

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

**DATE:** Monday, December 15, 2008  
**PLACE:** Latitude 49 Offices  
**TIME:** 9:30 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 November 10, 2008, meeting of the Board of Directors. Motion by Ann Archer; 2<sup>nd</sup> by Ina Danielson to approve the Minutes of November 10, 2008; and the motion carried unanimously.

**Integra Management Report & Treasurer's Report:**

Financials through 11-30-08 were provided and reviewed by the Board. As of 11-30-08, the Whidbey Island operating account balance was \$78,653.19; Whidbey Island reserve account balance was \$21,226.56; Bank of America [Activities account] balance was \$4,480.36; Edward Jones Investment Reserve Account balance was \$82,481.70; and, Petty Cash balance of \$268.03, for a total balance in Checking/Savings of \$187,109.84.

Cindyrae was directed by the Board to contact Attorney Buri for a status update on collection of any remaining association funds still being held in a Banner Bank account by Landmark/PMP.

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.

Cindyrae confirmed to the Board that the December mailing to all association unit owners was completed; that Integra has been authorized to accept ACH payments beginning February 2009 from all owners who wish to pay their monthly dues assessments via electronic bank transfer; and, that all owners have been reminded that effective January 1<sup>st</sup>, 2009, the Monthly Dues Assessment for each lot is \$75.00 per month.

## Treasurer's Report

Ann Archer reports she has been working with the association's financial representative at Edward Jones regarding the various CD terms and rates of return on investments. Following discussion and the current economy, the Board determined to fund the most recent \$10,000 slated for reserves to be placed in a 12-month CD. At the end of December, Ann will be meeting with Integra to review the full financials and complete a transfer of surplus funds to the association's reserve investment account.

## Committee Reports

### Architectural

Jim Johnson reports that one (1) request had been received and was fully processed by the committee.

### Grounds & Maintenance

Jim Johnson reports:

1. The association's maintenance employee, Dave Swanson, has been provided with a Daily/Weekly/Monthly and Work-in-Progress duties list. This duty list was created and compiled by Board Members Charlie Jenkins and Jim Johnson.
2. Jim Johnson is obtaining a quote/bid for a new large, industrial dryer for the Laundry Room and is also seeking a quote for new venting that will be required for the dryer also.
3. Barron's Heating completed their annual review of all heat systems in the common buildings, which included necessary repairs to the fireplaces. Both of the fireplaces are fully functional now – and they are much appreciated and getting some good use by the members with the cold spell we are currently experiencing!
- 4 (a). Gateway provided a quote to install an additional *Key Code Lock* on the exterior entry door to the Main Office Building. The full quote was approximately \$4,500. The purpose of adding this building on the existing security locking system would be to provide owners access to the building for small group gatherings and access to the mail room. This would be in lieu of an additional sidewalk to be added to the complex for access to the mail room and would address safety concerns and comply with handicap access requirements for owners.
- 4 (b). Following discussion, Jim Johnson made the motion to move forward with installation of the additional *Key Code Lock* on the exterior entry door to the Main Office Building by Gateway at a cost not to exceed \$4,500; 2<sup>nd</sup> by Ann Archer; and, the motion carried unanimously. Cindyrae was directed to contact Gateway and have this scheduled as soon as possible for completion.

4 (c). Ann Archer stated that we needed to look into having good, industrial quality type runners in the Main Office Building lobby to extend the carpet protection for anticipated traffic to/from the Mail Room. Integra will check on carpet runners and what is currently available – Overall Company will be contacted.

5. Ann Archer brings to the Board's attention that the small refrigerator in the Main Office Building is on its' last legs and is barely functional. Following a look at the refrigerator by the board, Ann Archer motioned that the board approve the purchase of a new, like-kind small refrigerator as replacement for the existing one in the Main Office Building at a cost not to exceed \$400; 2<sup>nd</sup> by Jim Johnson; and, the motion carried unanimously.

6. Jim Johnson reminds the Board that the association is still without a Snow Blower. Following discussion and a review and comparison of available snow blower products, Jim Johnson motioned that the board approve an immediate purchase from Lowes of a new model 208cc 26" 2-stage Snow Blower [with a 2-year warranty] at a cost of \$599 + WST; 2<sup>nd</sup> by Ina Danielson; and, the motion carried unanimously.

7. Jim Johnson reports that he and Denny Beaudin have been looking into implementing the use of an on-line Maintenance Program for the complex. The Board is hoping to sit down with the providers of this automated system by February 2009 to look at the full parameters and potential uses of the program.

### Activities

Ina Danielson reports the Activities program is running smoothly with many well attended socials and much camaraderie. All of the work being done by the Activities Chairperson, Julie Hillman, is greatly appreciated and she is doing a tremendous job. Thank you to everyone working and joining in with the Activities group for functions put on for the benefit of the association.

Ina further reports the Activities Committee was requesting the Board to consider a monetary expenditure for much needed new Christmas Decorations and exterior building Christmas lighting. She reminded the Board that tremendous savings of up to 75% normal cost would be available immediately after Christmas. Following discussion of specific items to be purchased, Ann Archer made the Motion to approve purchasing the following: Exterior commercial grade frame-out lights for the Activities Building [to fully outline and frame the building in the dark], 5 large commercial wreaths, 2 pre-lit Christmas Trees 7' in height, new ornaments for the trees and new garland for the trees, at a total cost not to exceed \$750; 2<sup>nd</sup> by Jim Johnson; and, motion carried unanimously. Ina agreed to chair the work to complete the purchase of these items.

Ann Archer discussed that the Main Office Building lobby was in need of some small additional tables. Following discussion of the small tables available for purchase, Jim Johnson made the Motion to authorize Ann Archer to purchase 4 café' tables for the Main Office Building lobby at a cost of \$15.00 each plus WST; 2<sup>nd</sup> by Ann Archer, and passed unanimously.

## **Old/ Unfinished Business**

**Reserve Study.** The Reserve Study has been completed by David Bach & Associates and is currently being reviewed by the full Board.

**Bids for Maintenance Building.** The Board is still waiting to receive additional requested Bids for the installation of Hardi Board plank siding on the maintenance building and alternative bids for pressure washing, painting, trim work and cleanup. It is anticipated that all requested Bids will be received by the next Board Meeting.

**Financial – Association limited Credit Card.** The Association has received approval for a limited credit card in the amount of \$1,000 to be utilized for purchases of small maintenance expenditures and/or office supplies on-site. The card will be used by the Board for the miscellaneous small expenditures currently being advanced out-of-pocket by the individual board members. The card will be held and maintained by the appointed Association Treasurer.

**Clubhouse Sound System.** No report at this time on the Clubhouse Sound System.

## **Correspondence reviewed**

1. Cox Re: Lot 235

## **New Business**

**Written Guidelines for Volunteer Applications to serve on the Board.** Ina Danielson presented in writing her proposed written Guidelines to be used and circulated to association owners as his/her Application to serve on the Board of Directors for the association. REMEMBER, in June 2009 there will be three (3) open board positions to be filled at the Association's AGM. This Application form will be reviewed by the Board and a final determination will be made at the next regular Board Meeting.

**Condolences to Association Owners, Family & Friends.** Denny Beaudin extends the board's condolences to family and friends of owners who have recently passed away in our park association, our thoughts and prayers are with each of you:

Mr. Hal Hartman	Lot # 20
Mr. Honesto Bombon	Lot # 311
Mrs. Elda McCausland	Lot #201

The next Board Meeting will be held at 9:30 a.m. on Monday, February 16<sup>th</sup>, 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.  
in the absence of Secretary - Donald L. Schleuse