

CABANA BOARD MEETING

5-13-17

CABANA – 10:00 A.M.

- **Called to order:** President John DesJardien called to order the Cabana Board Meeting held at Cabana Clubhouse at 10:00 a.m. on May 13, 2017. Those Board Members present included: John DesJardien, Robin Barker, Judy Hassing, Bill Jackson, Karen Foti-Williams and Gary Fairall. Others in attendance: Nancy Birdwell, Bookkeeper. **Board Members absent:** Wes Brandon and Shane Warren. Manager Rosemary Black was also unable to attend.

- **Approval of Minutes:**
 - Bill Jackson made a motion to approve the minutes from the 1-21-17 Board meeting. Karen Foti-Williams seconded the motion that was approved with a 6-0 vote.

- **Manager's Report/Status:**

Rosemary Black was unable to attend the meeting but prepared a report on the following issues:

 - Smoke Detectors – Per Health Department each bedroom and hot tub area must have a smoke/carbon detector along with the ones in the hallways.
 - Decision made to purchase needed smoke/carbon detector – Nancy to order and Scott to install.
 - Twin Beds to close to heaters per Health Department
 - A discussion took place regarding switching out the baseboard heaters for wall heaters.
 - Additional options will be explored later. *Note: Following the meeting several board members went into a room with twin beds and discussed options. A decision was made that for now beds would be moved away from heaters to be within guidelines and further research would be done. One option would be to purchase bed bridges for the twin mattress to make them into king size beds. The king sized bed would be moved into master and the queens moved into second bedroom. This would eliminate the need to replace queen mattresses, would upgrade queen to king in master, and satisfy the health department requirement. Rosemary will be told to hold off on ordering new linen in case this is a viable option.*
 - Vinyl fix – Scott has done best but can't get vinyl at 204 to stay down. A discussion took place.
 - Bill will work with Scott for further suggestions for a permanent fix.
 - Flooring – Bill reported the flooring is fine, not perfect but good enough to sign off on it for full payment. We have warranty in writing by both factory and Great Floors.
 - Emergency Phone signs replaced
 - Seasonal help hired and being trained
 - Linen order (\$1400) has been created and awaiting Nancy's approval. Nancy said okay. Also discussed was the fact that the beds have no blankets on them.
 - Nancy will address putting blankets on beds with Rosemary.
 - Seagulls are back, nesting on west side of chimneys in at least 2 buildings. Suggested spikes to deter seagulls.
 - Nancy to order spikes (100 ft.) and John will give Rosemary direction.
 - Bill will ask Rosemary and research permanent fix and/or if spikes will work.

Manager's Report/Status: (continued)

- Recycle problem
 - Discussion took place on remedies to this problem and John will work with Rosemary to make larger notes on bins/leave better directions in welcome packs.
- Repaired Fallen Downspouts
 - Bill will do a walk through to ensure all are secure
- Bids included on the following:
 - Security System – John gave background of previous issues of damage to explain why we are looking at installing a camera surveillance system. The board reviewed the bid information provided by Rosemary (\$400 to purchase plus 6 hours of Scott's time and TV monitor). Bill Jackson made a motion to approve this purchase and installation with Gary Fairall working with Rosemary on the order and install. Judy Hassing seconded the motion that was approved with a 6-0 vote.
- Gutters – Email and bid regarding gutters attached to manager's report.
 - Bill shared that the roof anchors needed to be in place before the gutter work could be completed. He thought we had a bid from Peak of Perfection that included the anchor installation (\$875), cleaning roof (\$2750), cleaning gutters (\$810) and replacing those needed to be replaced (\$810). Nancy said she had the bid and would email it to Bill for review. Robin Barker made a motion to approve the installation of the anchors by peak since that is the first step in the process. Bill Jack seconded the motion that passed 6-0. Bill will follow-up and talk with Peak and Rosemary to get this going.
- Bid for painting chimneys and siding
 - The bid from Ralph Forsberg Construction for painting chimneys and siding along roof line on all three buildings was reviewed (\$2960 + tax) and put on hold until the roof and gutters were cleaned.
- Bid for removing fence boards and posts in front of building
 - The bid from Ralph Forsberg Construction for removing the fence boards (\$1580+ tax) and posts (\$1420+ tax) was discussed and a motion was made by Judy Hassing to table the removal and replacement of the front fence for now. Karen Foti-Williams seconded the motion that passed with a 6-0 vote.
- Discontinuing fireplaces
 - Rosemary's suggestion to discontinue the fireplace and find alternate options for that space was discussed. Robin shared pictures of various options. It was decided that Robin would continue to research and price out alternate options for the fireplaces.
- Bids for painting exterior boards, -Rosemary shared that both people she tried to get bids from for painting indicated that the boards need replacing and the whole building needs painting.
 - A discussion took place and it was decided that Bill would request that Rosemary get bids to replace the exterior corner boards of each building.

Financial/Budget Status Report:

- Nancy shared the current Treasurer's report as of 5-11-17
 - **Bank Balance = \$201,062.57**
 - Operating = \$106,292.01
 - Reserve = \$87,089.85
 - US Bank (Credit Card) = \$4,210.52
 - Assessment Account = \$3,470.19
 - **Reserve Breakdown = \$87,089.85**
 - Basic/Common Reserve = \$39,022.22
 - T/S Reserve = \$48,067.63
 - **Assessment account = \$3,47.19**
 - Received = \$175,322.58
 - Expenses = (\$175,057.09)
 - Balance as of 12-31-14 = \$265.49
 - Vinyl Refund from Lowes = \$33,004.70
 - Balance = \$33,270.19
 - Paid to Great Floors = \$19,800.00
 - Balance 1-21-17 = \$13,470.19
 - Paid to Great Floors = \$10,000.00
 - Balance = \$3,470.19

Balance still owed to Great Floors = \$9,084.86

Judy Hassing made a motion to move necessary dollars (\$5,614.67) from TS Reserve to Assessment Account to pay Great Floors the balance owing. Bill Jackson seconded the motion that passed 6-0.

Maintenance Report:

- Bill shared information regarding flooring earlier in meeting.
- Robin shared that two small TVs were purchased as reserves for timeshare units and one of those TVs was installed in the clubhouse and needs to be upgraded.
 - Judy Hassing made a motion to approve the purchase of a 50" TV on sale at Fred Meyer for \$499 for the clubhouse. Karen Foti-Williams seconded the motion that passed 6-0. A discussion took place regarding the size of bracket to get for wall mounting.

OLD BUSINESS

- **Unit 202 Conversion from Time Share to Fulltime**

Nancy shared that the vote was currently at 88.12% and that 22 owners have not responded to request for vote on conversion of 202. She said she had a list of people to be called by board members and that Shane had volunteered to contact the Canadian owners and John the US owners. Nancy will follow up and send documents to John and Shane so they can proceed.

John distributed information Wes had prepared on the Cc & Rs relating to the conversion of unit 202 from a timeshare to full owner.

Nancy informed the board that the Wings have signed a quit claim deed to Cabana for their timeshare weeks.

A discussion took place regarding the required 90% for conversation and the next steps in getting there. It was decided that John and Nancy would contact the attorney to find out our next moves.

Page Five

NEW BUSINESS

Brainstorming

- New silverware to be purchased - Robin
- Dumpsters – options for improvement – Tabled/not our property
- Longer Term Planning
 - Shopping list of timeshare improvements – Robin and Judy volunteered to do an inventory of the units while on vacation the end of June looking for timeshare items that will need to be replaced in near future.
- **Replacement for Nancy/Keith**

A discussion took place regarding finding a replacement for Nancy/Keith. It was suggested that the job be broken into two or three areas and that some of the tasks be assigned to board members, i.e. Bookkeeper, ownership manager, and maintenance of facility. It was also discussed that a subcommittee be formed to review this task. Judy, Robin, Karen and John were all interested in serving on this subcommittee. It was then determined that the entire board should be involved in this process. So a board meeting was tentatively scheduled for June 10, 2017 at the Shoreline Library Conference Room to study options for Nancy's replacement. John would check and get back to us.

The next regular board member was scheduled for July 15th at Shoreline Library at 10:00 a.m. based on no availability at Cabana.

The meeting was adjourned at 1:09 p.m. by President John DesJardien.