



🏠 **Location:** Zoom
📅 **Date:** 05/19/2021
🕒 **Time:** 12:00 PM

Association Board Meeting

1. Call to Order - Chair called the meeting to order at 12:04pm
2. Roll Call – Present: Michael Murphy, John Rennie, Erin Simonson, Kristina Hillman, Curtis Lovering, Adrian Gonzalez; Absent: Hans Breivik (Kristina acting as secretary)
3. Approval of the Agenda – Erin made a motion to approve, Kristina seconded, the motion passed unanimously
4. Approval of Prior Minutes
 - a. 4/21/21 Meeting – John made a motion to approve, Kristina seconded, the motion passed unanimously
5. Staff Reports
 - a. Business – Curtis updated on summer reservations: running camp and coaches camp will be happening, rooms currently blocked for original numbers but anticipate finalizing by first week of June; family reunion group in August could be reserving up to 40 rooms, details to be finalized. COVID update: no longer putting one-night ‘best practices’ stay gap blocks on rooms.
 - b. Facilities – Adrian updated on pool: Plans for pool to be open by first weekend in August for large family reunion (it is not used during running camp), cover is broken and once opened will need to remain open until fixed. Currently working on power washing throughout the property, finalizing contracting bids for summer reserve projects.
 - c. Staff Excused – 12:25pm
6. Financial Review - JR
 - a. Actual vs Budget – Reviewed as part of budget discussion
 - b. PPP – Rentals LLC receiving funding under PPP2, PPP1 forgiveness to be sent in tomorrow (Thu 5/20/21)
 - c. 21/22 Budget Meeting Plan – Set Owner meeting for 6/22/21 6pm via zoom; Board will continue this meeting to review association budget Friday 5/21/21 and project proposal following week
7. Old Business
 - a. Internet Proposal – MM: Currently we are borrowing bandwidth from WPCo which they need back, so we must find a solution to maintain business functions at minimum; Michael will follow up with vendor to negotiate on monthly fee option for owners as well as office only; Erin will look into US Cellular if 5G is an option



🏠 **Location:** Zoom
📅 **Date:** 05/19/2021
🕒 **Time:** 12:00 PM

Association Board Meeting

- b. Unit 133 Remodel – JR/MM: We have now received the answers needed, Michael will draft a list of conditions for review/Board input and we will vote on next meeting
8. New Business
 - a. Curtis Departure Transition - see meeting continuation
9. Adjournment – John made a motion to continue this meeting with budget discussion on Friday 5/21/21 at 11:30am, Erin seconded, motion passed unanimously, adjourned 1:03

5/21/21 11:30am Meeting Continuation

11:40am chair called to order; Present - Michael Murphy, Erin Simonson, Kristina Hillman present;
Absent – John Rennie, Hans Breivik

Continuation of 5/19/21 agenda:

New Business – Curtis departure transition: Curtis is pulling together documentation and training Adrian and staff on various functions; Kristina to follow up with him on turnover/RACI input. There was some discussion on management strategy and what our expectations should be of this role, to be continued next monthly meeting.

Budget – Began discussion of Association budget by line item as proposed by managers. Covered Building and Maintenance Expenses, along with initial review of Utilities and Salaries. Need to ensure that reserve expenses (e.g. pool cover replacement) accounted for in reserve project budget and then appropriately charged there. Septic may need to be pumped this year which must be budgeted in operational expense as septic was not covered in reserve study. Additional research into the arrangement with the WPC needed to confirm our portion of cost. Also of note, due to pool being closed this year we are carrying over residual propane inventory which could cause an expense anomaly in a year over year comparison.

Adjournment – Erin made a motion to continue the budget discussion Monday 5/24/21 at 6pm, Kristina seconded, motion passed unanimously, adjourned 2:09pm



🏠 **Location:** Zoom
📅 **Date:** 05/19/2021
🕒 **Time:** 12:00 PM

Association Board Meeting

5/24/21 6:00pm Meeting Continuation

6:03pm chair called to order; Present - Michael Murphy, Erin Simonson, Kristina Hillman, Hans Breivik, John Rennie

Continued from 5/21/21:

Budget - Completed line item review of Association Operational budget.

John confirmed that manager salaries need to be split across Association and Rental budgets per accountant. Decision to keep business manager salary budgeted despite Curtis's departure as we will need to backfill some of his duties with additional hours for other staff, and we still need to determine our replacement strategy so should have the funds reserved.

Discussion on manager vehicle reimbursement reached agreement that we need to establish a policy and communicate expectations; follow up needed to finalize this and Michael will also follow up regarding insurance.

Erin followed up on the 1993 septic agreement with WPCo and confirmed it is a 50/50 split.

Adjournment – Hans made a motion to continue the budget discussion with focus on projects Tuesday 5/25/21 at 6pm, Erin seconded, motion passed unanimously, adjourned 7:48

5/25/21 6:00pm Meeting Continuation

6:03pm chair called to order; Present - Michael Murphy, Erin Simonson, Kristina Hillman, Hans Breivik, John Rennie; Adrian Gonzalez joined for part of the meeting

Continued from 5/24/21:

Budget – Started review of proposed Reserve and Capital projects.

Reserve: Discussion on north stair and deck project attribution to Reserve, and need to remediate insurance and L&I liability issue. Tabled to complete review of remaining items. Have multiple estimates on exterior paint and Hardi Plank replacement, general confidence in ability to complete all five buildings this year. Pool cover must be replaced this summer. Discussion on siding needs as part of owner window replacement. Final decision needs to be made.

Capital Projects: New internet infrastructure must be included for office at minimum. \$30k is the quoted cost from vendor to build to VI office and all units. Need to review opt-in option for owners.



🏠 **Location:** Zoom
📅 **Date:** 05/19/2021
🕒 **Time:** 12:00 PM

Association Board Meeting

Hans provided an updated project list with north stairs funded out of Reserves for Board to review and finalize in the next meeting.

Adjournment – Erin made a motion to continue the meeting and formalize voting Thursday 5/27/21 at 5pm, Hans seconded, motion passed unanimously, adjourned 7:32

5/27/21 5:00pm Meeting Continuation

5:03pm chair called to order; Present - Michael Murphy, Erin Simonson, Kristina Hillman, Hans Breivik, John Rennie

Continued from 5/25/21:

Budget – Completed discussion on Operational Budget, Reserve and Capital projects.

John made a motion to approve the FYE22 Operating Budget of \$335k expense not including the Unit 12 & 27 costs that factor into the final total assessment which will be calculated to net revenue and expenses to ~\$0, Kristina seconded, motion passed unanimously

John made a motion to approve FYE22 Reserve Assessment of \$75k, Hans seconded, motion passed unanimously

John made a motion to approve a Special Assessment for Internet Infrastructure up to \$30k, Hans seconded, motion passed unanimously

Hans made a motion to approve the Reserve spend of \$176k on “Rev6” version of the project plan (he sent to all Board at 5:35pm), John seconded, the motion passed 3-1

Adjournment – Kristina moved to adjourn the meeting, John seconded, the motion passed unanimously, adjourned 5:56pm