

CABANA BOARD MEETING
March 9, 2019
Held at Cabana Club - 9:00 A.M.

- **Called to order:** John DesJardien called to order the Cabana Board Meeting at 9:00 a.m. held at Cabana Club on 3-9-19. Board Members present: John DesJardien, Wes Brandon, Robin Barker, Judy Hassing and Bill Jackson. Board member not in attendance Gary Fairall and Karen Foti-Williams. Others in attendance: Stephanie Lewis, Son-Rise; Rosemary Black, Vacationville, and Nick Berard, Keller Williams Realty.
- **Approval of Minutes:**
Robin Barker noted that the minutes on the agenda should actually read October 27, 2018 as the September 22, 2018 minutes were approved at the October 27th meeting. The agenda was so revised. Bill Jackson made a motion to approve the minutes from the 10-27-18 Board meeting. Judy Hassing seconded the motion that was approved with 5-0 vote.
- **Manager's Report/Status:**
Rosemary Black gave the following report:
 - Potential ceiling leak in Unit 209 downstairs closet caused from upstairs toilet. Scott to repair.
 - Storms and clean up – tool room shed damage since damages are within Rosemary's \$1500 limit she will handle. Close to flooding in front and back.
 - Slider in unit 109 replaced (approx. \$1600 voted and approved previously). Locking mechanism not working properly company to come and replace.
 - Shutdown went well – thanked Bill for his contributions
 - Will be requesting new pool cover this summer.
- **Financial/Budget Status Report:**
Stephanie Lewis handed out prepared balance sheet as of 3-2-19. It was requested that the reserve be broken down between common and timeshare. She also shared a profit and loss budget analysis for January-February 2019 as well as a receivables reconciliation summary. She shared that the software program they are currently using isn't providing the information needed so they are beginning a new program the first of May that they are more familiar with and has less glitches.

A discussion took place and it was decided that Stephanie will continue to work with Nancy to ensure that the reports, accounting and handling of delinquent accounts are done in the same/similar manner in which Nancy had done in the past.
- Maintenance Report – Bill (to be shared later in the meeting)

OLD BUSINESS

- **Sale of Weeks:**
Robin Barker distributed a currently listing of the weeks for sale and reported that Cabana currently has about 100 weeks for sale.
- **Unit 202 – Sale Plan/Path Forward**
Rosemary shared that unit 202 is vacant and is being reconditioned. She shared it needed touch-up paint and had a couple of items damaged (sofa and fireplace tile). A brief recess was taken for the Board to tour unit 202 and it was confirmed the unit looked pretty good.

Nick Berard, Managing Broker for Keller Williams shared the following information regarding the sale of the unit:
 - CMA recently emailed to Board - \$169,500 suggested listing price
 - Reported in Whatcom County houses are on market for 45-50 days before selling and suggested the sooner we get unit 202 on the market the better.

Nick reviewed the following items that we might need to take care of prior to listing the unit:

- Hot water heater – 8-10 years useful based on inspection, might considering replacing
- Windows fine – no broken seals
- Replace screen door - Rosemary to handle
- Recommend touch up painting - Rosemary to handle
- Oven handle – let it be
- Oven drip pans replace - Rosemary to handle
- Pocket door to be fixed - Rosemary to get bids
- Garbage disposal replaced Rosemary to handle
- Front door – fresh paint outside/trim touch up - Rosemary to handle but may require bid
- Replace toilet seat - Rosemary to handle
- Replace fireplace tile - Rosemary to handle (bid)
- Make couch look better - Rosemary to handle
- Ceiling caulking to help eliminate cracks - Rosemary to handle

Discussion took place regarding selling unit furnished versus unfurnished. Nick suggested the unit be sold furnished. A motion was made by Bill Jackson to sell unit 202 as a furnished unit. It was seconded by Wes Brandon and approved 5-0.

A discussion also took place regarding the listing price of the unit. Wes Brandon made a motion to list the selling price at \$169,500 with the bottom price being \$160,000 with a 90 day limit from time it goes live on MSL. Judy Hassing seconded the motion that was approved by a unanimous vote.

Nick reviewed the contract and listing with the board. Judy Hassing motioned for approval of signage (per bylaws) for the sale of the unit. Wes Brandon seconded the motion that was approved 5-0.

A discussion took place regarding the commissions and the following was decided:

- 6% total commission: 3% to listing agent; 3% to selling agent
 - 5% if Nick sells and lists
 - 3% if board brings in buyer if property is listed with Keller Williams
 - 1% if board brings in buyer if not listed

A further discussion took place regarding listing with Keller Williams. Wes Brandon made a motion to approve the real estate contract with Keller Williams as Nick Berard as our selling agent. Bill Jackson seconded the motion that passed with a 5-0 vote. Contract was signed by the Cabana board president and secretary per Cabana bylaws.

- **Unit 103 – Status**

Robin shared that letters went out to all owners in 103 asking them to trade weeks/units to enable Cabana to rent out unit 103 fulltime to generate more income. She reported some response, but that it was a slow moving process and a discussion took place.

- **Friends and Family Program**

A discussion took place regarding the existing Friends and Family Program, which is a program that provides friends and family members of Cabana owners a reduced rental rate on the Cabana owned units. A review of the current rates being charged was reviewed and discussed. It was decided that Vacationville would handle the Friends and Family Program, taking it over from Nancy Birdwell and proceeds from these rentals go to Cabana.

Bill Jackson made a motion to adjust the rates as follows based on a 2 night minimum rental:

September 14-June 14:

- | | |
|---------------------------------|----------------------------------|
| 1 bedroom = \$50 per night | 2 bedroom = \$75 per night |
| 1 bedroom/loft = \$85 per night | 2 bedroom/loft = \$100 per night |

June 15-September 15:

1 bedroom = \$95 per night	2 bedroom = \$125 per night
1 bedroom/loft = \$135 per night	2 bedroom/loft = \$150 per night

Judy Hassing seconded the motion that passed with a 5-0 vote. It was noted that the Friends and Family Program needs to be included on the Cabana website with the correct rates and contact information listed.

- **Maintenance of Weeks by Unit and Owner, etc. (who does what?)**

A discussion of duties for some of the various jobs Nancy Birdwell has been doing for the association took place with the following resolve:

- Keeping owner list up to date – Son-Rise
- Taxes for Cabana owned weeks
 - Son-Rise will pay
 - Robin will monitor (Taxes will go to Cabana and Rosemary will give to Robin)
- Handle deed transfers (Cabana selling to new owner & owners deeding back) – Robin (Judy back-up)
- Weeks for sale list – Robin
- Friends and Family Program – Vacationville
- Interval International board member program - Robin

- **Exterior Painting**

Stephanie Lewis shared that she has another painter interested in submitting a bid for the exterior painting. The painter is John Lobach Custom Painting and she shared that he has estimated the cost to be approximately \$38,500 before tax but included paint. She said she would have them submit a formal bid to the board.

A discussion took place regarding the bids for the exterior painting of the buildings and trying to get this project down before July possibly using the reserve funds:

- Lobach Custom Painting – approximate bid \$38,500 (incl materials only)
- Perennial Painting - \$53,500 (incl tax and materials)
- Champis Painting - \$54,000 (incl materials only)

It was decided that we would wait until we received a formal bid from Lobach's to make a decision.

- **Maintenance Report/Projects**

- Chimney issues: Bill will get ahold of someone to inspect chimneys and caps to fix problem prior to painting.
- Corner Boards/All Wood/Exterior Lights – Bill will make sure all wood issues with the building (corner boards, etc.) and exterior lights are fixed properly before exterior painting takes place.
- Punch list from Shutdown – Bill will review with Rosemary
- Curtains – Complete
- Fence – Replacement per Ralph Forsberg's bid was approved September 2018. Bill report that Ralph hasn't had time and he is looking into other options so we can move forward on this project. His priorities are 1) fence; 2) exterior wood work; 3) exterior painting.
- Hot Water Heaters – A discussion took place regarding this item being previously tabled however Bill shared that there are water detectors that we might look at to determine potential leaks. Bill will look into this further and address at our next meeting.

NEW BUSINESS

- **Insurance Coverage**

A printout of current insurance coverage for Cabana was distributed and reviewed. It included three policies: Structures/board/earthquake & flood. It was noted that there was a substantial increase (approx. \$7000/yr.) for the earthquake and flood insurance based on last year's weather.

- **Unit 104/204 Roof Leak**
Leak has been repaired and roof cap replaced. Bill shared that Morris Flooring has been contracted for approximately \$600 to fix and clean damaged tile around fireplace. He believes this will remedy the problem and satisfy Mary Sligh's concerns.
- **External Windows (Including unit 206)**
A discussion took place regarding Megan Anderson's request for window replacement and a bid was reviewed. It was determined that Rosemary look over all our units for possible issues and to let Ms. Anderson (owner 206) know the board is looking into her concerns.
- **Clubhouse Women's Shower**
A discussion took place regarding the sealing of the women's shower in the clubhouse. Bill will look into.
- **TS BBQ Drip Pans**
Slated to be replaced in the spring
- **Website Enhancements**
It was shared that board member Gary Fairall has updated the website to include approved regular board meeting minutes as well as approved annual meeting minutes. He is also posting meeting dates and locations. Rosemary noted that she is going to work with Gary regarding website email being directed to her for time sensitive issues.
- **Reserve Study Update**
Further discussion will take place after the sale of 202.
- **Snow Plow Bid**
Rosemary shared a bid she received from Augusta Lawn care Services for snow plowing and shoveling contracted services. A discussion took place and it was determined that we will continue our practice of calling when the service is needed rather than contracting for it.
- **Light fixtures**
Bill Jackson shared a LED bedroom light fixture he purchased from Costco for approximately \$25. He requested approval to update all the bedrooms with these fixtures as they look better, put out more light and bulb replacement isn't an issue. The approximate cost would be \$700. Judy Hassing made a motion to approve this purchase and Robin Barker seconded the motion. The motion passed 5-0.
- **Shower Fixtures**
Bill Jackson shared with the board a couple of shower head fixtures he purchased from Costco for approximately \$30 each. One was a wall mount and the other wall mount with hand held wand. He requested permission to move forward with this upgrade. Robin Barker made a motion to approve the purchase of the hand-held fixtures for an approximate cost of \$550 and Judy Hassing seconded the motion. The motion passed 5-0.
- **Next Meeting Date and Time**
A discussion took place regarding the need to hold more meetings with all the activities taking place. It was decided that our next meeting would be held at 9:00 a.m. on May 5, 2019 at Bill Jackson's house in Snohomish and that Son-Rise would not need to attend. The next meeting after that one is scheduled for June 8th at 9:00 a.m. at Cabana Club. Son-Rise would be required to attend that meeting.

President John DesJardien adjourned the regular board meeting at 1:52 p.m. and stated that unit 202 is slated to be listed on April 2, 2019.