

THE TOWN HOMES AT LUDLOW BAY ASSOCIATION

BOARD MEETING MINUTES

December 12, 2009

Meeting convened at 2:25 PM.

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

Agenda items and discussion points follow:

I. Approval of October 21, 2009 meeting minutes.

Motion was made by Gregg to approve the minutes of the October 21, 2009 meeting. The motion was seconded by Peter Joseph. The motion was approved unanimously by the board.

II. Review & approval of November 30, 2009 financial statements.

Financial statements are subject to revision. The board did not approve the financial statements as stated. Peter Joseph will work with Linda Cook on an accounts payable carry-forward that is inaccurate.

III. Building maintenance & repair.

A. Status of current projects

1. Bernie Brown: *Dealt with by owner*
2. Peter Joseph: *Dealt with by owner*
3. Bill Master: *Dealt with by owner*
4. Doug Barker: *Two invoices were submitted to the Board for work completed by Jeremy Vance in the amounts of \$1578.27 and \$401.11. Peter moved that these invoices be paid; Terry seconded the motion; the motion was approved unanimously by the board.*
5. Mark Daymond: *The gutter work requested is being scheduled by the contractor.*
6. Jim Brown: *Roofing issue is still pending. It is anticipated that this is potentially a flashing or siding issue which could be an Association responsibility.*

B. Determining future maintenance requirements/schedules for exterior painting by building and roofs.

-This is under evaluation with a painting contractor.

-There is a need to evaluate areas where primer has been applied with no finish coat.

C. Association funded maintenance requests and oversight.

-To be addressed in proposed Rules & Regulations modification.

- D. Result of C&M Roofers inspection.
-No major issues identified at this time.

- IV. Creating a maintenance manager position.
-The Board is considering hiring a part-time maintenance manager to field calls from owners and manage maintenance work with board oversight. The individual hired would be an independent contractor.

- V. Landscape budget review.
-The Board is reviewing the landscape budget.

- VI. Propane tanks and meeting with Sunshine Propane.
-To be scheduled

- VII. Review drafts of Rules & Regulations.
-The Board continues to draft rules and regulations in regard to Association responsibilities for repair and maintenance as well as some general "common courtesy" guidelines.

- VIII. PortLudlowToday.com website.
-Peter Joseph noted that this is nearly complete with access to owners targeted no later than January 1, 2010.

- IX. Fire Department lockbox for town home keys.
-Owners need to be reminded that a spare key needs to be taken to the fire department for fire/emergency access to townhomes. This key box is by the original mailbox stand by the Inn and is maintained by the fire department. Terry will draft a reminder to all townhome owners to do so.

- X. Other Topics
-Owners need to provide the Master Association with the declaration page of their current insurance coverage.

The meeting was adjourned at 3:30 PM.

Respectfully Submitted,

Terry Smith
Secretary
Board of Directors
Town Homes at Ludlow Bay Association