



## **WHITE PASS VILLAGE INN ASSOCIATION ANNUAL MEETING MINUTES**

September 15, 2018

Location: White Pass Nordic Yurt

11:00 Social Hour; 12:00 Lunch; 1:00 Meeting

**CALL TO ORDER:** Board Chairman, Bob Close, called the meeting to order at 1:00 PM. Introductions of Attending Owners and Board (Derek LaFramboise, Director not able to attend).

**QUORUM:** 77.73% of ownership was represented (in person and by proxy).

**PREVIOUS MINUTES:** MSP (Masterson/Attaway/Unanimous) to approve the 2017 Annual Meeting Minutes.

### **CHAIRMAN'S ADDRESS--Bob Close**

- **Accomplishments:**

Elise has celebrated one year as the Accounting and Administration Manager. Adrian has hit the ground running and hit the one month mark as the Facilities Manager.

Re-key of units is providing additional security.

- **Where are we headed? / Current focus areas:**

LiveRez - "Fun Facts"--Highlights were shared. One page report will be sent to entire ownership via email following the meeting.

Staffing / Management - Our current Management Team consists of Elise Woodsmith, Accounting and Admin Manager and Adrian Gonzalez, Facilities Manager.

- **How can we all participate? / What can owners do to help?:**

Offer constructive criticism and feedback - communicate with the Board.

### **MANAGEMENT TEAM REPORT**

#### **Elise - Annual Financial Report / Annual Highlights -**

- We completed the transfer of files, documents, systems, and accounting from Clifton Larson Allen to The Village Inn.
- Annual Financial Statements were emailed to owners prior to the Annual Meeting. Details were also summarized in the Annual Treasurer's Report. Questions may be

addressed to Elise Woodsmith, Accounting and Admin Manager or Erin Simonson, Treasurer.

- We are now accepting guest online reservations through LiveRez.
- Adrian and Elise are working closely as to budget and staffing levels and have a good foundation for planning future staffing.
- As far as our Forest Service daily availability requirement, we currently need 19 units available to the public per day. In the event that owner reservations result in fewer than 19 units available to the public on any given day, the Board will implement a system to fairly bring us into compliance as required by our governing documents.
- Administratively, we adopted an employee handbook/policies manual.

**Adrian Gonzalez - Facilities Update** - Adrian provided a review of the last 30 days since starting work at the Village Inn. He explained that it is a unique, wonderful property. As with all older buildings, he acknowledges there is work to be done in terms of management and upkeep.

- Fire safety and related maintenance has been the first priority focus.
- Other projects already started: pool cover replacement, removal of two trees due to impacts on infrastructure/plumbing systems. Hallways and stairs are to get paint touch-ups before it snows. Next year, there is some aging wood that may need to be replaced or reinforced. Storage lockers adjustments/repairs will continue.
- Housekeeping falls under Adrian's umbrella. There is a lot to do-we have a great crew. We're working toward a high standard for basic cleaning. Deep cleaning will be a uniform program, will be defined, and owners will know about it before it happens.
- Maintenance of doors, heaters, weather stripping, and windows will occur.
- Goals are to streamline housekeeping systems, focus on training/learning, get it to a well-tuned machine for winter, so guests and owners can enjoy the VI.
- Communication is key-owners know more about their own unit and its history. Unit by unit inspections have begun with a digital file planned for each and every unit. Unit owners will be contacted individually with photos for each and every issue as they arise unless emergency or light bulb type fix. We are committing that you will be in the loop and surprises will be attempted to be avoided.
- Adrian's email is [facilities@staywhitepass.com](mailto:facilities@staywhitepass.com), please contact, he's here to assist.
- Plans for remodel? Who can paint, etc? Contact Adrian, he can help coordinate. Also, contact Architectural/Unit Conditions Committee with any remodel plans (Kathy Evans: [evans2802@comcast.net](mailto:evans2802@comcast.net), Bob Close, Erin Simonson, Jeff Pruiett, Kurt/Bahyoe Hummel).

## **BUSINESS**

### **Michael Murphy - Declaration/Bylaws/Common Area Survey/Audit:**

The Horizontal Property Regime (Declaration) is in the process of being updated, statutorily and practically. A new Common Area Survey will be done; at that time, homeowner property vs common areas will be clarified. Remodel circumstances and requirements will be included.

Responsibility and obligation will be clarified. We will not be changing the right of first refusal or ownership percentages. Questions on this process should be addressed to the Board. The goal is to have the Declaration rewrite process completed on or before the 2019 Annual Meeting of the Association. In addition, a complete independent audit of the Association will be conducted this fiscal year.

**Board Elections:**

Laura Attaway and Michael Murphy will continue to the end of their terms. Three seats are open (Bob Close and Derek LaFramboise are stepping down; Kathy Evans is running for another term). Three people have agreed to be nominated (Patty Pruiett, Hans Breivik, Kathy Evans). Each gave a brief Introduction and vision statement.

MSP to nominate Hans Breivik, Kathy Evans, and Patty Pruiett as a slate (Murphy/Masterson/Unanimous).

MSP to close nominations (Masterson/Evans/Unanimous).

MSP to elect the slate (Masterson/Toynbee/Unanimous).

**Motion to include Treasurer's Report & Committee Reports in Annual Meeting Minutes:**

MSP to include electronically sent Treasurer and Committee Reports in the annual meeting minutes (Hillman/Toynbee/Unanimous).\*

**Open Forum (Questions/Comments for the good of the order):**

A variety of topics were discussed, clarified, and noted. Most of the discussion related to use of the pool. From the floor, most of the owners felt that use of the pool by non-owners and non-guests has become excessive and better enforcement of existing policy needs to occur. The Board appreciates the interest level and engagement of the attending owners.

**MSP to adjourn Annual Meeting** (Schatz/Masterson/Unanimous). There being no further business, the meeting was adjourned at 3:02 PM.

**Secretary:** Laura Attaway

**Chairman:** Bob Close

**Approval Date:** October 26, 2019

\*Note: Committee and Treasurer Reports have been uploaded to the Owner Website under "Documents."