

## THE TOWNHOMES AT LUDLOW BAY ASSOCIATION

### BOARD MEETING AGENDA

February 21, 2010

Meeting convened at 1:00 PM.

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

Agenda items and discussion points follow:

- I. Ratify electronic approval of December 11, 2009 meeting minutes.  
*A motion was made by Peter to approve the minutes of the December 11, 2009 meeting. The motion was seconded by Terry. The motion was approved unanimously by the board.*
- II. Ratify electronic approval of December 31, 2009 and January 31, 2010 financial statements.  
*A motion was made by Peter to approve the December, 2009 and January, 2010 financials. The motion was seconded by Terry. The motion was approved unanimously by the board.*
- III. Financial report including current cash position.  
*The current cash position was reviewed and deemed adequate by the board. One association member is still delinquent for 1<sup>st</sup> quarter 2010 assessments.*
- IV. Building maintenance and repair issues
  - a. Bernie Brown  
*This repair is nearly complete. Homeowners insurance will not cover the repair. A bill of \$7476.56 from Ashcroft Creations was presented and approved for payment. A new exterior leak has developed.*
  - b. Peter Joseph  
*Has a leak issue. .*
  - c. Bill Master  
*LP siding area to be replaced. Peter is working with a contractor on this.*
  - d. Doug Barker  
*Exterior repair in final painting stage. Expense of \$2596.18 incurred and paid.*
  - e. Don Clark  
*Reimbursed Don Clark \$1840 for exterior repair.*
  - f. Lewis Hale  
*Minor leak. Chimney cap inspected.*
  - g. Mark Daymond  
*Roof drainage issue involving gutter flashing. Paid 43.36.*

- h. Jim Brown  
*Reimbursed Jim Brown \$254 for exterior repair.*

#### V. Rules & Regulations

- a. Maintenance & Repairs  
*Motion to approve deferred until the next board meeting.*
- b. Neighborhood Courtesies  
*Motion was made by Gregg to approve the Neighborhood Courtesies Rules & Regulations as edited by outside legal counsel. The motion was seconded by Terry. The motion was approved unanimously by the board.*
- c. Short Term Rentals  
*Motion was made by Gregg to approve the Short Term Rentals as edited by outside legal counsel. The motion was seconded by Terry. The motion was approved unanimously by the board.*

#### VI. Maintenance arrangement – Mike Lane

*A motion was made by Gregg to approve the maintenance arrangement with Mike Lane. The motion was seconded by Terry. The motion was approved unanimously by the board.*

*Mike will work on an hourly basis with a guaranteed minimum of two hours on-site. Projects will be designated by the board such a trim paint, and power washing of walkways. Mike will do oversight of general maintenance need s and present recommendations to the board. His responsibilities will include:*

- 1.) Liaison for repair projects with other contractors, performed on behalf of the Association.*
- 2.) Perform Association repairs, for which he is qualified.*
- 3.) Perform work for Individual homeowners as requested, at their expense.*

*The board will send a note to owners with Mike's background (he is not to go above the first floor) and post his contact information on Port Ludlow Today.*

#### VII. Propane system

*There have been several meetings with Sunshine to discuss the ownership and maintenance of the propane system. As best as can be determined, the system is believed to belong to the Association, as it is linked to Building 100. There are 4 tank permits that were identified. The published life of these tanks is 30 years. The estimated replacement value currently is \$20,000.*

- a. Signage  
*Signage will be provided by Sunshine to indicate gas lines.*
- b. Jurisdictional issues  
*The Association will assume responsibility for maintenance.*
- c. Regulators  
*Testing of the system and replacement of regulators will be completed in the spring of 2010.*

#### VIII. Fire sprinkler system

*The board will explore alternatives to Mountain Alarm as this is a high expense item to the association running approximately \$6900/year.*

a. Monitoring company

*Gregg will explore other monitoring companies including Fire Protection of Seattle.*

b. Equipment & telephone lines

*A proposal will need to consider monitoring, back flow testing, and the availability of a radio system versus the current dedicated phone lines that the Association pays for.*

c. Other issues

*Mountain Alarm has not been responsive to board phone inquiries in regard to services provided to the Association.*

#### IX. Develop a regular maintenance plan

a. Long-term issues

1. Painting (meeting with Mike Groff)

*The board will develop a paint schedule and assessment policy to address exterior painting.*

2. Other

*Roofing issues will continue to be addressed on a case-by-case basis.*

b. Short-term issues

1. Gutter cleaning

*To be addressed the summer of 2010.*

2. Caulking

*Mike Lane will do a walk around to check and do caulking as needed.*

3. Walkway cleaning

*Mike Lane will pressure wash walkways this spring.*

4. Other

*Gutter leak repair will be addressed summer, 2010.*

*Roof Treatment/moss will most likely need to be completed summer, 2010.*

#### X. Other general maintenance issues

a. Thermostats for electrical heaters in mechanical rooms

*The board will request Mike Lane to look into this.*

b. Landscaping

*Peter will be setting up a wholesale plant contract with a greenhouse in Port Gamble for Alice. Landscape fees are being paid as incurred on an hourly basis.*

*A proposal was made to change out landscape water meters so that all buildings were on a 1" meter. The change out will cost \$260 up-front but will save the Association \$798/year. The motion was made by Terry to approve this. Gregg seconded the motion. The motion was approved unanimously by the board.*

c. Deck

*Townhome owners are encouraged to contract with Mike Lane for deck cleaning and maintenance. This is an individual homeowner responsibility. This is important in maintaining the appearance of our townhome community.*

XI. Communications

a. PortLudlowToday.com website

*All Association minutes and financials are posted on Port Ludlow Today for homeowner review. Homeowners are encouraged to check this site regularly.*

b. Written and electronic correspondence with owners

*Minutes are electronically posted. Late assessments will be communicated via email unless a townhome owner has expressed a direct preference for mailed correspondence.*

XII. Issues for Ludlow Bay Village Association

*The Townhome Association will present the following points to the Village Association for discussion:*

a. *Passive easement on beach side of townhomes*

b. *Dune grass & beach roses*

c. *Harbormaster building maintenance*

d. *Heron Road*

e. *Creosote piling & log removal*

f. *Parking issues*

g. *Inn building maintenance issues*

Meeting was adjourned at 3:20 P.M.