

TOWN HOME AT LUDLOW BAY ASSOCIATION
BOARD MINUTES FOR 10am 2/10/26

1. Owner forum
 - a. Jen Harrison spoke to the pending owner survey on short and medium term rentals. She requested a list of owner emails. Confirmed the role of the working group is to gather information. Voiced concerns about the current managing agent.
 - b. Caitlin spoke to the raised tile and presumed tree root by the dumpster. Advised the HOA was pursuing a professional to review.
 - c. Don H. and Caitlin asked questions on courtyard drainage to which Lewis responded.
2. The meeting was called to order by President John Witte at 1025am. There was a quorum with Norman Ingram, Lewis Hale, John Witte and Rose Lincoln present
3. The minutes for the for the 1/13/26 board meeting, previously provided to board members for review, were approved by unanimous consent.
4. Reports
 - a. Finance
 - i. \$4,458 at Kitsap Bank
 - ii. \$71,139 at Schwab (\$50,000 in CD's and \$21,139 in MM at 3.42%. Looking forward, current CD rates are 3.85% for 2 years and 3.75% for 1 year. The board preferred to limit CD terms to 1 year.
 - iii. 1Q Dues are all paid.
 - iv. There was an 'AI' error in the QuickBooks accounting program with landscaping maintenance being coded to general maintenance. This has been corrected.

- v. Next week Norman will be moving \$5,500 to Kitsap from Schwab to pay upcoming bills.

b. Landscaping

- i. Getting ready to plant primroses.
- ii. Will be removing some large heathers to improve sprinkler coverage
- iii. Re sprinkler inspection, Russ advised he can keep the sprinklers working effectively without the need to have a professional review the system.
- iv. We will have more perennials and flowers this spring
- v. Rose is working with Russ on a landscape work plan for 2026/27 and identifying any associated incremental costs.

c. Maintenance. Rose is working with Russ (and possibly an arborist) on a solution for the walkway tile uplift in the courtyard for building 300.

d. Master.

- i. Still trying decide what to do with Burner Point erosion
- ii. Rose has still not found a weed person to work on Tract C

6. Old Business

- i. It was noted that for the Managing agent's search we are looking for two RFP's, one for owners requirements and one covering the HOA conditions from the declarations. Rose requested a copy of the current contract, applicable sections from the Declarations and email address list which Lewis will provide, copy to Norman and John.

7. New Business

- i. John has reserved the Beach Club for 7/11/26 at 2pm for the HOA annual meeting.

8. Next meeting date 10am March 10
9. Board went into executive session to discuss the request to authorize a working group to develop an RFP for the association managing agent for rentals.
- [10.] After discussion the board voted to authorize the working group to draft a proposed RFP for the managing agent for rentals. Rose will be the board member responsible for working with the group. Lewis will provide the owner email list and applicable sections of the declarations and other relevant information for the group.
- 10.[11.] Adjourned at 1115

Lewis Hale, Secretary