

# MARINERS VILLAGE CONDOMINIUM UNIT OWNERS' ASSOCIATION, INC.

## Board of Directors Meeting

*Sunday, November 23, 2008, at 1:30pm  
The Cabana at Mariners Landing*

### AGENDA / Meeting Minutes

(approved at 2/7/09 meeting)

1. Call to Order / Determination of quorum – The meeting was called to order at 1:30pm. Directors present – Hu Shaffer, Skip Lowman, Tom Burns, Ed Moldenke (by phone for Board action requiring a vote). Matt White, president of property management company East Lake Real Estate, was representing ELRE in the absence of Maureen Baker (designated as PM in following). Kevin Humphries, unit 52, was also present.
2. Reading and approval of minutes of 9/14/08 board meeting – Minutes were distributed by email prior to the meeting. Meeting minutes were approved as distributed, and will be posted on the Association website.
3. Unit owners' comment period – No unit owners' comments.
4. Treasurer's report –  
Board treasurer Skip Lowman reported 10/31/08 account balances as follows – Capital Reserve account \$82,114, Operating account \$15,825.60. Skip is still working on projections for the updated 3-year rolling budget. Treasurer's report was accepted. Skip distributed a summary document showing the 2008 budget, estimated 2008 yearend income and expense totals, and 2009 recommended budget. Based on these comparisons, Skip recommended a dues increase of \$7.89 per quarter from \$320.28 to \$328.17 in 2009. The dues increase and 2009 budget were approved unanimously.
5. Unfinished business (Numbers refer to issue-tracking spreadsheet items) -
  - 1.01 - Storage closets:  
Closet replacement costs for Building 1 were around \$9300 for full replacement. Skip will include \$10,000 in the 2009 Capital Reserve expense budget for this work and we will need to develop a plan for what should be done in 2009. The Board requested the PM to contact John Gauldin for a recommendation on scope of work for the remaining 5 buildings.
  - 1.04 - Cleaning, painting, wood sealing, mold/mildew:  
Reserve budget 2008 activities planned but not completed include painting Building 3; pressure washing and sealing Buildings 4, 5, and 6 (and completing Building 3); soffit cleaning Buildings 5 and 6 on the street side; and soffit cleaning all buildings on the lake side. The budget scope for 2009 will include these, and painting Building 4. The PM was requested to put a summary list together and get bids for the above work.
  - 1.08 - Concrete walk:

The concrete walkway adjacent to the entrance of unit 24 settled and is a trip hazard. The sense of the Board is that we will be unable to resolve completion of this work with Alouf. The PM will contact the owners of unit 24 to let them know we are actively working to resolve the situation. A motion was proposed to request the PM to get a quote for concrete repair or replacement, and if \$750 or less, do the work. The motion was seconded and passed unanimously.

2.07 – Landscaping, pampas grass, etc. (Top Notch items):

The PM will work with Top Notch within current contract scope to manage landscape shrubs, based on her experience. This includes cutting back pampas grass twice annually and managing its spread.

Cleaning walks and stairways was being performed by Top Notch within its contract once Trinity personnel were no longer involved. Board members were not sure how it will be done during the winter – PM will check with Top Notch to make sure they continue during winter months.

2.08 - Reseeding, wildflower planting:

Sense of the board is that we will be unable to resolve with Alouf. The Board requests that the PM discuss grass seeding recommendations with Top Notch, and whether to perform seeding yet this fall or next fall.

3.07 - Internet service:

Matt White is still working on cost-effective means for bundling phone, TV, and internet services, and running fiber through the resort, but hasn't secured reliable capability yet. The intent would be to run fiber from the Pointe to other areas of the resort.

3.10 - Parking lot damage - units 18, 70:

Some action was taken by the renter of unit 18, but it has not been looked at. Nothing else new was known – revisit again at next meeting.

Legal support – discontinue retainer with Chadwick Washington?

We need to have a registered agent, and transfer agent information from Chadwick to the new agent. Matt shared that average legal costs for the Pointe using Stuart Sadler have been about \$500 annually, compared to our \$900 retainer, which Skip has removed from the 2009 budget. A motion was proposed to change to Stuart Sadler as our registered agent effective 1/1/2009. The motion passed unanimously. Hu will notify Chadwick Washington.

6. New business –

Dealing with delinquent accounts for Association dues:

Skip distributed copies of outstanding balances as of 10/31/08. Items of note -

Skip will get with the PM to resolve any inconsistencies in assessment of late fees and penalties in view of the legal opinion (see late fees and penalties below).

Building 49 – the Association cannot collect the back dues for unit 49, and will need to write it off.

Insurance deductible reimbursements – We do not know the issue with unit 66. Skip and Kevin will research it. With respect to unit 36, the owners had informed Hu by email that they paid the bill, but no payment has been recorded. The 5/3/08 board meeting

minutes recorded that Trinity indicated they received payment. Skip sent emails in May and June '08 to Trinity requesting transmittal of unit 36 owner's check, but received no reply. Skip will re-forward emails to Board members and the PM. The Board requests the PM to contact the owners of unit 36, asking if they could provide information on the payment, as the transaction was with the previous PM.

2009 association budget – see Treasurer's report above.

2009 monthly assessment – see Treasurer's report above.

Timing of quarterly owner invoices (as suggested by Maureen last time):

The Board agreed to maintain the current practice of issuing bills by the 10<sup>th</sup> of the first month of the quarter, due within 30 days.

Late fees & penalties (to consider using format Maureen described for other community interest associations under EastLake management):

The flat late fee is not collectible, per Stuart Sadler, because it is not supported by Association bylaws.

2009 insurance (master casualty, D&O, workman's comp, etc.):

The Board requests the PM to begin looking into 2009 renewals. The need for having fidelity bond coverage was discussed briefly.

Review 2009 contracts for all services (EastLake, Books & Ledgers, Top Notch, Dotson Bros. (pest control), M & M (irrigation)):

Currently M&M is contracted for startup, shutdown/winterization, and in-season repairs. The Board is willing to consider alternative bids, particularly from within Mariners Landing.

#### 7. Other items -

Association charge for mowing of adjacent JW Holdings property – PM will confirm payment by JW Holdings before yearend. Billing for mowing services in 2009 will be directly from contractor to JW Holdings.

DirecTV service – owners' closets are "limited common elements" and it is the Board's decision as to the need for access and manner under which access is to be achieved. Ed will contact the relevant owners to remind them of this fact, which is documented in the Declaration of Condominium.

Numbers on unit doors – Numbers are missing on some entrance doors that were painted, and on Building 4 side unit closet doors which face the parking lot. Replacement numbers need to have more reflectivity to make them more visible for renters and 911. The Board requests that the PM consider replacement vinyl numbers that would address this concern.

Common elements sidewalk near unit 69 – drainage issues. There are dirt trails from rain. Skip will submit his resignation effective upon conclusion of the next board meeting. Board intent is to appoint Kevin Humphries to succeed Skip, to be voted upon at the next meeting. This is consistent with stated plans at the time Skip purchased his home in The Cove and put his unit on the market.

8. Date and time of next BOD meeting –  
Ed's projection was that we would need another BOD meeting in late January or early February. Hu will send an email with selected date alternatives for Board members to respond with their preferences.
9. Adjournment – The board meeting was adjourned at 4:25pm.

Respectfully submitted,

Tom Burns  
Secretary