

## THE TOWN HOMES AT LUDLOW BAY ASSOCIATION

### BOARD MEETING MINUTES

OCTOBER 21, 2009

Meeting convened at 2:00 PM, October, 21, 2009.

Board members in attendance: Gregg Jordshaugen, Peter Joseph, Terry Smith.

Motion was made by Gregg to approve the minutes of the September 19, 2009 and October 3, 2009 Board Meeting. The motion was seconded by Peter Joseph. The motion was approved unanimously by the board.

Agenda items and discussion points follow:

1. Building maintenance and repair

a. Status of current repair projects

*Still in process-*

*Runge's: Gutter needs to be replaced, otherwise this repair is complete. Gregg will check with Brent on the gutter replacement.*

*Lanterman's: Peter checked on this. The board under the window has been replaced.*

*Hashbarger's: There was no indication of water based on Gregg's visual check. The owner will check when out in early November. Paint overspray at Hashbargers is still an open issue. Gregg will address this.*

*Clark's: Appears to be stable at this point.*

*New repair issues-*

*Joseph's: There is a roof leak that appeared after the recent major rain storm. It appears to have originated under the roof cap. Peter will be submitting this to his homeowner's insurance. The board will take this situation under advisement at this point and will revisit this when Peter has more information.*

b. Caulking and building inspection revisited

*This is a proactive approach to preventing damage to the units. Technically, caulking is an individual owner responsibility but damages from water can be a gray area of responsibility for the Association. In light of this, the board is considering hiring a contractor to inspect and caulk as needed, as a preventive measure. This will insure that the Association covers exterior maintenance responsibilities that could lead to potential financial impact on the Association.*

c. Contractor interviews continued

*Peter has continued to identify contractors in terms of a preferred provider list. A prime contractor for the Association has not yet been identified; additional resources are still being sought by the board. The question stands whether we should have specialists in each area or an overall contractor that is licensed and bonded and can perform a broad scope of work.*

d. Establish annual recurring maintenance schedule

*The Board will develop and maintain a list of annual maintenance tasks and a schedule of when inspections are required.*

e. Roof inspection

*Gregg moved to approve C&M Roofers to do inspection, caulking and minor repairs of the roofs as bid at \$575. Terry seconded the motion. Motion approved unanimously.*

f. Other

*No other items were identified for discussion.*

2. Propane tanks

*Peter and Gregg will schedule a time to meet with Sunshine Propane. Gregg did pick up very limited information from PLA including a certification of inspection on the tanks. This packet did indicate that the tanks are the responsibility of the Townhome Association.*

3. Financial transition with PLA completed

*The financial transition is now complete.*

4. Review September 30, 2009 financial statements

*Our bookkeeper will work with the Treasurer on accounts payable moving ahead as the monthly financial statements are prepared. This should not be a significant issue as we are paying our bills as they come due and are not in arrears.*

*The motion was made by Peter Joseph to approve the September, 30, 2009 financial statements. The motion was seconded by Gregg Jordshaugen. The financial statements were unanimously approved.*

*The current Association cash balance as of 10/21/09 is \$40,013.98. Twenty of twenty-five townhome owners have paid assessments for the period commencing 10/1/2009.*

5. Notification to owners of Billing & Collection Policy

*The Billing & Collection Policy approved by the board on October 3, 2009 will be effective as of January 1, 2010. A letter and email from the board outlining this policy will be forwarded to the owners within the next 30 days.*

6. Maintenance history and ownership documentation project  
*This project is underway. The Board agreed to reimburse Peter for the ink cartridges for printing pictures documenting the current maintenance status of the Townhomes.*
7. PortLudlowToday.com website  
*Peter will schedule time later in the year to set access up for this.*
8. Plan for drafting Rules & Regulations  
*Board will divide up responsibilities for rules & regulations regarding noise, common courtyard courtesy, deck cleaning and maintenance, short term rental policies, landscaping parking, enforcement and fines, architectural control committee for Townhomes, and owner use of mechanical rooms. Peter will start this process and circulate his draft to the other board members for comment and refinement.*
9. Exterior paint and roofing study  
*The Board will wait for further feedback from the C&M inspection on the roofing condition and life expectancy of the roof on each building.*  
  
*Exterior painting is a more immediate need for many of the buildings. Some buildings have had some work done since construction (6-7 years ago.) Gregg will work with a painter to determine what schedule for painting maintenance needs to be established by the Board.*  
  
*Once the roof and paint studies are complete, the Board will define a mechanism for communicating these findings to the owners.*
10. Policy for notifying owner of new Rules & Regulations  
*The Board will provide both electronic and mailed copies of ratified Rules & Regulations to all homeowners once they are approved by the board.*
11. Policy for making Board minutes available to owners  
*Once the Port Ludlow live site is available to the Association, board minutes will be posted for owner review. In the interim, minutes are available upon request of the owners. This will be noted in the cover letter that goes out with the new Billing and Collection Policy which will be distributed to the Townhome owners.*

The meeting was adjourned at 3:15 PM.

Respectfully Submitted,

Terry Smith  
Secretary  
Board of Directors

Town Homes at Ludlow Bay Association