

THE TOWNHOMES AT LUDLOW BAY ASSOCIATION

Board Meeting Minutes

December 12, 2010

Meeting convened at 10:00 AM.

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

Agenda items and discussion points follow:

I. Approval of October 29, 2010 meeting minutes.

A motion was made by Gregg to approve the minutes of the October 29, 2010 meeting. The motion was seconded by Lewis. The motion was approved unanimously by the board.

II. Approval of October/November 2010 financial statements.

A motion was made by Terry to approve the October/November 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 meeting date, the Association has a balance of approximately \$11,472 net of pending checks that have not yet cleared. We are still expecting a repair bill for fire/sprinkler system and landscaping for December payment.

The Association currently has assessment receivables of \$764 as of December 12, 2010 from the following owners: Scott Gibson.

Based on current levels of expenditures, the Board anticipates that our balance will drop below \$10,000 before year end. Do note that if this occurs, it will trigger an additional \$500 assessment on January 1, 2011.

IV. Filing of 1099s

Linda Cook is preparing the 1099s for our vendors. The transmittal forms will be reviewed and signed by the board.

V. Current Building maintenance and repair issues

- a. Hashbarger: *Repair of \$1100 completed. Leak around a window.*
- b. Jordshaugen: *Roof leak completed. Expense of \$400 paid.*
- c. Clark: *May be outstanding issue; proposal pending.*
- d. Lanterman: *Exterior garage trim need evaluation and is still pending. Board has not had time to explore this.*
- e. Sprinkler system, Building 400: *Froze over Thanksgiving. Related to maintaining heat in the utility closets. Association was not notified by Olympic Water/Inn (who notified the*

water company) for 5 days that the system was out and it did not trigger an alarm with the monitoring company. The alarm company was very responsive once they were notified of the need for repair. Reinforces need for a property manager.

f. Caulking and painting touch up: Not completed before the weather turned inclement.

VI. Maintenance responsibility for property on beach side of Townhomes

Still awaiting landscaping standards from the Master Association for the beach management for Tract C. The Association will then implement compatible standards for Townhome owner's lots.

VII. Joseph demand request for payment on LP Siding

Based on Board review, the specifics of the agreement between Troy Crosby and Peter Joseph are unclear. If an agreement does exist, liability is between PLA and Peter. A letter will be sent by the Board advising the Josephs.

VIII. Result of independent property inspection

Issues raised in the survey/inspection need to be addressed as significant, timely projects by the Association and the individual homeowners. Implementation is pending Feb owners meeting to approve funding.

IX. Property manager

The Board will interview Mike Derrig on December 12. He lives in the community and has had extensive experience with townhome/condo management in the Port Ludlow community. References have been positive. The estimated cost will be \$44/unit/month or \$1100/month for the overall Association.

X. Special Meeting of Owners in February, 2011

The Board will provide a revised maintenance policy in advance of the meeting to address the responsibility of the Association versus individual owner responsibility for repairs and associated financial costs. The Board strives for the participation of all owners in the discussion of this decision because of the associated financial liabilities. Funding for further assessment is needed to better understand the immediate needs and future scheduling of the Association maintenance responsibilities.

The meeting date will be tentatively February 26 at 2 PM. A conference line will be provided for dial in participation. A meeting notice will be provided after the first of the year.

Meeting was adjourned at 12 P.M.