



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

**Attendance:** Attendees included Board Members-Laura Attaway, Hans Breivik, Kathy Evans--by phone, Michael Murphy. Not present: Patty Pruiett. Also present: Erin Simonson, Treasurer

**Call to Order:** A meeting of the White Pass Village Inn Board of Directors was called to order by Chairman Michael Murphy at WPVI Unit 126 at 5:25 pm on 01-18-20.

**Approval of Agenda:** MSP to approve the agenda as written--agreed to combine items 8 and 6 (Evans/Breivik; Unanimous).

**Approval of Minutes:** MSP to approve the minutes for 10-26-19 (Breivik/Attaway; Unanimous).

### **Business:**

**Formalized Rules:** It is expected for a corporation such as ours to have Declarations, Bylaws, and Rules. A draft document to establish Rules will be created; the intent is to formalize and publish our current rules and establish new rules as warranted.

**Late Fees:** The purpose of late fees was discussed. A decision to reverse a disputed late fee was agreed upon. A suggestion was made to initiate an online payment system to make it easier for owners to take care of monthly payments.

**Swap Proposal--for Units 24 and 12:** A decision was made to establish a temporary committee regarding the LaFramboise Unit 12 / 24 swap proposal. The committee will establish the goals of the association in owning any unit, establish our current needs, and formulate a comprehensive list of pros/cons of the swap concept. Committee members include Erin Simonson, Hans Breivik, Michael Murphy, and if they are able, owners who indicated interest by responding to the recent survey (Bob Close, Jackie Murphy).

**Elise Woodsmith--Progress toward a new plan.** With the restructuring process for the on-site management team having been initiated, Elise's Accounting and Admin Manager position has been eliminated. January 25, 2020 is her last day as an employee. A proposal was received for consideration from Elise today, 01-18-20,--with fixed \$ for specific deliverables. The proposed time estimates according to Erin are reasonable. Elise based her rate on \$30-\$35 per hour (reasonable for contract bookkeeping). We still need to get very specific about the details of her responsibilities within each deliverable. The agreement will need to reflect that it is cancellable by either party with 30 day written notice. MSP to accept the concept of the proposal from Elise with the understanding that we will attempt to come to agreement with her as to the specifics of each deliverable item and what her exact responsibilities will be (Evans/Breivik; Unanimous).

**Manager Salaries--Murphy**--For the new on-site management team, providing adequate salaries commensurate with new job descriptions will need to be addressed in planning next year's budget.

#### **Board Goals**

- Complete Decs/Bylaws/Rules-Owner Handbook
- Workplace Safety SOP (to include Emergency Procedures)
- Optimize Restructured On-Site Management Team Roles and Contract Bookkeeping Deliverable Plan
- Develop Marketing Plan with Business Manager
- Create and Initiate Rental Agreement between each owner and rental company.

**Audit Report:** MSP to accept the WPVIA Audit Report for the Year Ending June 30, 2018 (Attaway/Breivik; Unanimous).

**Special Assessment:** Our total expenses now exceed projections for the year. We will determine the amount needed and may do a Special Interim Assessment by June. We can offer owners a payment plan option. We will develop a revised 2020 budget. We now have financials through Dec. 31st. Erin will look at the budget to actual and come up with the Special Interim Assessment figure.

**Declarations/Bylaws**--Board and Officers to review the latest drafts--Murph to forward to Board and Officers as they have not received them yet.

**Yakima Federal Savings Account**--to be closed asap and all funds deposited to a new Key account (to ensure keeping reserve funds separate).

**Sick Leave Policy**--Erin to draft a policy.

**Treasurer's Report**-- Erin to work with Curtis and Adrian to examine and distribute financials soon.

**Committee Reports**--no reports at this time

### **Risk Management**

We recently had an unfounded bed bug claim--staff responded admirably, but we need a written protocol documenting our standard response and training procedures--Joel Attaway (Facilities Committee) to work with Curtis and Adrian to put together a concise document.

The Board agrees and emphasizes that Housekeeping Inspections need to be happening consistently (assign Curtis to establish the routine).

Dog Policy Task Force --Hans Breivik to enlist the participation of some Village Inn dog owners to create Rules pertaining to dogs on site. The policy has to be reasonable for the whole complex and define responsibilities expected of dog owners.

Add to LiveRez unit descriptions as soon as possible--Unit owners may choose to bring their pets to White Pass Village Inn. The owner of this unit occasionally brings a pet (or pets) to this unit. Or...This unit owner does not bring pets.

Dead bolts for unit doors-include in next budget cycle.

### **Condo Standards**--

Need to require more than the minimum when we require refurbishment. We have had a few online and in person comments about unsatisfactory unit conditions.

Unit 12 (Association owned) needs further updates--to be addressed during upcoming budget planning. Condition Committee to complete their annual walk-through and condition reports with Adrian/Curtis during April/May again.

**Website Backup**--Elise reported not making any substantial progress on this project; Board reassigns this project to Curtis.

**WiFi**--We now have additional Fios line from the top of the hill with greater capacity from Startech. More is available / could double capacity. Mark Hillman replaced some equipment with our existing structure; needs to be looked at for optimal placement. For customer capacity--probably still not feasible. Owner use-being tested / considered. Housekeeping has been testing to see if it will work for the HK management system.

**Facilities:** Summer projects--budget to actual comparison. Info from Elise was incomplete. Adrian is not looking to keep staff on again for summer projects.

**Baldwin Water Damage Issue**--Murph gave an update. We have yet to settle with the insurance company. Remodel rules need to be addressed in bylaws/rules.

**New Business:** Expected participation for Board Members was discussed.

**Next meeting: May 2, 2020**

**Announcements:** N/A

**Adjournment:** MSP to close the meeting (Breivik/Evans; Unanimous). There being no further business, the meeting was adjourned at 8:18 pm.

**Secretary:** Laura Attaway

**Chairman:** Michael Murphy

**Date of Approval:** 05-02-2020