

CABANA BOARD MEETING
May 5, 2019 (corrected)
At Bill Jackson's Home, Snohomish, WA – 9:00 A.M.

Called to order: President John DesJardien called to order the Cabana Board Meeting held at Bill Jackson's home in Snohomish at 9:02 a.m. on May 5, 2019. Those Board Members present included: John DesJardien, Wes Brandon, Robin Barker, Judy Hassing, Bill Jackson, and Karen Foti-Williams. Board members excused: Gary Fairall. Others in attendance: Nancy Birdwell, Bookkeeper and Rosemary Black, Vacationville.

• **Approval of Minutes:**

Karen Foti-Williams made a motion to approve the minutes from the 3-2-19 Board meeting. Bill Jackson seconded the motion that was approved with 6-0 vote.

• **Manager's Report/Status:**

Rosemary Black reported on the following issues, noting that she had sent an email to the board last week detailing more activity at Cabana:

- Opened pool this week (usually Memorial week-end) and all went well.
- Purchasing bark to freshen up flowerbeds
- Goose fence working great, no messes in the yard.

• **Financial/Budget Status Report:**

Stephanie Lewis (Son-Rise) wasn't in attendance but Nancy shared that Son-Rise was to start a new bookkeeping system on May 1st and that she and Stephanie have not had an opportunity to meet to review Cabana financial information. Nancy shared the following information regarding the reserve account: **Reserve Breakdown = \$95,252.81**

- Basic/Common Reserve = \$50,529.28
- T/S Reserve = \$44,722.83

Nancy also noted that she believes the operating account has an approximate balance of \$85,000. She also shared that we are having difficulty getting things paid by Son-Rise in a timely manner, noting that Vacationville is three month behind in receiving their expense reimbursements. Nancy stated she would be contacting Son-Rise to work with them to ensure proper payments and accounting is taking place.

A further discussion took place.

• **Maintenance Report:**

Bill Jackson reported on the following maintenance items.

- **Ceiling lights for bedrooms** are about one-third complete. He noted he is switching out all bedroom lights for LED lights that he found at Costco. He shared that he needs about 12 more lights to complete the project.
- **New showerheads** - need about 12 more to complete project.

Judy Hassing made a motion to give Bill and/or Rosemary authority to purchase the balance of the lights and showerheads needed to complete this project. Karen Foti-Williams seconded the motion that passed with a 6-0 vote. Bill also reported that he is working on the clubhouse lighting as well.

- **Pre-painting Repair Work.** In addition, Bill shared that he recently met with Ralph Forsberg to let him know that we are going a different direction with the fence. He also talked with Ralph about completing all the work that needs to be completed on the buildings in preparation for the planned fall painting job. Ralph stated he would charge \$50 per hour for his labor and \$35 per hour for an assistant plus materials. He estimated it would take about three weeks to complete all the work ($\$85 \times 120 \text{ hours} = \$10,200$). Bill informed the board that Ralph could start the work in about two weeks once approval was given. He also said he would work closely with Ralph with a well-defined punch list of items that need to be completed.

A discussion took place and it was decided that four weeks was more realistic to complete all the necessary pre-painting repair work. Wes Brandon made a motion to authorize Bill Jackson to work with Ralph Forsberg in directing the repairs necessary at Cabana to prepare for painting with a limit of \$25,000 which includes labor and materials. Robin Barker seconded the motion that was approved with a 6-0 vote.

- **Roof Cleaning.** Bill also shared that he can get chimney caps fabricated for about \$150 each and have Ralph install them. It was noted though that before Ralph works on the roof it needs to be cleaned and siding pressure washed including clubhouse and sheds.

John requested that Rosemary obtain bids for roof cleaning for the three main buildings. Bill said he would work with Rosemary to provide the scope of work necessary.

- **Shed Roofing.** A discussion took place regarding the re-roofing of the shed due to damages sustained from the bad storm. Nancy will provide Bill with the type of roofing and color that was used for a possible in-house repair job.
- **Hot Water Tanks.** Rosemary provided the board with a list of all the hot water tanks in the complex with date of installation that ranged from one month to 41 years. A discussion followed regarding replacing them now or as needed. Bill shared that he would like to see all tanks replaced with the same type as he installed recently in the clubhouse. It was about \$1000 and included electronic sensors. It was noted that periodic checks on the hot water heaters and their condition need to be completed.
- **Fence.** A discussion took place regarding the front fence replacement. Bill has been working with a company to complete this job. It was shared that the wavy top that the board had selected wasn't going to work as the top needs to be flat. It was decided that Wes would look into options for fences and get back to the board before a final decision on style/appearance is made. Bill will contact fence company to make sure we've paid the deposit and find out when installation is scheduled.
- **Paint Colors.** Bill shared that he recently saw a building that was painted gray, white and black and it looked very good. A discussion took place regarding the fact that the exterior painting colors have already been selected.

OLD BUSINESS

- **Sale of Weeks**

Nancy and Robin shared that we currently have about 75 weeks unsold, 1 week pending and about 7 weeks in process of being deeded back. A discussion took place regarding property taxes and delinquent owners.

- **Unit 103**

Robin shared that the conversion is moving slowly, with a few weeks being deed back and a few being exchanged. We have heard back from all but two parties from our original letter. It is a very timely process, but progress is being made.

- **Unit 202 Sale**

John shared an email update from Nick Berard, noting the unit has been on the market for 40 days, 5 open houses have been held with 14 groups and has had some interest.

A discussion also took place regarding the positive and negative feedback. One negative is Cabana's short term rental policy. Rosemary was asked to send a reminder to our full time owners regarding letting Vacationville know of renters.

- **Punch List/Corner Boards, Shed roof repairs, etc.**

All discussed above under Maintenance Report.

- **Exterior Painting**

It was decided that a decision on bid selection would be put on hold until our June meeting where we would discuss the three bids we currently have for this job.

- **Time-Share Furniture**

A discussion took place regarding updating the furniture list during shutdown in January with possible recommendations to follow.

It was noted that perhaps we need to look at updating mattresses - putting a king mattress on top of the two box springs.

- **BBQ** - Rosemary shared that the barbeques have been refurbished and are good for another year, with the exception of the one in unit 101 that was replaced.

NEW BUSINESS

- **External Windows**

A discussion took place regarding the two bids for window replacement (unit 206) due to broken seals. It was decided to table this request and look at the entire complex during shutdown to address the need to replace all windows with broken seals.

- **Woman Shower - Club House**

Rosemary and Bill said the shower is fine and it can come off our list.

- **Website Enhancements**

A discussion took place and it was the consensus that the website was looking better and including information requested at the annual meeting. Robin will continue to send approved minutes to Gary for posting.

- **Reserve Study Update**

It was decided that this would be reviewed following the sale of 202.

- **Pool**

A discussion took place regarding the cracks in the cement around the pool and it was decided to have Rosemary call Slapjack or similar companies to look at possibilities for correcting the pool deck and sidewalks.

Rosemary shared that a new pool cover was ordered and now needs to be cut and grommets installed. She also said she would like to look into a heavy-duty winter cover and a discussion took place.

- **Grounds**

A short discussion took place regarding possible upgrades to the grounds/landscaping. Rosemary shared information regarding the 4 phase plan that Jacob's Landing uses. She said she would gather information for us.

The next meeting is scheduled for June 15th at 9:00 a.m. at Cabana.

The meeting was adjourned at 11:30 a.m. by President John DesJardien.