



White Pass Village Inn Association  
Minutes of the Quarterly Meeting of the Directors  
August 11, 2020 at 6:00PM PST via Zoom Teleconference

**Call to Order:**

The meeting was called to order and presided by the Chairman, Michael Murphy, at 6:23PM on August 11, 2020.

**Roll Call:**

In attendance were all Officers and Directors of the Association, including Michael Murphy, Director and Chairman; Laura Attaway, Director and Secretary; Hans Breivik, Director (arrived late--7:20); Kathy Evans, Director, Patty Pruiett, Director, and Erin Simonson, Treasurer. A quorum was present at the meeting. Also present were Curtis Lovering, Business Manager and Adrian Gonzalez, Facilities Manager (for the duration of their reports only).

**Approval of Agenda:**

A motion was made by Kathy Evans, seconded by Laura Attaway, and passed unanimously to approve the agenda as revised. Order of agenda items was revised-Manager Reports moved to 4th and 5th items-to enable them to be dismissed after their reports to the Board.

**Manager Reports**

**Business Manager, Curtis Lovering, reported:**

- PCT walk-in business is going well with some guests saying we are cheaper than Packwood.
- HK staff currently consists of 1 staff member once per week.
- He and Adrian have been staying busy with emails/ phone calls / reservations / check ins / check outs / stripping and sanitizing units.
- Technology needs have yet to be resolved. Outside assistance is being sought (Murphy volunteered to work on it with his tech guy who is currently out of town but due to return shortly).
- Curtis and Adrian have agreed it is best at this time for both of them to be present on-site and working the weekends together, and they have adjusted their schedules accordingly.
- There was a question about the best use for the remaining PPP funds. Murphy reminded both Managers that they must monitor PPP forgiveness rules and processes and keep the Board informed. Simonson suggested backward planning from the head-count threshold payroll period to bring back staff as required to meet the forgiveness requirements.

**Facilities Manager, Adrian Gonzalez reported:**

- Unit 27 refurbishment remains under \$7,000 budgeted to date; there have been some delays with getting products; office flooring has been added to this project-to take advantage of quantity pricing.
- The refurbishment plan consists of new flooring, kitchen counter, oven, sink, backsplash, electrical upgrade, plumbing upgrade for shower, shower, bathroom tile, drywall, paint, window screens, blinds.

Before Curtis and Adrian were excused from the meeting, Attaway publicly expressed appreciation for their attention to detail, citing guest survey statistics that indicate a dramatic increase in customer satisfaction; when comparing last winter to this summer, there are significant increases in ratings for the cleanliness of the units, friendliness of the staff, likelihood to stay at the VI again, and likelihood to recommend the VI to others.

#### **Discussion Items:**

#### **Don Schut's Proposal for Donnelly Collection**

The Board agreed to defer any action toward collecting the small claims court award from the Donnelly small claims matter.

#### **Damage and Lost Income Settlement Update**

Murphy reported:

- All money has been collected and disbursements will go out tomorrow (08-12-2020) to impacted owners and the rental account.
- He will send the final calculations to the Board.
- Unit 1032 Owner's billing for forest service fees and cleaning fees for owner stays in February and March 2020 has yet to be resolved. Simonson to contact unit owner to resolve.

#### **Reserve Study Update**

Murphy clarified that the \$75,000 annual reserve assessment recommended by the Reserve Study is not intended to build up a "war chest". The Reserve Study advisor confirmed in a recent meeting with Murphy/Simonson that the recommendation is based on expectation that facilities projects necessary in the next ten years will require that minimum level of annual additions to the reserves. WA state regulations require us to disclose to potential buyers the level to which the reserve study recommendations are funded. Simonson commented that we are advised to set a threshold of 1% of operating budget (around \$2,500) as the minimum cost of items to include in the Reserve Study, everything else should run through the operating budget. It was agreed that Adrian, Karen (Reserve Study contractor), Hans, Murph, Curtis, and Erin will meet in the next week to get the update completed. Murphy and Simonson both emphasized the goal is to make the Reserve Study a living management tool.

#### **Association Structure Update**

Murphy/Simonson reported that our CPA audit and tax firm has raised concerns about our current corporate and tax structure and recommended advice from outside counsel before they proceed with audits and tax return preparation. Murphy and Simonson to pursue expertise to resolve from outside counsel.

#### **North Stair/Deck Repair Update**

Murphy reported that one contractor proposal for this project has been received. Elements of the proposal were discussed. Attaway and Evans expressed concerns and requests regarding the planning process including:

- Place the project in the current reserve study update process to reflect the immediate timing and funding need at cost levels refined to reflect probable final total costs;
- Ascertain that hand rails are required by L&I safety code around north facing locker decks;
- Inform owners of the planned project and components to ensure transparency and opportunity for owner input and approval, if necessary;
- Determine the feasibility and cost of heated concrete pads to improve overall safety outcomes;
- Reconsider inclusion of revised safety handrails for stairs to floors 2 and 3;
- Consider including replacement of South side stairs with handrails, in addition to the North Stair plan;

- Develop detailed drawings and proposal specs that identify the size, location and proximity of the concrete landing pads and stairs to the known annual roof snowmelt dripline/ice dam and specify the height necessary for each concrete pad and amount of grading that will be necessary to achieve a consistent concrete pad height;
- Acquire at least 2 competitive bids for the project;
- Determine whether or not Yakima County permits will be required for the project;

A motion was made by Attaway and seconded by Evans to delay execution of the contract pending additional consideration of project scope and Board/owner communications regarding the project. The motion passed (3 yes votes, 1 abstention).

### **Ratification of Budget Update**

Murphy reported he has set the date for Aug. 26, 6:30 pm, via Zoom and directed Curtis to send the invite to the owners.

### **Approval of Minutes:**

A motion was made by Evans, seconded by Breivik, and passed unanimously to approve the 05-02-2020 Meeting Minutes.

A motion was made by Evans, seconded by Breivik, and passed (3 yes votes; 1 abstention) to approve the 06-26-2020 Meeting Minutes.

A motion was made by Evans, seconded by Breivik, and passed unanimously to approve the 07-27-2020 Meeting Minutes.

### **New Business**

Owner Email Correspondence of 08-06-2020: Murphy to respond to owner by email as to the date of the planned budget ratification meeting. Attaway to follow up by phone to address the points brought up in the owner's recent email.

Evans commented that she recently noticed that the new draft Bylaws do not include language from the current Bylaws-Section 2 (Improvements and Additions); Attaway commented that there also appears to be a mismatch between the draft Declaration and draft Bylaws language regarding maintenance, repairs, replacements, improvements that may be need to be revised and/or defined to ensure clarity. Due to the lengthy meeting and member fatigue, it was agreed to state these issues in writing via email for future consideration.

### **Adjournment:**

There being no further business, a motion to adjourn was made by Hans Breivik and seconded by Kathy Evans. The meeting was adjourned at 9:26 pm by unanimous vote.

By:

Secretary: **Laura Attaway** August 11, 2020

Chairman: **Michael Murphy** August 11, 2020