

CABANA BOARD MEETING
September 22, 2018
Held at Cabana Club - 9:00 A.M.

- **Called to order:** President John DesJardien called to order the Cabana Board Meeting at 9:00 a.m. held at Cabana Club on 9/22/18. Board Members present included: John DesJardien, Wes Brandon, Robin Barker, Judy Hassing, Karen Foti-Williams, and Bill Jackson. Board member not in attendance Gary Fairall. Others in attendance: Nancy Birdwell, Consultant; Stephanie Lewis, Son-Rise; and Rosemary Black, Vacationville.
- **Approval of Minutes:**
 Bill Jackson made a motion to approve the minutes from the 6-9-18 Board meeting. Karen Foti-Williams seconded the motion that was approved with 6-0 vote.
- **Manager's Report/Status:**
 Rosemary stated she had emailed the board her report earlier (see below) but gave the following update:
 - Parking lot complete except for a few numbers being painted – a discussion took place and Rosemary was requested to have the company paint the curbing as well.
 - Scott was able to fix the frame of the hide-a-bed in 207 so no need to purchase another.
 - Scott has a temporary fix for the slider in 109 with the damaged track. Rosemary suggested we continue as is as replacement if very expensive.
 - Rosemary stated the exterior window cleaning is planned for March to coincide with time frame established for the selling of 202 which will improve the appearance of the complex.
 - Goose fencing – no need at this time as geese have left, but when they come back Vacationville will move forward with this.
 - Surveillance camera – Scott talked with manufacture and got the hard-wired system working. Wireless unit needs to be returned and Rosemary waiting for directions. Nancy indicated she would look into the return of this camera.
- **Financial/Budget Status Report:**
 Nancy Birdwell shared a report she prepared that included actuals to date (attached). Nancy also shared that she will continue to work with Son-Rise to fine tune the reporting and budget accounting process as Son-Rise uses a different system and needs additional help to understand the process.

Nancy also shared the following reserve account breakdown as of 9-20-18:

Basic/Common Reserve	\$25,514.68
Time Share Reserve	<u>\$44,707.51</u>
Total Reserve	\$70,222.19

Basic/Common Reserve:

Balance forward 10/17	\$44,032.38
Reserve Study	(\$3,280.00)
Handrails	(\$2,394.39)
Fascia/gutter repair	(\$11,718.99)
Gutters	(\$8,644.20)
Interest 2017/18	\$18.89
2018 Contribution	<u>\$7,500.00</u>
Balance/Common	\$25,514.68

Time Share Reserve:

Balance forward 10/17	\$32,284.62
Interest 2017-18	\$18.89
2018 Contribution	<u>\$6,404.00</u>
Balance/Time Share	\$44,707.51

A discussion took place regarding the reserve account and Nancy stated that she would make the transfers indicated under 2018 contributions this week if the Board was in agreement. The Board agreed.

- **Maintenance Report: (Bill/Robin)**

Robin Barker reported that the additional curtains needed were ordered to complete the downstairs conversion from blinds to curtains. A discussion took place about the wrinkles in the curtains and it was agreed that Robin would bring her steamer so Rosemary's staff could use it on the curtains to take the wrinkles out. Rosemary asked about changing out the upstairs blinds to curtains as the comments have been very positive about the curtains. A discussion took place and it was decided that we will hold on this for now.

A discussion took place regarding the new gutters and the potential issue of water going under the building in the crawl space. Bill Jackson stated he would look into this and address it if need be. He also said other maintenance items are listed later in the agenda and he would address at that time.

OLD BUSINESS

- **Sale of Weeks**

Nancy shared that we currently have 109 weeks unsold but that number would be reduced by at least 25 once weeks are traded for weeks owned in 103. This would provide Cabana Association full ownership of unit 103 to be able to rent it out on a long term arrangement providing monthly income for the association.

- **Unit 202 – Sale Plan/Path Forward**

John shared that we have received a comparative market analysis from Nick Berard, real estate agent for Keller Williams Realty and that we should look at a listing price of \$169,900 for unit 202. A discussion took place regarding the established timeline for the sale (below):

- After Oct 2018, switch from annual lease to a month to month rental (Rosemary to talk with renter)
- January 2019 – give renter formal 20 day notice to vacate (required)
- February 2019 – paint, clean, repair and fix any damages reading unit for sale
- March 2019 – place on market for sale

A discussion also took place regarding the listing of the unit. Judy Hassing made a motion to contract with Nick Berard from Keller Williams to list unit 202 according to the above plan. Wes Brandon seconded the motion that was approved by a unanimous vote.

- **Exterior Painting**

A discussion took place regarding the exterior painting of the buildings. Nancy shared that the buildings were last painted in 2005 for a cost of \$27,000 for all three buildings. This project was completed by two different painters, one being Keith Flint Custom Painting. She said that the buildings were pressure washed along with the roof and gutters, masked off, windows draped, primed and painted including exterior doors for that price.

A discussion took place regarding getting bids for this project to be completed by the end of June 2019. Rosemary would obtain a bid from Perennial Painting the company that painted Jacobs Landing and Stephanie will look into get other bids for this project.

It was noted that further discussion of the exterior painting would take place during the afternoon work session of the board scheduled later in the day.

- **Corner boards**

Bill shared that Ralph hasn't gotten to our punch list yet, where the replacement of exterior corner boards and lower walls all damaged by water are included for bid/repair work. Bill also stated that you can't paint over these boards when planning for the exterior paint work, they need to be replaced. He suggested to the board that we wait until Ralph gets back to us to move forward on this item.

- **Timeshare Sofas**

Rosemary reported that she has had the workers going through units look at furniture that needs repairs. She noted that the arm of the sofa in unit 209 needs to be repaired and that the materials are here and the work is scheduled for October by Mobile Upholstery.

Rosemary also reiterated that the sofa sleeper in 207 has been fixed and there is no need for a new one to be purchased as was approved at the June meet.

A discussion took place regarding the check-out process to ensure that when people do damage to units that they are responsible for the expenses. Rosemary shared that they do the best they can to identify damages and assess fees accordingly, but that nothing more can really be done.

- **Parking Lot**

Approved for reseal/seal coating/Stripping at June meeting, and work is complete. Rosemary to contact to have curbing painted.

NEW BUSSINESS

- **Unit 103-Status**

A discussion took place regarding obtaining all the weeks for unit 103 into Cabana Association ownership. Currently Cabana owns 25 weeks, 23 need to get back. Of the 23, 4 are owned by Multi-Resorts, Patrick Buie owns 2 weeks, and the other weeks are owned by 11 separate owners. A discussion took place on exchanging weeks in unit 103 for others that Cabana owns.

Wes Brandon made a motion for approval for Cabana to pay for all recording fees associated with the transfer of the weeks in unit 13. Bill Jackson seconded the motion that passed with a 6-0 vote.

Robin shared a letter that she drafted to be sent to all owners of unit 103 and further discussion took place. It was determined that the committee consisting of Robin, Judy Hassing, Karen Foti-Williams and Nancy Birdwell will work to develop a timeline to get this process going.

- **2019 Budget Review**

Nancy shared the proposed 2019 budget (attached), noting that no changes were made in expenditures. A discussion took place regarding the possibility of raising dues and the majority of the board members were against this do to the upcoming sale of unit 202.

Robin Barker made a motion to bring forward to the general membership the proposed 2019 budget for approval. Judy Hassing seconded the motion which was unanimously approved.

- **Annual Meeting Preparation**

A discussion took place regarding getting all the documents to Son-Rise (Stephanie) for the annual meeting packet preparation by Tuesday, September 25, 2019.

- **Time Share Furniture – Tabled Earlier until March, 2019**

- **Slider 109**

Rosemary shared earlier that Scott has made a temporary fix to the track in unit 109 and that nothing needs to be done at this time.

- **Roof 204**

John mentioned that they noticed a water spot on the ceiling of their living room (unit 104) and at that time a brief recess was taken to investigate possible water damages. John, plus two board members and Rosemary went to look at the situation.

It was determined that the water spot was recent as it was damp to the touch and standing water was found on the fireplace hearth and inside the fireplace. Based on this finding Rosemary was requested to call Rainshield Roofing to come out and assess the situation and to notify the owner of unit 204.

- **Roof Cleaning**

John shared communication he received from an owner regarding the need for the clubhouse and shed roofs to be cleaned. A discussion took place.

Judy Hassing made a motion to have the clubhouse and shed roofs cleaned and an application of moss cleaning applied. The motion was seconded by Karen Foti-Williams and passed 6-0. Rosemary was asked to obtain two bids for this project and share accordingly.

- **Hot Water Tanks**

John shared that recently there was a leak in the hot water tank in unit 206 and took that as a warning sign that other tanks may need to be replaced. He had Nancy research when they were last replaced and discovered that 14 of the tanks were all 10 years old and a normal life expectancy is between 8-10 years. The original warranty on these tanks was for 6 years. He stated that he obtained a price from Whatcom Electric to replace each tank and it would be between \$1300-\$1500.

A discussion took place with some board members feeling that rather than spend this amount of money to replace hot water tanks that are still functioning the money would be better spent replacing the front fence. It was mentioned that perhaps the replacement of the tanks could be a potential reserve project. It was decided to put this item on hold until further discussion took place regarding the reserve study.

- **BBQ Dip Pans**

Rosemary informed the board that the dip pans for the time share barbeques were on order.

- **Fences**

A discussion took place regarding the following options for the front fence:

- | | |
|--|----------|
| 1. Remove fence boards | \$1,880 |
| 2. Remove fence and cut post at ground level | \$1,520 |
| 3. Remove/replace 2 posts and 8 feet of fence | \$2,115 |
| 4. Remove and replace 2 posts and all fence boards | \$12,692 |

Robin Barker made a motion to move forward with option #4 - remove and replace the fence accepting Ralph Forsberg's \$12,692 (plus tax) bid with the funds coming from the Common Reserve account. Bill Jackson seconded the motion that passed with a 6-0 vote. Bill indicated he would talk with Ralph regarding the fence project and look into getting some type of cap for the posts to prevent rotting.

It was noted that this item would not need to go before the entire membership at the annual meeting since the fence was being replaced and not removed.

- **Other Business:**

Posting Meeting Notices:

A discussion took place regarding the requirement (bylaws 6.27) to post meeting notices. It was determined that the board will continue to post annual meeting minutes on the website and put information on the website when quarterly meetings are held and for owners to contact a board member should they have any questions.

Annual Meeting Preparation:

A discussion took place regarding the annual meeting preparations and the following was determined:

- President Letter – John and Robin would finalize and John would get it to Stephanie by the required date/time.
- Front page invite- Lynnwood Library, Directions, return proxy/voting by October 20th, Board members, consultants-Stephanie complete
- Agenda – John
- Minutes – Robin
- Reserve Study Explanation- John

A discussion took place regarding the expiring terms of two of the current Board Members, John DesJardien and Wes Brandon.

Judy Hassing nominated John DesJardien and Wes Brandon to serve another term as Cabana Board Members. Both accepted the nomination. Karen Foti-Williams seconded the nominations which were approved with a 6-0 vote.

A discussion took place regarding the fact that the Board of Directors shall vote the allocated interest associated with all units owned by the Association. Karen Foti-Williams made a motion that the Board of Directors vote in favor of the 2019 proposed budget. Judy Hassing seconded the motion that passed unanimously.

Karen Foti-Williams also made a motion that the Board of Directors vote in favor of the re-election of John DesJardien and Wes Brandon. Judy Hassing seconded the motion that passed with a 4-0 vote, with two board members abstaining (John DesJardien and Wes Brandon).

It was noted that the next meeting of the board would be immediately following the annual meeting on October 27, 2018 at the Lynnwood Library.

Also the first meeting in quarter one was scheduled for February 9, 2019 at 9:00 a.m. at Cabana.

President John DesJardien adjourned the regular board meeting at 12:05 p.m. and stated the afternoon working session would begin at approximately 12:45 p.m.

Managers Update (emailed on 9-20-18)

Repaired the fence separating the property from the neighbor on the north end

Went to Comcast and picked up more power cords for cable boxes

Deep Cleaned Clubhouse

Assisted with double bookings re II and Platinum-always a joy

Lots of deposits coming through for II-verified and approved

Created notices and distributed regarding parking to prepare for re surfacing.

Assisted with vehicles not moved...and got them moved for re surfacing only to find out that they weren't going to be doing the work as they forgot to put us on the schedule.

Cleared drain in women's shower room lots of hair from the summer season-Ewww

The floor in the women's shower room is tilted so the water runs away from the drain and onto the floor. To repair you need to re do the shower room floor.

Switched dumpsters back to once a week pick up

Sent out maintenance log

Created notices once again for parking re surfacing and distributed.

Assisted with moving vehicles and working with the vendor as far as creating a walk way for guests. Yes, this time they showed up to do the job.

Worked with a guest upset about parking on the street also owner of 210. We carried 210's luggage to her car and helped with packages.

Two cameras in the sitting area were not functioning. After speaking with the manufacturer and some trouble shooting we found it to be a faulty power supply and we replaced.

Hot tub pump went out. Hot tub was down for two days. The part was replaced W. Parts and labor cost is \$500.00. Scott could not do this work as you need a special tool to install.

Pool cover will likely need to be replaced next year. We should budget about two years for a cover. Damage due to UVA ...I will show you samples at the meeting.

We need more shower curtains. Ones like we have without hooks. Not sure where to get them.

See everyone on [Saturday](#)

CABANA BOARD MEETING
September 22, 2018
Held at Cabana Club – 12:45 p.m.

Called to order: President John DesJardien called to order the Cabana Board Meeting at 12:45 p.m. held at Cabana Club on 9/22/18. Board Members present included: John DesJardien, Wes Brandon, Robin Barker, Judy Hassing, Karen Foti-Williams, and Bill Jackson. Board member not in attendance Gary Fairall. Others in attendance: Nancy Birdwell, Consultant.

President DesJardien explained that the purpose of this meeting was to review the discuss the Reserve Study. He shared that all items indicated in yellow from the study were items that need immediate attention or need to be done now. The green items should be scheduled for completion within 2-5 years and the white should be completed beyond five years.

The Board reviewed the items indicated in yellow:

- Asphalt – Repair/Sealcoat/Stripe – completed
- Wood Fence – Replace
 - Board took action on 9-22-18 to accept Ralph Forsberg’s bid to replace the fence for approximately \$12,600 and will be giving Mr. Forsberg direction to do so shortly.
- Exterior Surfaces – Paint/Caulk
 - An extensive discussion took place regarding the color to paint the structures and it was decided that the body of the buildings would be a medium gray with the trim a lighter gray or white and the doors and railings being a darker charcoal gray. It was also decided that Judy Hassing and Robin Barker would collect some color samples (Sherman and Williams) to bring to the October meeting for the board to review.
 - Bill Jackson noted that when selecting the paint we should probably look at a satin finish and that the front fence needs to match the stairway and railings.
 - It was noted that Rosemary and Stephanie were directed in the earlier meeting that day to begin collecting bids to have all outside structures painted, with an anticipated completion date of June 2019.
 - The board also discussed the funding source for these major projects could include the common reserve account and/or proceeds from the sale of unit 202.

The board also discussed other future projects including:

- Upgrading signage and mailbox area
- Exterior security lighting needing to be addressed possibly with painting project
- Landscaping by pool area
- Vinyl decking improvements – possibly painting
 - It was suggested that we looking into a product sold by Dunn Lumber called Industrial Gecko that sells for approximately \$100/gallon. Robin shared she knows someone that works for Dunn Lumber and she would check into this.
- Work that needs to be completed during shutdown was discussed and Bill said he would review Vactionville’s Scope of Work/list of duties.

President John DesJardien adjourned the special board meeting at 4:15 p.m. and stated the next meeting would be October 27th following the annual meeting. He also noted that the first meeting in quarter one is scheduled for February 9, 2019 at 9:00 a.m. at Cabana.