



## **WPVI Association-Board of Directors Quarterly Meeting Minutes**

**Attendance:** Attendees included Board Members-Laura Attaway, Kathy Evans, Michael Murphy, Hans Breivik (Saturday only), Patty Pruiett (Sunday only). Additional Attendees included Erin Simonson-Treasurer (Saturday only), Elise Woodsmith -Accounting and Admin Manager (Saturday only) , Adrian Gonzalez-Facilities Manager (Saturday only).

**Call to Order:** A meeting of the White Pass Village Inn Board of Directors was called to order at White Pass Village Inn Unit 126 at 8am on 05-04-19.

**Approval of Minutes:** MSP to approve the meeting minutes for 3-30-19 (Evans/Attaway/Unanimous).

### **Old Business:**

Unit 1003 Refurbishment:

- Progress Billing Report was shared by Elise.
- It was noted that further work remains to be done that was on the original recommendation list submitted by the Architectural and Unit Conditions Committee. Discussion resulted in further process development and clarifications as to the roles of Management, Committee, and Board in completing the annual unit condition inspections and resulting communications to owners.

- Role Distinctions:

Management:

- Adopt and use a Unit Conditions Report and Cover Letter template that includes:
  - a standard list of minimum requirements (include bedding),
  - giving owners the opportunity to fix issues themselves or have Management coordinate and bill owner.
- Share a blank copy of the Unit Conditions Report and Cover Letter Template with Committee and Board members for review/feedback.

- Report to Committee those Units needing considerable refurbishment promptly following completion of annual (end of ski season) inspections.
- Send annual Unit Condition Report with Cover Letter to owners promptly; for those owners needing considerable refurbishment, alternate correspondence from the Committee/Board will be sent promptly.

#### Committee:

- Complete an annual inspection of units identified and reported by Management as needing considerable refurbishment. Look at unit as a whole in light of Management comments and make recommendations to the Board.
- Develop a standard template, as a basis for written correspondence to owners whose units need considerable refurbishment, to include:
  - Encouraging Owner to complete the work within the next several months (June-Oct) but not penalizing them if it cannot be done while also requiring it to be done (give specific deadline) in time for the next season after the upcoming season.
  - Failure to complete necessary items by stated deadline will result in removal from rentals until work is completed.
- Submit correspondence letter template to Board for review/feedback.
- Use template (as stated above) to develop specific correspondence letters to owners of units needing considerable refurbishment.
- Submit draft letter(s) to specific unit owners to Board for approval.
- Send only Board approved correspondence letters to Owner.

#### Board:

- Approve correspondence letters to Units needing considerable refurbishment.
- Review and give feedback on the draft templates for Annual Unit Conditions Report/Cover Letter and Letter Template to owners needing considerable refurbishments.

## **New Business:**

### **Association Budget Proposal for July 1, 2019-June 30, 2020:**

Elise and Adrian were present initially to introduce the budget proposal and answer questions; they were then excused; Board members present and Treasurer then discussed the proposal, made changes, and determined “to do” notes for Elise and Adrian.

### **Board discussion notes by category:**

#### **OPERATING EXPENSES**

##### **Buildings and Ground Maintenance Expenses**

Building Maintenance and Supplies: **agreed we need more detail / plan**

Generator Maintenance: Russ/Adrian have a plan to service/maintenance our generator

Insurance: will increase 5-10% from the current line item / **Murph has requested a bid from another company for comparison**

Capital Reserve Study: agree to 3-year contract that was recommended

Pool Supplies and Maintenance: **increase to this year's actual**

Pool Propane: locked in price for summer / this is a high estimate / **round the number**

Property Taxes: **round up**

##### **Utility Service Expenses**

Power: same as last year

Generator: same as last year

Phone/Internet: we have a wireless line from WP/DOT now--not 100% effective--still working on a better solution / **agree we should drop the 3133 line / agree we should drop one hotspot due to not using it this past winter**

TV: expect 5% increase

Water, Sewer, Snow Removal: same as last year

##### **Wages, Payroll Taxes, and Benefits**

Accounting Manager Salary--**see rental budget notes**

Facilities Manager Salary--**see rental budget notes**

Facilities Staff Hourly (Seth): **budget at 40 hours per week**

**Seasonal Facilities Staff Hourly: Adrian/Elise need to justify this with a written plan; to include what projects will be done during the specified months, the projected number of hours dedicated per project, itemized labor costs (intended**

**for August 2109 and May/June 2020)** The Board understands the desire to “bridge the gap” and keep employees working during low seasons, but without a plan, Board is not likely to approve. If approved, this work must be pre-planned, supervised, and productive. According to Elise and Adrian, this line item includes keeping 2 employees-Grace/Illana--35-40 hours per week + 2 additional employees-Chris/AJ-30 hours a week combined). That is 100-110 additional paid hours per week for approximately 12 weeks. When asked what types of projects they are thinking about accomplishing with this line item, the following were mentioned: refurbish unit furniture (not applicable-billable to owners), exterior deck furniture stain, 1st floor painting, landscaping (revamping flower beds, flower baskets--**(Note: we need significantly less than 75 baskets--past experience-labor \$ drain)**), assistance with deck/stair projects.

Snow Removal: event based extra help

Payroll Taxes and Benefits: unemployment has an impact

Professional Development / Recruiting-not requested or determined

### **Admin Expenses**

Accounting and Bookkeeping: for Fed Taxes and Audit only. **Add \$2,000 for**

#### **Accounting Oversight.**

Directors Fund--revisit--**Laura to email proposal prior to next meeting**

Unit 12 Ownership and HOA Share: **power \$200/mo. Seems high / take another look**

Unit 27 Ownership and HOA Share: **power at \$200/mo--seems high / take another look**

### **Other Income**

Summit House Pool Rent-- **recalculate-should be less unless we are incurring expenses**

### **Additional Info.**

Capital expenditures to date as of end of March (included in March report):

\$11,000 pool repairs

\$950. staff quarters (blinds)

\$1,326 building improvements

\$205 BBQ-moved to operating budget

\$3,500 generator

\$3,300 snowblower and tracks

\$5,700 upcoming spring projects

\$26,000 approximate total

**Possible Capital Expenditures:**

- See reserve study
- 1 pool heater
- pool leak (detection + fix--one pipe 5,000)
- sand filter-find the numbers or get current numbers
- storage shed--for sensitive lumber, back-up appliances, snowblower parking, lawnmower parking

**11:00 am Association Budget Discussion (Adrian and Elise excused):**

**Management Wages:\$44,000--Adrian current salary; increase Adrian's wage to recognize the amount of coverage he has worked this winter which will likely be the norm going into the future; Cost of living discussed.**

**Housekeeping Wages:** increases were already budgeted, no change

**RENTAL BUDGET**

**Revenues:** projected to be same as last year (deep cleans to be billed this month--total cost based on hours spent--**flat rates per unit type for Deep Cleans need to be instituted. Owner done deep cleans discussed. Nothing decided.**

**Operating Expenses:**

**Admin Support Salaries:** explained as Peak Season (7 days/wk, 8am-8pm @ \$15/hr Dec 15-Apr 30, July 1-Sep 30), to include Amanda--40 hours a week--is she capable of working these hours Aug, Sept.?, Grace 40 hours a week, Ilana 4-10 hours per week filling in. **(On the Association side, that budget proposal already includes Grace and Ilana in August for Facilities Staff Hourly-reduce this item accordingly if that one is approved). For now, Reduce Admin Support Salaries to \$33,000 (last 2 weeks of April and Sept. midweeks are places to reduce office hours by additional staff).**

**Housekeeping:** Board asked for Explanation for reduction compared to last year--occupancy patterns haven't changed: Response--time of cleans went down from 148 average minutes per clean to 79 average minutes per clean (March) to 105 average minutes per clean. Taking advantage of keeping staff year over year should help these numbers.

**Deep cleans-labor budget-add separate line item, should be passed through to owners accurately.**

**Owner cleaning service fees:** Deep Cleans not included yet; approximately \$6,000 including 21% payroll tax remain to be charged to owners for current year. **We agree we need to add a separate line item here--keep deep clean fees separate from standard owner cleaning service fees.**

**Accuracy of Timesheets for the past year regarding Housekeeping:**  
**Board/Treasurer need more detail in how we job cost HK staff time for Assoc vs Rental.** Notes on current timesheets are very general / Individual maid sheets give additional information regarding room turns. **Hans suggested using a coding system. Adrian and Elise intend to improve the system and Train habits of keeping time for Assoc. hours vs Rental HK hours / alter timesheets to add an assoc. code or column.**

**Supplies-Linens-no longer relying on Cintas for chemicals; price is going up; Adrian to talk to Cintas about locking in our prices.**

**Note on billing:** We need to be billing in a timely fashion (examples: Summit House monthly propane and Deep Cleans).

**11:00 am Board Level Discussion (Adrian and Elise excused):**

**Separate out deep clean numbers for this year and next year (create new line items)**

**Guest and Owner Cleaning Service Fees--**We need to continue to work on aligning Housekeeping costs with fees at a future meeting. A suggestion was made to raise owner cleaning fees to match actual costs and consider instituting an optional alternate "Owner Light Clean" lesser fee option--would need to adopt a protocol, determine what cleaning owners may opt to do themselves, subject to Management inspection, and what our HK staff would continue to do. Another suggestion was made to eventually raise rental rates and cleaning fees on the rental side to cover housekeeping actual costs. Discussion was tabled until it can be fully addressed at a future meeting.

**Reserve Assessment**

MSP to accept the Reserve Study recommendation and create the Reserve Assessment of \$75,000 as stated in the Reserve Study for the next 9 years (Evans, Breivik, Unanimous). How to bill: one time per year at the same time as rental distribution along with any other Special Assessments.

**Special Assessment:** yet to be determined as capital projects remain to be clarified (pending a list). Considerations: Pool Leak, storage shed, pool sand filter

**Add accounting oversight to budget!--\$2,000.**

**We will continue to work on the budget between meetings to get it out before the 1 June deadline.**

**MSP to suspend the meeting (Evans/Attaway//Unanimous). Meeting to resume 05-05-19 at 8am.**

**Meeting resumed:** 05-05-19 8:10 am, WPVI Unit 126.

**Old Business:**

Declaration revisions were made through item 10.1.4 Start next meeting at 10.1.5

**Announcements:** N/A

**Next Meeting:** June 1, 2019, 8am, WPVI Unit 126.

**Agenda Items:** Budget Finalization and Approval, Continued Declaration Revisions

**Adjournment:** There being no further business, the meeting adjourned at 12:30 pm (05-05-19).

**Secretary:** Laura Attaway

**Chairman:** Michael Murphy

**Date of Approval:** 06-01-19