

TOWN HOMES AT LUDLOW
MINUTES FOR BOARD MEETING 10am, April 16,2024

1. Meeting was called to order at 10am by President John Witte. Also present were Rose Lincoln, Norman Ingram, Don Clark and Lewis Hale representing a quorum.
2. The agenda was approved as presented.
3. The minutes for the 3/19/2024 board meeting were approved.
4. Reports
 - a. Financial
 - i. Finance overview.
 1. Bank balance at Kitsap Bank was \$17,254.
 2. Schwab balance was \$82,226.
 3. The board had reviewed and approved the latest financial statements.
 4. Financial year end income tax liability is estimated at \$880.
 - ii. After discussion the 2024/2025 budget was approved. Given our cash position we have reduced quarterly dues to \$700 for the fiscal year starting 7/1/2024 thus producing a budgeted loss of \$15,841 for the fiscal year. Norman will handle to budget ratification.
 - iii. Expenses from 32 Heron sprinkler leak and cost recovery. The repairs to the sprinkler system have been completed and the system is operational. There remains a question mark around the electrical panel however so far the signs are encouraging. Total repair costs for work overseen by the HOA to date are \$6,430.36. John will discuss with the owners and request they submit to their insurance company for reimbursement.
 - b. Landscaping
 - i. Rose will contact the five owners with large shrubs blocking their site lines when backing out of their garages. If they want them removed, then we will replace with a smaller shrub.
 - ii. The water leak in the building 100 courtyard has been repaired and Yard Dogs have been retained to put back together including new plants if necessary.
 - c. Maintenance
 - i. Fence update.
 1. Rose will talk to owners about the pending fence staining to work out a plan, ideally to cut them back, but alternatively just work around them. The staining will likely start when the weather turns probably in May
 - d. Legal

- i. The trial involving the owners of 34 and 36 Heron Rd has been concluded and per the order of the court the gate can be repaired to its original state. Lewis will talk to Chris Mosher.

e. Master

- i. Rose has been pushing to get the road seam repaired but the master indicated that it is such a small job they have not been able to locate a contractor to take it on. It was suggested they contact Stripe Rite who did the parking area in front of building 300.
- ii. Norman asked Rose to ask the LBVA for a copy of last year's tax return.

5. Old Business

- a. Enforcement of owner responsibilities for exterior appearance items.
 - i. We will send out individual reports and ask for owners to advise their plan and timeline to correct. Board members will then follow up with a phone call.
 - ii. We will update our enforcement rule and send to owners explaining the process if they do not bring their town home into compliance.
 - iii. Many owners need a soft wash but didn't respond to an earlier email. This would address many of the violations and we will push when we write to owners.
- b. Enforcement language for a possible rule. Lewis will discuss with our attorney for sample language. Norman also presented example language from another HOA.
- c. Owner vs HOA responsibilities for gutter/roof maintenance
 - i. We will reach out to Johnny Tsunami to get an idea of pricing if multiple owners sign up.
- d. Shoreline.
 - i. The Master seems to be slow working this and Lewis will follow up with Cliff.
- e. Short term rental fee.
 - i. As previously agreed, Lewis will update the rule to remove the annual fee.
- f. Letter to owners with sprinkler closets.
 - i. Lewis will draft a letter to the owners impacted and explain their responsibility for the closet and sprinkler controls.
- g. Unit sprinkler heads.
 - i. The sprinkler heads in the earlier buildings are now over 25 years old and need to be tested. Prior to this years inspection it is imperative these owner make arrangements for the contractor to enter their town home. There is a possibility this could impact coverage in the event of a fire.

- h. Update on spring garbage event. Lewis will write to owners to see if there is any interest in a community garbage day where we would get a truck to come by and pick up our "junk". Lewis will write to owners to check interest and also remind owners of the recycling station and the community center for cardboard, plastic, cans, Styrofoam, paper and glass.
6. New Business
- a. It was agreed the annual meeting will be Saturday July 13th.
 - b. The ludlowvillage.org domain name held by the HOA has been unused and will not be renewed.
 - c. The exterior inspection was conducted on April 4. The plan is to write individually to owners and ask them to confirm within 30 days when the work will be done.
 - d. Sprinkler room electrical metering.
 - i. The meters in sprinkler rooms have expensive monthly minimum charges and we use a nominal amount of electricity during the winter. John will check to see if it is feasible to rewire the owners meter and reimburse them for the power.

The meeting was adjourned at 1130.

Lewis Hale
Secretary.

Next meeting 5/14/24 @ 10am