

**CABANA BOARD MEETING**  
**June 15, 2019**  
**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 June 15, 2019. Those Board Members present included: John DesJardien, Wes Brandon, Robin Barker, Judy Hassing, Bill Jackson. Board members excused: Gary Fairall and Karen Foti-Williams. Others in attendance: Nancy Birdwell, Bookkeeper, Stephanie Lewis, Son-Rise, and Rosemary Black, Vacationville.

• **Approval of Minutes:**

Judy Hassing made a motion to approve the minutes from the 5-5-19 Board meeting. Bill Jackson seconded the motion that was approved with 5-0 vote.

• **Manager's Report/Status:**

Rosemary Black reported on the following issues:

- Opened pool with new cover cut to fit
- Painting outside tables and around the pool getting ready for the season
- Freshened up sand in horseshoe pit
- Complex was full on Memorial week-end with quite a few Interval International trades
- Purchased light weight corn hole game for check out by guests
- Goose fence working well

• **Financial/Budget Status Report:**

Stephanie Lewis (Son-Rise) shared a breakdown of the reserve account as of 4-30-19 as follows:

• Basic/Common Reserve	\$50,529.28
• T/S Reserve	<u>\$44,722.83</u>
TOTAL RESERVE	\$95,252.81
• Common Balance forward 12-31-18	\$50,514.68
• Interest 12/31/18	\$15.30
• Down Payment Fence	<u>\$7,532.91</u>
BALANCE COMMON	\$42,997.07
• Pending Fence	(7,267.68)
• Misc. Repairs (Bill)	(\$25,000.00)
• BALANCE	\$10,729.39
• T/S Balance forward 12-31-18	\$44,707.51
• Interest 12/31/18	\$15.32
BALANCE T/S RESERVE	\$44,722.83

Stephanie also shared bank register figures from May 1-June 14, 2019 and a Profit and Loss budget analysis from January-May 2019. John informed the board that he, Nancy and Stephanie met this week to review the bookkeeping services provided by Son-Rise. Son-Rise is launching a new system July 1<sup>st</sup> that will hopefully assist with the Cabana bookkeeping issues. Stephanie shared that the printouts will be somewhat different. Nancy and Stephanie will continue to work on the P & L and proper breakdown, as well as making sure the delinquent owners are properly identified and that owner payments are posted correctly.

• **Maintenance Report:**

Bill Jackson reported that they are in the process of replacing all light bulbs with LED lights for energy efficiency.

**OLD BUSINESS**

- **Sale of Weeks**

Nancy and Robin shared that we currently have about 96 weeks for sale which includes all the weeks owned by Cabana in unit 103. Basically we are going back and forth on selling and having weeks deeded back. Nancy shared that she was recently contacted by a party that is giving back 8 weeks (Talmadge/Dixon).

- **Unit 103**

Robin shared a hand-out of where they are in the process of getting weeks in 103 deeded back. She noted that they are having some trouble hearing back from people from their original contact and that the process is very time consuming.

- **Unit 202 Sale**

John shared an email update received 6-12-19 from Nick Berard and a discussion took place regarding interest in the unit. It was also discussed that we could offer a buyer an incentive in the form of waiving HOA fees for the first six months to encourage a sale. John shared that the contract with the realtor expires 6-24-19. A lengthy discussion took place on why the unit wasn't selling. It was decided that we renew our contract and revisit the terms, increase the number of open houses, and leave price as is. Judy Hassing made a motion to extend the contract an additional 30 days. Robin Barker seconded the motion that was approved with a 5-0 vote. John would be scheduling a conference call with Nick and Nancy to review options.

- **Progress of "Punch List"**

Bill shared that Ralph has been reporting to him every week on all the authorized "pre-paint" projects but that he has just barely started the work.

- **Exterior Painting**

It was decided that a decision on bid selection would be put on hold until the sale of 202 (hopefully our next meeting) at which time we will discuss the three bids we currently have for this job.

- **Ground Design**

Rosemary shared that she knew someone who could come out and give ideas about ground design but there would be a fee of approximately \$500-\$1000.

- **Time-Share Furniture**

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

- **Shed Roof Repair/Replacement**

Bill said nothing has been done yet on the shed repairs, but he will research and follow up with Board.

- **Membrane Roof**

Bill also reported that the membrane roof above unit 208 has peeled back. Topside was the original company that installed the roofing. Rainshield has temporarily repaired the roof and we have a \$10,000 bid to replace that section of the roof. Bill stated he will look into this situation and keep the board in the loop. He believes that Topside is responsible as it was not installed properly but that we may have to file an insurance claim.

- **Hot Water Tanks**

Rosemary will update list as original list of age of tanks may not be correct. John mentioned that replacement of tanks could come from T/S reserve. Bill said he would work with Rosemary and the county to find out the requirements needed to move forward if decided to do so.

- **Fences**

Bill shared he hasn't had time to look at fence yet. A discussion took place and it was decided to move forward with cedar dog-eared top boards not staggered.

## **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.

- **Reserve Study Update**

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

- **Pool**

Cement: Rosemary said the slab jack guys that were coming to look at cement were a no show so she would follow up and get back to the board.

Winter Cover: Rosemary also requested that the board consider a heavier winter cover for the pool and she would get a price and bring to board.

- **Chimney Caps**

Bill will have Ralph measure and Bill will get a price on fabrication of the chimney caps and have Ralph install.

- **Annual Meeting Prep**

The date for the annual meeting was set for October 26, 2019. John will arrange for use of the Lynnwood Library. It was noted that on this year's agenda we will note public comment at the front of the meeting and it will be limited.

The following timeline was established:

- Mail – September 26, 2019
- Prep Packet - September 19, 2019
- Budget & Meeting – September 7, 2019

The next meeting is scheduled for September 7, 2019 at 9:00 a.m. at Cabana.

The meeting was adjourned at 11:50 a.m. by President John DesJardien.