

# Corrected

**CABANA BOARD MEETING**  
**6-10-17**  
**Shoreline Library – 10:00 A.M.**

- **Called to order:** President John DesJardien called to order the Cabana Board Meeting held at Shoreline Library at 10:07 a.m. on June 10, 2017. Those Board Members present included: John DesJardien, Robin Barker, Judy Hassing, Bill Jackson, Karen Foti-Williams, Wes Brandon and Gary Fairall. Others in attendance: Nancy Birdwell, Bookkeeper. **Board Members absent:** Shane Warren.
  
- **Unit 202 Conversion from Time Share to Fulltime**  
Nancy shared that the vote was currently at 90.13% and looked to be passed. John said next steps were to talk our attorney and review the process for moving forward.

A discussion took place on the Bylaws and Section 9.1

Section 10 Resale Certificate – Nancy says is only done on full owners

Discussion of resale of timeshare and full owners – it is the owners' responsibility to let Nancy know so records can be updated. Nancy checks Cabana tax statement against owner list to bring owner list current. Cross reference owner list by week on timeshare. Nancy provided John a thumb drive with list of owners. John will separate and share with board members.

Future project – review owner list with county records to ensure accurate.

Discussion/brainstorming took place on how to separate duties:

- Professional management company – Cole management does Jacobs Landing
  - Accounting
  - Insurance review
  - A lot of Nancy's duties regarding repair work
  - Breakdown budget
  - Keeps names and addresses of owners
- Friends and Family – Board member
- Sale of weeks – Board member
- Two managers:
  - Vacationville – facility
  - Business Management – property management
- Need CPA (currently in Kirkland)– Tax return and review audit
- Board take over loose ends
- Nancy to send job description to Accounting Solutions to see what it would cost and if viable option
- Robin to check into Bellingham Property Management companies for financial management
- Nancy will fine tune job duties and share with Robin

The meeting was adjourned at 12:00 p.m. by President John DesJardien.