



WPVI Association-Board of Directors Quarterly Meeting Minutes

Attendance: Attendees included Board Members-Laura Attaway, Hans Breivik, Kathy Evans, Michael Murphy, and Patty Pruiett. Also in attendance: Erin Simonson, Treasurer; Elise Woodsmith, Accounting and Admin Manager; Adrian Gonzalez, Facilities Manager.

Call to Order: A meeting of the White Pass Village Inn Association Board of Directors was called to order at White Pass Village Inn--Unit 12 at 10:04 am on 12-02-18.

Approval of Agenda: MSP to approve the meeting agenda (Breivik/Evans; Unanimous).

Approval of Minutes: MSP to approve the 09-15-18 WPVIA Board of Directors Quarterly Meeting Minutes (Breivik/Evans; Unanimous).

Management Report: Adrian (and Murph) gave an update regarding recent water damage (to Baldwin's unit and additionally impacted units). The goal is to get the units back in the rental pool as soon as possible. Baldwin's insurance is expected to cover everything. Service Master is sending a daily update at this time.

Treasurer's Report:

Financial Review:

- Profit and Loss Budget Performance July through October 2018 was presented for review; Erin is available to answer any questions that come up.
- Comments:
 - Current deficit is mainly based on Adrian and Seth's positions that were not adequately projected for due to changes in staffing model since shifting from GM to FM.
 - All billable hours and associated costs for work done for owners need to be paid by the owner; we need to make sure we are recapturing all costs-including payroll taxes, Adrian and Elise's time, materials, mileage, etc. Erin will work with Elise and Adrian to identify how to pass all costs through to the owner including the "overhead burden."

Old Business:

- Draft Declaration/Bylaws: Comments have been collected from Board Members, Treasurer, and previous Board Chairman regarding draft Declaration and Bylaw documents. We are still working to get all comments into the same format. We will have a future meeting to discuss comments/questions once input is all organized; Kathy Evans will compile it all into one format. Ken Evans also submitted a one page comment sheet for consideration regarding the Bylaws-Article XI, Section 1.
- Unit 1003 Repairs Process: MSP to authorize staff to complete the list of repairs if the unit owner has not appealed by the Dec. 5, 2018 deadline; staff will notify the owner in writing, immediately commence with the work to be done as stated in the Oct. 5, 2018 letter to owner, and a maintenance hold will be placed until the work is complete (Evans/Pruiett; Unanimous).
- Running Camp--Murph to view Phil's recent email and respond. Board consensus is to not negotiate further, especially regarding discounting of units.

New Business:

- The Management Team's Rental Budget draft was presented. One area in particular needs further study--we questioned how long it should take to clean each room type; the estimated average number of minutes (148 minutes) presented in the budget is significantly more than past practice. While we want to improve the quality of housekeeping services, the number of minutes projected per room type is higher than expected. Adrian will collect data to determine a reasonable number of minutes to clean each unit type to the desired/improved standard. At this time, cleaning fees do not fully cover estimated Housekeeping wages/costs.
- MSP to approve the Rental Budget Projection as presented (Evans/Breivik; Unanimous).
- There was discussion about shifting from hourly Housekeeping wages to "by the room" piece work with an incentive program built in at the end of the season (once the optimal amount of time to clean each room type is determined). This change would help ensure Housekeeping wages and cleaning fees for each unit type align without cost overruns.
- An additional possibility is to raise cleaning fees again, perhaps with two tiers, including a reduced price "light clean" for owners who want to do some predetermined initial cleaning steps themselves.
- Holiday Pay: It was determined that we will define "eligible" employees in our employee handbook as year round employees, excluding management. The

handbook will be updated to reflect this decision. There was a suggestion to have a waiting period (probationary period) of at least 60 days. Seasonal employees do not qualify. Current year round employees were identified: Seth, Ilana (new), Amanda, and Alfredo.

- Non Ski Season Rates--MSP to increase Non Ski Season rental rates by 5% (approximately May 1-mid December) with a single tier for all room types (Evans/Attaway; Unanimous).
- Management was reminded to “apportion rentals among available units, to the end that all units made available for public rental may share equitably in rental activity actually occurring” (as stated in the Bylaws). The seasonal nature of owner use (resulting in seasonal lack of availability) was also discussed in an attempt to define “equitable.” Further discussion, clarification, and definition will be needed as we develop our new governing documents.
- First Quarter Accomplishments (future Newsletter topics):
 - Propane-full, plan for installation of a gauge going forward
 - 2 Trees impacting pool/building-removed
 - Pool Cover-replaced
 - Staffing for ski season-in place
 - Many Unit Upgrades-including 142, 104, 1032, 126, 125, 33, 20, 1003-in process
 - Progress on Declaration and Bylaws
 - Drafting of Operational/Procedural Manuals in process-Training and Operations Manual, Housekeeping Procedures, Deep Clean Components, Employee Manual-updates, Guestbook-updates
 - Adrian is now a Certified Pool Operator.
 - Additional wifi--I'm not sure what this is--explain more?
 - Public Availability Requirement Addressed (OCD system)
 - Auditor in place
 - Reserve study planned
 - Elise attended marketing meetings east and west of the pass--a plan is in place to help improve our tripadvisor and yelp presence; contacts were made; groups were joined.
 - Management is providing weekly reports to Board--communication is ongoing.
 - Periodic Newsletter continues---plan to include insurance info (deductible recommendations) in a future newsletter
- Pool Heaters: We are down one heater currently. Adrian presented two quotes. Adrian will check warranty information and then decide which bid to accept.

Announcements: N/A

Next Meeting: send available dates to Laura (adventureski@gmail.com).

We proposed January 5th or 12th, 2019 (Agenda Items: Draft Declaration/Bylaws work).

Future agenda item: create a plan to address the need for cleaning fees to predictably cover Housekeeping wages/costs.

Adjournment: MSP to close the meeting (Breivik/Evans; Unanimous). There being no further business, the meeting adjourned at 1:47 pm.

Secretary: Laura Attaway

Chairman: Michael Murphy

Date of Approval: 2-9-19