

## Town Homes at Port Ludlow Board Meeting Minutes for 11/18/2012

All present by phone conference: Al Wagner, Doug Barker and Lewis Hale

1. Meeting was called to order at 1600 by Board President Al Wagner
2. There was a motion to approve the September Board minutes which was unanimously approved
3. The ownership and use issues surrounding the parking spaces in front of building 300 were discussed. It was agreed Al would talk to Larry Smith about the history of these spaces and the easement granting use to all owners in building 300.
4. The issue of some owners being confronted with a new lender requirement to purchase flood insurance was discussed. One owner has ordered an elevation survey to satisfy their lender and this was tabled for further discussion until we learn what the result of that survey is.
5. The gutter cleaning was completed as scheduled. Gutter Snipes, the contractor, was to provide Al with an evaluation of the moss treatment they applied in the spring and comments on rust on the metal roofs of some town homes.
6. The need for regular servicing of owners propane appliances, particularly the furnace were discussed. This was brought up as a safety concern both because of carbon monoxide and fire/explosion risk if not properly maintained. Of particular concern is the regular inspection of the heat exchangers because of the marine/salt air causes the metal to deteriorate faster than normal. It was agreed that while this is an owner not association responsibility that Al would write to owners suggesting that they remember to have an annual inspection of the propane furnace and fire places now that we are in the heating season. It was noted that the two companies owners tend to use are Sunshine Propane and Air-Flow heating.
7. The issue of beach grass growing up against the sides of some town homes was discussed. The concern for the community is the fire hazard but it should also be of concern to owners because of the damage it can cause to the siding and structure. Al will advise owners to inspect and take appropriate action before spring when the grasses start to grow and dry out.
8. The cleaning and repair of the fences was discussed and has been deferred to spring when the weather is a bit better and to coordinate with Alice's schedule i.e. before she starts spring planting in March.
9. The issue of the recalled sprinklers in Buildings 100, 200 and 300 was discussed. This surfaced for a second time during the annual testing of the system last fall. While this is an owner responsibility the board has some concern about a fire spreading to adjoining units if the sprinklers fail to function. It was decided Al will send a copy of the report to all owners in the three buildings to ensure they are fully informed about the recall. Since replacing the sprinkler heads requires the shutting down of the system Al will advise the owners that if they want to confirm that their sprinklers are involved that they consider replacing them next year when the system is down for the annual inspection. Owners may also want to consider joining together to see if they can get a better price by getting a bid for their entire building.
10. The underground propane tanks have been serviced and the anodes replaced. These should be good for another 15 years.

11. Al requested that Doug and Lewis review the budget with an eye to evaluating if the dues can be reduced at the start of the next quarter.
12. The meeting was adjourned at 1505.

Lewis Hale

Secretary