



White Pass Village Inn Association  
Quarterly Meeting Minutes  
May 2, 2020

**Call to Order:**

The meeting was called to order and presided over by the Chairman, Michael Murphy, at 10:20 AM PST on May 2, 2020 at the White Pass Ski Patrol Building and via Zoom Teleconference.

**Roll Call:**

In attendance were all of the Officers and Directors of the Association, as follows:

Michael Murphy, Director and Chairman; Laura Attaway, Director and Secretary; Erin Simonson, Treasurer; Hans Breivik, Director; Patty Pruiett, Director; Kathy Evans, Director. Also in attendance were Curtis Lovering, Business Manager and Adrian Gonzalez, Facilities Manager.

**Approval of Agenda:** A Motion was made, seconded and passed (**MSP**) to approve the agenda as written (Evans/Breivik; Unanimous).

**Approval of Minutes:**

**MSP** to approve the minutes for the meeting dated 10-16-19 (Evans/Breivik; Unanimous).

**MSP** to approve the minutes for the meeting dated 01-18-2020 (Evans/Breivik; Unanimous).

**MSP** to approve the minutes for the meeting dated 03-11-2020 (Evans/Breivik; Unanimous).

**Discussion:** The most current financial reports (P&L through March 31, 2020) were distributed by Erin Simonson, Treasurer, and preliminary 2020-2021 budget drafts were presented by Curtis Lovering, Business Manager and Adrian Gonzalez, Facilities Manager. They were reviewed and discussed by the Board. It was determined that management needed additional time to consider current actuals and request Board/Officer counsel as needed to continue to develop both the Association and Rental budgets.

**MSP** to suspend the meeting to a future date to be reconvened before June 1, 2020 (Evans/Breivik; Unanimous). The meeting was suspended May 2, 2020 at 1:21 PM.

On May 30, 2020, the meeting reconvened at 8:00 am via Zoom Teleconference. All remained in attendance with the exception of Patty Pruiett, Director, who chose not to attend.

**Discussion:** The new drafts of the 2020-2021 Association and Rental budgets were presented by Curtis and Adrian. The Association draft was reviewed and edited by the group. Curtis and Adrian were excused and further adjustments were made.

**MSP** to approve three assessments as follows: the Association Operating Budget Assessment as written (Erin Simonson's updated version-attached), the \$75,000 Reserve Assessment, and an Additional Assessment of \$17,300 for identified non-reserve funded facilities projects (Evans/Breivik; Passed--2 votes for, 1 against).

**MSP** to suspend the meeting and reconvene at 10 AM on May 31, 2020 to begin addressing the Rental Budget (Evan/Breivik; Unanimous). The meeting was suspended May 30, 2020 at 3:15 PM.

The suspended meeting resumed on May 31, 2020 via Zoom Teleconference at 10 AM with all remaining in attendance with the exception of Patty Pruiett, Director, who chose not to attend.

**Discussion:** After reviewing the draft rental budget and considering the probable impacts of Covid-19 on rental revenues, it was agreed that there was a need for a revised process in order for Curtis and Adrian to establish and understand monthly fixed and variable expenses on which the rental budget should be based.

**MSP** to delay approval of a rental budget for 30 days, during which time Curtis, Adrian, and Laura will work with Erin Simonson, Treasurer, to learn a new and improved rental budget process based on monthly fixed and variable expenses. (Attaway/Breivik; Unanimous). Once the cost model is complete, a meeting of the board will be called, date TBD, to discuss the rental budget.

**Other Business:**

- Adrian confirmed that Unit Condition reports will be sent to each owner with a target date of July 1, 2020. He also confirmed that deep cleans are approximately 50% complete.
- Curtis confirmed that he is tracking the ever changing requirements to ensure we will qualify for PPP loan forgiveness.
- Laura brought up a concern for the Building A Balcony (facing the parking lot) where there is water damage due to the slope of decking toward the building; a plan is in place for Adrian to explore the extent of the problem and determine next steps.
- Adrian confirmed that owners needing/wanting new windows were updated in March and a couple more bids are in the works.
- Murph provided an update regarding the ongoing Building 4 water damage claims.

**There being no further business, a motion to adjourn was made, seconded, and passed (Evans/Attaway; Unanimous).**

The meeting was adjourned at 12:15 PM.

The next quarterly meeting is scheduled for: **August 8, 2020.**

Secretary: **Laura Attaway** May 31, 2020

Chairman: **Michael Murphy** May 31, 2020

**Date of Approval:** August 11, 2020