in the community.

Correspondence:

The following correspondence was received and reviewed by the Board:

1. Garden Committee, Wickersham
2. Polinkus
3. Wilson
4. Code
5. Garden Committee, Wickersham
6. Garden Committee, Wickersham
7. Edgar
8. Whatcom County Public Works Department
9. Polinkus
10. Dittman

Once again, a reminder that the next Board Meeting will be held at 9:00 a.m. on Tuesday, September 15, 2009, in the Activities Building and is an OPEN Board Meeting.

There being no further business, the meeting was adjourned at 2:00 pm

MINUTES prepared and transcribed by:

Cindyrae Mehler
of INTEGRA Condominium Association Management, Inc.