

## CABANA BOARD MEETING

12-2-17

AT CABANA – 10:00 A.M.

- **Called to order:** President John DesJardien called to order the Cabana Board Meeting held at Cabana Clubhouse at 10:03 a.m. on December 2, 2017. Board Members present included: John DesJardien, Wes Brandon, Robin Barker, Judy Hassing, Karen Foti-Williams, Bill Jackson, and Gary Fairall. Board member not in attendance: Shane Warren. Others in attendance: Nancy Birdwell, Consultant, Stephanie Lewis, Son-Rise, Rosemary Black and Scott Claymore, Vacationville.
  - **Approval of Minutes:**  
Karen Foti-Williams made a motion to approve the minutes from the 10-28-17 Board meeting. Judy Hassing seconded the motion that was approved with 6-0 vote.
  - **Manager's Report/Status:**  
Rosemary reported on the following issues
    - The relay in the outside security lights were not working – Scott repaired and adjusted timing to 30 seconds.
    - Security system not working but Scott has talked with Gary and two of them will work on it.
    - Rosemary stated she had other items to report but will address them later in the meeting.
  - **Financial/Budget Status Report:**  
Nancy shared the current Treasurer's report as of 11-30-17 and said the transition to Son-Rise was taking place with a slated date of January to be totally transferred.
    - **Bank Balance = \$180,478.88**
    - Operating = \$96,240.13
    - Reserve = \$82,317.00
    - US Bank (Credit Card) = \$1,921.75Total = 180,478.88
    - **Reserve Breakdown = \$82,317.00**
    - Basic/Common Reserve = \$44,032.38
    - T/S Reserve = \$38,284.62
- Rosemary requested an updated delinquency list from Nancy. Nancy said we needed to update the signature authorization for those going to be able to sign.
- **Maintenance Report:**  
Robin Barker reported on the following maintenance items.
    - Purchase of new queen blankets
    - Purchase of recliner for unit 209
    - Rosemary had requested new toilet seats be purchased for some of the units - 1 toilet seat purchased to see if color match – will purchase additional later.
    - Bed conversion completed
      - Rosemary stated people are happy with the new conversion of king and queen beds
      - Rosemary sent a letter to Health Department that we are in compliance and should be okay
      - Discussion took place on king mattresses purchase when twins wear out – no decision made

Bill Jackson stated he would report later under old business regarding gutters.

**OLD BUSINESS****• Sale of Weeks**

Nancy shared that we currently have 109 weeks unsold and she has 2 in the process of being sold, bringing the total unsold weeks to 107.

She shared that long-time owner Ed Morris recently passed away and his service is 12-16-17. She also stated that we will be getting 4 weeks back from an owner in Canada that recently died (John Kelly).

John stated he would send out the most current list of owners to all board members and Nancy would send a copy to Robin.

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

John reported that unit 202 is totally converted into single title owned by Cabana. He further shared that our renter (Steve) will be leasing for an additional year. Contract end date is 10-31-18. Rosemary explained the arrangement:

- Rent - \$1250 (furnished property, no supplies provided).
- 60 day notification clause to terminate (both parties)
- Vacationville does inspections during cold weather, etc.
- When renter moves out Vacationville responsible for cleaning unit and damage deposit will cover any damages.

A discussion took place regarding the possibility of selling unit 202:

- Best time to list spring/early summer
- Look at extending 6 months after 1 year lease
- Need for major improvements may constitute sale sooner
- All depends on long range study

**• Decking-Vinyl Edges**

Rosemary shared that Ralph Forsberg completed securing the vinyl edging for unit 204 and that it is holding pretty well. He used rubber glue and chalking. A discussion followed regarding other edges around all three buildings that seem to be lifting and Rosemary said she would have Scott review them.

**• Health Dept. Visit - Actions**

Rosemary addressed this earlier in meeting and that a letter was sent to Health Dept. stating we are compliant and no other action has taken place.

**• HOA Reserve Study**

Stephanie Lewis (Son-Rise) gave an overview of what is involved with a Reserve Study. Some of those highlights were: Cost between \$2000-4000; 30 year projection; conduct onsite visit with pictures; and it generally is a 5-8 week process. A discussion took place.

Wes made a motion to move forward with have an HOA Reserve Study completed on Cabana. Bill seconded the motion that passed with a 7-0 vote. Stephanie said she would move forward with the arrangements selecting the best firm for Cabana.

Stephanie Lewis shared that the HOA study will look at the Cabana complex as a whole and that it is not a safety study. It is a study to identify potential repairs, parking lot issues, pool, roof, etc. and how long things will last. It will also determine a budget for those large expenditures.

- **Exterior Painting and Corner Boards**

Rosemary stated that Ralph is waiting until spring to do the work around the chimney area. This was a board action that was authorized at the 9-9-17 meeting that the board has now decided to table until after the reserve study. A discussion took place on other site improvements needed, but these too were tabled until after completion of the planned reserve study. Specifically the repair work on exterior corner boards and lower wall where water damage has occurred will be tabled until completion of study.

- **Gutter Cleaning and Fixing Possible Leaks**

Bill Jackson shared that the gutters are sloping and researching a correct fix for the gutter issue has been difficult as we have had various bids arranging from \$6900-over \$10,000 and none of them seem to be consistent. Stephanie Lewis shared that Son-Rise has contractors that we might be able to utilize. She volunteered to look into contractors that might be able to assist with our gutter repair work. This work order has also been tabled pending the outcome of the HOA study.

- **Surveillance Systems**

Gary Fairall shared that two of the 6 cameras are working and he will follow up with Scott to see if they can fix the problem.

A discussion took place on the inconsistency of the Wi-Fi and that it doesn't appear to working properly. Gary noted that guests should leave comments so Rosemary knows to have Rick fix the issue.

- **Fireplace Closures**

Rosemary shared that she would move forward on posting a notice on the fireplaces that they are not to be used and will have the dampers closed and take tool out of the units that have them, and remove all grates from inside each. A discussion also took place about possibly replacing with electric fireplaces. Gary said he would research the possibility and Rosemary would have Scott review and determine a location for an electrical outlet for each fireplace.

John made a motion to move forward with closing off the fireplaces and looking at other options. Bill seconded the motion that was approved 7-0.

## **NEW BUSINESS**

- **Timeshare Furniture**

Further discussion was tabled until after the reserve study is completed.

- **Pool Lock**

Nancy shared that to change the main pool gate so that it is free to exit for emergency the cost would be \$550 plus %150 to install.

A discussion took place regarding the need to ensure fast exit during emergencies and Karen Foti-Williams made a motion to approve this expenditure/change. Judy Hassing seconded the motion that passed 7-0. Wes stated that he would research options for this action and Nancy will share her information.

- **Window Cleaning - \$650**

Rosemary shared that during shutdown they will have the windows cleaned as they normally do.

- **Additional Handrail on Stairways**

A discussion took place regarding adding an additional handrail on the building side of the stairways for additional safety.

Rosemary will get two bids for railings on building side. Stephanie will share additional contractor information with Rosemary.

- **Sprinkler System**

A discussion took place regarding the sprinkler system and it was decided that they need to be moved further away from the building to help prevent further water damage. Direction was given to Rosemary to take heads off the sprinklers closest to the building.

- **Annual Shutdown**

Rosemary went over shutdown plans, including a list of items (see below) that need to be replaced. She shared shutdown will take place January 5-19, 2018.

• Knife blocks	• Glasses
• Placemats	• Casserole dishes
• Shelf lining (contact sticky paper)	• 2 King Blankets

A discussion took place and it was decided to replace only those that need replacing and Rosemary would give Robin a list of items to purchase.

A discussion took place regarding future replacement of dressers and night stands. Someone suggested Don Willis Furniture in Lynnwood as a potential store to look at.

It was also decided to replace the barbeques in the units now (12-13) rather than attempt to repair. Home Depot was mentioned as a possible place to purchase.

A discussion took place regarding putting curtains up in the downstairs units to replace the failing blinds. It was decided to move forward with this but save the blinds that can be saved to use in the upstairs units as needed. Robin will follow up on this.

A discussion took place regarding meetings. Robin shared that she felt it was important that our meetings be held at Cabana so the board can at least view the property four times per year. The next meeting date was set for March 10<sup>th</sup> at 10:00 a.m. at Cabana.

John asked for any other ideas or future projects the board would like to consider and a couple were shared:

- Parking lot expansion – take out bushes in front and resurface which would provide all units 2 spaces, however this would take a change in bylaws.
- Roof cleaning needs to take place – Rosemary to get a bid

Gary reported that he had fixed the camera system.

Bill shared that he is planning on coming for shutdown on January 6<sup>th</sup> to research future needs and work with Scott.

John DesJardien stated that the next regular board meeting was scheduled for March 10, 2018 at 10:00 a.m. at Cabana.

The meeting was adjourned at 12:30 p.m. by President John DesJardien.