

THE TOWNHOMES AT LUDLOW BAY ASSOCIATION

Board Meeting Minutes

October 3, 2010

Meeting convened at 1:00 PM.

Board members in attendance: Gregg Jordshaugen, Lewis Hale, Terry Smith.

Agenda items and discussion points follow:

I. Approval of August 4, 2010 meeting minutes.

A motion was made by Gregg to approve the minutes of the August 4, 2010 meeting. The motion was seconded by Lewis. The motion was approved unanimously by the board.

II. Approval of August, 2010 financial statements.

A motion was made by Terry to approve the August 2010 financials. The motion was seconded by Lewis. The motion was approved unanimously by the board.

III. Financial report including current cash position.

As of the end of September, the Association has a balance of approximately \$13,000 with pending bills of \$3400.

IV. Building maintenance and repair issues

- a. Peter Joseph: *Siding and Post Repair underway.*
- b. Bernie Brown: *Siding and Post repair underway. The post fascia issue will be addressed by the Association. A structural issue involving the post was identified and will be the responsibility of the townhome owner.*
- c. Gregg Jordshaugen, Lewis Hale: *Minor repairs pending.*
- d. *Giraffe Gutter has completed the gutter cleaning and repair work.*
- e. Review of ongoing obligation of the Association in terms of what is truly defined as exterior appearance and the associated maintenance. What is the line between exterior appearance and structural integrity?
The Board is concerned about the level of expenditures for exterior work to-date. After discussion, it was agreed that the Board needs to seek the input and approval of the Association membership as to how to best address the definition of what is "exterior appearance maintenance" as it relates to the overall benefit to all townhome owners. The board will review options and present a revised rule/regulation defining this to the Association for their comment and approval at a special meeting of owners to be called in February, 2011.
- f. *The Board is reviewing the results of the recent maintenance study completed in terms of Association concerns as well as issues that need to be brought to the attention of individual owners.*

V. Review of Property Management Proposal

To address the overwhelming time commitment that the Board is personally investing in management of the maintenance and repair, landscape oversight, and individual owner requests, the Board voted unanimously to pursue further discussions with property management candidates. The Board will interview Mike Derrig who serves as a property manager for other Port Ludlow Associations including North Bay and Admiralty.

VI. Owner Responsibilities Versus Association Responsibilities

The Bylaws of the Association state the purpose to be management, maintenance, social, and recreation as its defined role. Owners must pursue their own legal recourse to address perceived litigious complaints as the Association cannot file complaints or take legal action on the behalf of individual owner other than to represent the owners' collective concerns and issues to the Master Association, as it may apply. Individual owners with concerns need to identify their issues to board members as a collective group via email or letter.

VII. Master Association Updates

- a. A majority of owners have not provided documentation of their homeowner's insurance coverage. Some deficiencies have been noted in documentation provided to date. The Board will review coverage of owners and consult with the Master Association as to how best to address this. It is to the benefit of all owners that adequate insurance is in place to repair/replace damages that may occur to the property and manage overall liabilities that could arise.*
- b. A survey of the townhome boundaries will be completed by the Master Association early next week to determine the Master Association landscape responsibilities versus that of the individual owners. The corner markings should not be disturbed.*

VIII. Review landscape maintenance arrangement

The Board has agreed to pay Alice Lombard's labor expenses as a monthly reimbursement despite seasonality. Flowers, plants, bark and gravel will be reimbursed as incurred.

IX. Special Meeting of Owners

The Board is planning to call a special meeting of the owners to consider a revision of the Rules & Regulations: Maintenance & Repairs, the approval of a potential property management arrangement, and the establishment of adequate reserves to support the maintenance rules and regulations ratified.

Meeting was adjourned at 3:20 P.M.