

Lakeview Board Meeting Minutes  
Monday, March 4, 2024 @ 4:00 pm - Zoom provided  
\*\*Meeting location: Clubhouse \*\*

A WELCOME was extended by Mike Gale to owners who were able to attend the Open Board Meeting.

*An OPEN owner Q&A period was held prior to the Open Board Meeting for owners to ask questions of the Board or Management. Q&A began at 4:05 pm and finished at 4:50 pm*

Roll Call Board: Mike Gale, Ken Huguet [Zoom attendance – flu], Erika Jett & Janey Bennett.

Absent: Mike Carr.

Management: Tess Allison & Cindyrae Mehler – INTEGRA Management.

Call to Order: Mike Gale, Vice President, called the meeting to order at 4:50 pm.

Approval of Previous Minutes:

Janey Bennett motioned to approve the Board Meeting Minutes of 11-13-23; 2<sup>nd</sup> by Erika Jett; and, all approved.

Janey Bennett motioned to approve the Organizational Meeting Minutes of 01-18-24; 2<sup>nd</sup> by Erika Jett; and, all approved.

INTEGRA Report:

Financial Report through 02-29-24. Tess Allison reported Operating Account with Peoples Bank at \$96,104.90 and the Reserve Account with Edward D. Jones with \$157,460.26, for a total bank of \$253,565.16 through 02-29-24. The Profit & Loss statement reflects the Association Operating Expenses are currently under budget by \$1,667.89 YTD.

Treasurers Report:

Reserves Status – Ken Huguet reports: With our first annual CD maturing this year our Reserve account has increased approximately \$1500. Four more CD's will each mature with similar increases. With interest rates holding, funds are being reinvested for next year at rates of return near 5%. We are moving in a positive direction.

Board Resignation:

Due to health concerns, Mike Carr has submitted a letter of immediate resignation from the Board. The Board formally accepts his resignation with expressed appreciation for his contributions to the complex and wishing him a full recovery.

Maintenance Update:

► Capital project work status:

- Seal Coat & Striping of Parking lot in front of clubhouse – On hold for Spring 2024 by WRS.
- Front Doors and 2<sup>nd</sup> & 3<sup>rd</sup> Floor Patios – Bids received from LJ's and Rowcliffe. No response to Bid request from Osorio. Following review and discussion, Motion was

made by Janey Bennett to approve the Bid from Rowcliffe's in the amount of \$32,450 + tax; 2<sup>nd</sup> by Erika Jett; and, all approved.

- First floor Drainage/ siding damage by Unit 111 – Bid requested from Whatcom Excavation, the vendor who has done substantial work in the complex. No response yet to bid request. Following discussion, Mike Gale notes as an option in seeking a second bid for drainage work for cost comparison would be Agate NW, LLC. Additionally, having an engineer look at this area for improved drainage options may be a consideration for the future.
- Skylight #302 – cracked/replacement - Lyndale Glass was contacted for a quote on repair/replacement. Lyndale Glass will not touch this – they will not do glass replacement or skylight replacement as this will require additional construction on the roof for the skylight to meet current code requirements. A bid was received from Joostens Roofing. They will install a skylight to code with the new roof structure in place as required for \$4,560 + tax. Following discussion, the Board requests bids from Henifin Construction and from Todhunter Glass for review and consideration prior to making a decision. It is anticipated given the age and that these are original construction skylights, that other skylights will likely need replacement in the near future also. This is an expense we will want to incorporate into the Reserve Study and build into future budgets.
- Sump Pump Installation at #107 – Project work was approved by Board with Lynden Sheet Metal for \$2,656.00 + tax with scheduling to be completed by the end of March – weather permitting.

► General Maintenance:

- Caulking issues around complex [Ken] – When the door inspection was done by Curtis Brown it was noted that Osorio had mistakenly caulked over the flashing of the windows. The windows are constructed where they need to breathe to function properly. The Board will make a list of windows and have Osorio return to correctly caulk the areas where needed and to remove the caulking material placed that over-extends failing to allow the windows to breathe.
- Deck inspections scheduled [211, 212, 216, 220, 221, 222, 223, 312, 314, 320]. Curtis Brown will complete the deck inspection on March 11 and 12. A board member will be accompanying Curtis Brown on the inspections where unit entry is required. These decks were replaced by Osorio in 2022-23. At least one is leaking onto the unit deck below.
- Osorio Services – Update on outstanding Work Order Requests - Tess Allison is working with Mateo of Osorio to obtain a list of door adjustments completed and scheduled. The board continues to wait on the post support to be painted on the front entry sign. Unit 314 deck repairs have not been completed.

Landscaping:

► Tree Pruning

- Outside of Units 320 and 323 – fix last year's hack job. Arborist Travis Dickson has been onsite for review of pruning and additional items requested by the board: Maple Trees, ivy encroachment, review of trees cut in courtyard and the breezeway walkways. Initial ivy

removal was completed around trees and trunk bases. He will be returning to walk with the board for additional review and provide suggestions/guidance in further pruning and removal of ivy from the trees. Janey Bennett will meet with Travis Dickson and has her plan for what should be done.

- Trees along pond side - Arborist Travis Dickson will look at these trees when he is next onsite.
- Landscape Committee – Janey Bennett would like to have a landscape committee. The Board unanimously approved Janey Bennett serving as Board Liaison of a landscape committee, with the committee having a 2024 allowance from the Budget in the amount of \$1,000 for plantings.

#### Unfinished Business:

- ▶ Governing documents re-write – The Board is currently reviewing updates to the Declaration and the Bylaws.

#### New Business:

- ▶ Process for Board approval of items without a meeting: Email approval of items submitted requires 100% board approval.
- ▶ Recycling lids garbage enclosure area - If you notice a recycling garbage can lid blown open or ajar [not securely closed] due to high winds or a resident failing to close same, PLEASE close the lid. A sign will be placed at the garbage enclosure area requesting all residents to do this. If a garbage lid is left open, then rainwater/snow will fill up the receptacle and/or debris will blow out of the receptacle. Thank you to all to be mindful of closing the lids.
- ▶ Level/additional Gravel along the trail – The Board will walk this area to determine a correction and select appropriate maintenance for this section of the trail.
- ▶ Unit 308 – Erika - Advises there remains a gutter/a failed downspout/ or a failed scupper by her unit still. Tess Allison will reach out to Merrill with All American Seamless Gutters to look at this area and improve the flow/drainage – to correct this situation.
- ▶ Unit 314 – Erika - Wants to know if Unit 314 deck is to be inspected? Tess Allison notes this will be done and reminds all that an excel spreadsheet was provided noting the decks/doors to be evaluated by Curtis Brown for the inspection. The information can be supplied once again if it has been misplaced.

There being no further items for discussion, Motion was made by Janey Bennett to adjourn the meeting; 2<sup>nd</sup> by Erika Jett; and the meeting was adjourned at 6:00 pm.

Minutes respectfully submitted,

Cindyrae Mehler  
INTEGRA