

CABANA BOARD MEETING MINUTES

7-15-17 Shoreline Library – 10:00 a.m.

Called to order: President John DesJardien called the Cabana Board meeting held at the Shoreline Library together at 10:14 a.m. Those board members present included: John DesJardien, Robin Barker, Judy Hassing, Bill Jackson, Karen Foti-Williams, Shane Warren, Wes Brandon, and Gary Fairall (arrived late). Nancy Birdwell, Bookkeeper was also in attendance. Manager Rosemary Black was unable to attend.

President DesJardien shared that the expectation of the meeting was to conduct our regular business then focus on the bookkeeper replacement.

Approval of Minutes: 6-10-17

Discussion took place regarding the 6-10-17 minutes and it was noted that Karen Foti-Williams was in attendance at that meeting. Wes Brandon motion to approve the 6-10-17 minutes as amended to reflect Karen's attendance. Shane Warren seconded the amended minutes that passed with a 7-0 vote.

Approval of Minutes: 5-13-17

Karen Foti-Williams motion to approve the 5-13-17 minutes as presented. Shane Warren seconded the motion that passed with a 7-0 vote.

Manager's Report – Rosemary Black

John stated that the manager's report would be addressed later in the agenda as we discuss the old business.

Financial Report – Nancy Birdwell

Nancy shared the current treasurer's report as of 7-14-17:

- **Bank Balance=\$190,336.90**
 - Operating = \$111,096.65
 - Reserve = \$72,307.54
 - US Bank (Credit card) = \$6,762.52
 - Assessment Account = \$170.19
- **Reserve Breakdown=\$72,307.54**
 - Basic/Common Reserve = \$39,027.65
 - T/S Reserve = \$33,279.78
 - Reduced \$14,893.17 from 5-13-17 report
 - Paid Table/Chairs/Recliners = \$6,923.60
 - Paid Washer/Dryer = \$2,084.71
 - Paid Balance Great Floors = \$5,784.86
- **Assessment Account=\$170.19**
 - Received = \$175,322.58
 - Expenses = (\$175,057.09)
 - Balance as of 12-31-14 = \$254.49
 - 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
 - Paid to Great Floors = \$3300.00
 - Balance = \$170.19 (to keep assessment account open for possible future use)

A discussion took place regarding the changing of unit 202 from a timeshare unit to a full-owner unit. President DesJardien shared that per the attorney all income and expenses associated with unit 202 are now part of common area and no longer part of the timeshare budget. A further discussion took place regarding the rental income associated with unit 202 and where the rent and sale proceeds should go. It was decided that prior to the 7-1-17 signing converting the unit, all expenses and income should be split between timeshare and common area. After the 7-1-17 conversion the expenses and income shall be accrued to the common area budgets.

A discussion took place regarding the contents/furnishings of unit 202 whether they are part of T/S or Common area. John will contact attorney to clarify.

Maintenance Report – Robin Barker/Bill Jackson

- **Inventory:** Robin shared that she and Judy had completed an inventory of all the timeshare units except unit 202 and that a **typed version would be available at the next meeting**. The purpose of the inventory was to assist in long range planning regarding the necessity of purchasing furniture upgrades. She shared that most of the units' contents are satisfactory and there are only a few things that need to be addressed soon.
- **Silverware/Outdoor Mats/Ice Bins:** Robin also shared that she recently (per board approval) purchased upgraded silverware (13 sets) for each timeshare unit. She also shared that she purchased outside mats and had Rosemary move the old rugs to the backdoors. Also purchased was ice bins for units that were missing them. **It was suggested that Robin ask Rosemary to insure that fresh ice cubes were made weekly when the units were cleaned.**
- **Folding Chairs:** She noted that she found folding chairs for the units that new table and chairs were recently purchased for to increase the number of chairs per unit to 6 (advertised unit size). These chairs are at Costco for \$14.99 each and we need 16 for a total of \$240 plus tax to complete each unit.

Judy Hassing made a motion to approve the purchase of 16 folding chairs. Karen Foti-Williams seconded the motion that passed with an 8-0 vote (arrival of Gary Fairall increased vote count). **Robin to make the purchase.**

- **Landing Rugs:** Robin reported that the landing rugs on the stairway were in need of being replaced and that she found some indoor/outdoor rugs the same size as the existing rugs for \$14.99 at Costco and requested to purchase 6 for a total of \$84 plus tax.

Karen Foti-Williams motion to approve the purchase of 6 landing rugs at \$14.99 each. The motion was seconded by Shane Warren and passed with an 8-0 vote. **Robin to make the purchase.**

- **Accent Rugs:** Another item Robin shared with the board was that the accent rugs placed under the coffee tables in the timeshare units were in need of replacement. She had found some for \$8.99 at Costco and requested permission to purchase.

Karen Foti-Williams motion to approve the purchase of 12 accent rugs at \$8.99 each. The motion was seconded by Judy Hassing and approved with an 8-0 vote. **Robin to make the purchase.**

- **Corner Boards/Siding:** Robin shared that the corner boards and siding on the back of the buildings need to be replaced. She shared pictures she had taken and said this needs to be a priority as some of the boards are rotting and should be replaced and all needs to be painted to lengthen the life. She also suggested that around each corner the grass be removed and a rockery be made to keep the water away from the building to permit further rotting.

No decision was made – this item will remain an old business item

Maintenance Report (Continued)

Barbeques: Robin shared that the barbeques were looking pretty bad and that she had shared this with Rosemary. Rosemary had her crew starting cleaning and relining the drip trays with foil, however this wasn't possible on some as the trays were too far gone. A discussion took place regarding what to do with the barbeques. It was decided that we would try to finish the season with the old barbeques and plan to purchase new ones next year. Research would be done on the quality of the new ones to be purchased at a later date. Robin was instructed to ask Rosemary to follow up on purchasing the necessary number of drip pans needed for the existing barbeques to get through the rest of the year. Also Robin was asked to have Rosemary look into exchanging some of the rusty propane tanks so they look better.

Fireplaces: Robin reported that the fireplaces look to be causing more damage to the units from the smoke problem than what benefit they may add to our units and a discussion took place regarding making them unavailable to our timeshare owners and how to go about this with regards to notifying our membership. It was mentioned that perhaps if the fireplaces were decommissioned we could put covers over the chimney tops and that would also discourage the birds. It was suggested that this could be an item for our upcoming annual meeting. It was requested of Robin that she make a recommendation for our next board meeting on how to move forward with this issue.

Windows: Robin shared that during the walk-through/inventory of the units she and Judy noticed that several windows were not locked and could not be locked. Also Robin shared that the lock mechanism in some of the sliders may be installed incorrectly or need adjusting because they were locking upcoming closing. A discussion took place and it was decided that Robin would contact Rosemary and ask that Scott put dowels in the windows and sliders for safety.

Table & Chairs: Robin reported that several of the new table and chairs were displaying scratches in them. A discussion took place and Nancy volunteered to call Samuels and check on the warranty and what we might do to prevent the scratching of the tables/chairs.

Clubhouse & Misc. – A couple of other things Robin shared that was discovered during their walk-through/inventory of the units was that the clubhouse has a recliner in it that is broken and unsafe. After a discussion it was determined that the chair should be removed and Robin would ask Rosemary to take care of this and dispose of the chair.

OLD BUSINESS

- **Sale of Weeks**

Nancy reported that she was in the process of finalizing paperwork on four weeks that Robin recently sold to her son and nephew and that the other six weeks previously sold were in the process of being recorded. A discussion took place and Nancy shared that we still have over 100 weeks for sale, excluding unit 202.

Nancy also shared that we have approximately 15 weeks that are delinquent and some of those weeks have been deeded back to the association. She noted she is continuing to work with other delinquent owners to encourage them to deed weeks back in lieu of past due as board has directed her.

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

John shared that the amendment to the CCRs was signed and filed with Whatcom County and a copy of the amendment will be mailed to all owners as part of the annual meeting packet. It was also noted that unit 202 is currently being rented and the lease goes through November 2017. Nancy will work with Whatcom County to convert the 48 weeks owned by Cabana into one deed for ease of selling when the time comes.

OLD BUSINESS (Continued)

- **Unit 204 Vinyl Edge Curling**

A discussion took place and the board determined that this is a high need priority and needs to get fixed. It was decided that Robin would contact Rosemary and ask her to have Scott use metal flashing as previously discussed to get the edge to lay down.

- **Health Department Visit:**

- Smoke/CO2 Detectors – Nancy shared that these were purchased and she thought installed. John volunteered to ask Rosemary to confirm their installation.

- Twin Beds/Heaters - Robin shared that during the walk-through/inventory of the units she noticed that the twin beds were moved away from the heaters and in compliance with the Health department regulation. She also shared that she had found a bed wedge that would convert two twin beds into a king. As previously discussed the twin mattresses could move into the master bedroom and the queen bed into the 2nd bedrooms which would take up less space than the two beds, maintaining health department compliance. A discussion took place regarding this option and Karen made a motion for Robin to purchase one conversion set consisting of a bed wedge, mattress cover, and king sheets to try out in a unit. The motion was seconded by Judy and passed with an 8-0 vote.

- **Exterior Painting and Corner Boards** – This was previously discussed in maintenance report and it was decided this would be budgeted in the fall. Karen and Nancy reported that the entire building complex was painted as a result of the 2007 assessment for approximately \$30,000. A discussion took place on what steps to take to establish complex improvement priorities/needs.

Wes made a motion to obtain an outside assessment of our property to be able to set priorities/areas of needs. Following a discussion, he withdrew his motion and it was determined that Nancy would look up information from her Condo Association information to see about these type of companies. If she found viable information she would send it to the board for a possible vote via email.

- **Roof Anchors** – It was noted that direction was given on 1-21-17 to move forward with the installation of the roof anchors by Peak of Perfection. It was noted in Rosemary's managers' report that this was completed.
- **Gutter Cleaning and fixing possible leaks** – A discussion took place regarding all the various roof related projects and it was decided that Robin would ask Rosemary to obtain a bid from Whatcom Gutters to clean roof, replace gutters and downspouts and install spikes. It was noted that we had previously obtained a bid from Peak of Perfection to clean the roof (\$2700) and another bid to repair the gutters and yet another to replace gutters and downspouts but it was decided to put these on hold to get a bid from Whatcom Gutters to ensure that the proper work is getting done.
- **Surveillance System** – Gary stated he hasn't connected with rosemary but will contact her to see where we are in installing the surveillance system. It was noted that the board had previously approved (5-13-17) the purchase of the \$400 system plus authorized 6 hours of Scott's time for installation.
- **Fireplace Closures** – previously discussed

NEW BUSINESS

- **Roadside Fence** – Rosemary’s report indicated she had provided bids for removal but options endless. It was determined to put this on hold for now.
- **Dumpsters** – Rosemary reported that we are not allowed to fence in or make improvements.
- **Timeshare Furniture** – Judy/Robin
Per Robin’s earlier report at this time a recliner for unit 109 was the most immediate need. Shane made a motion to purchase a new recliner like the ones purchased earlier for unit 109. Judy seconded the motion that passed with an 8-0 vote. **Nancy volunteered to order through Samuels.**
- **Washer/Dryer - Clubhouse**
Nancy shared that the washer and dryer in the clubhouse is not owned by Cabana and that the company that owns them has still not repaired them. **John said he would call Rosemary and work on a resolution.**
- **Window Cleaning**
Rosemary had submitted a (\$650) bid for Margaret’s Window Cleaning to clean the outside of the windows. **Nancy would work with Rosemary to complete.**
- **Suggestions from Mary Sligh Owner 204**
John had received a list of suggestions from one of our owners that were reviewed and discussed. A suggestion to improve the look of the front Laurel flower bed was to bark the area. Judy made a motion to purchase part and perhaps additional Laurel bushes to fill the area. Karen seconded the motion that passed 8-0. **John said he would contact Rosemary and instruct her to move forward on this project.**
- **Calendar Discussion**
A discussion took place regarding setting the calendar for upcoming board events. The following was decided:
 - 9-9-17 Regular Board Meeting at Cabana to formally approve 2018 budget and continue discussion on Nancy’s replacement
 - 10-28-17 Annual Meeting with mailing to be completed by 9-28-17
 - Shoreline Senior Center – John to make arrangements
 - Complete budget/board letter by 9-9-17 meeting for printing 9-14-17 and mailing 9-28-17
- **Replacement for Nancy/Keith**
Nancy reviewed the possibilities that came from both her investigation and the work Robin did in contacting management companies in the Bellingham area. Information was shared on all the options and a discussion took place. It was board consensus to delete Rick Bowles from the options as it was a possible conflict of interest with him being Vacationville’s bookkeeper.

It was decided that Nancy would move forward in talking with those still interested in the position and then set up interviews for her and John and other board members that might be available to participate. She would email once dates/times were established. Further communications would be done via email and then shared at our 9-9-17 meeting.

The meeting adjourned at 2:00 p.m.