

Lakeview Condominium Association
Board Meeting Minutes
Monday, June 10, 2024 @ 4:00 pm - Clubhouse

The meeting was called to order by President Mike Gale at 4:01 pm. All Board Members were present: Mike Gale, Ken Huguet, Janey Bennett & Erika Jett.

Management: Cindyrae Mehler & Tess Allison – INTEGRA Management
INTEGRA was requested to take the Minutes of the meeting.

Approval of Previous Minutes: Motion was made by Janey Bennet to approve the Minutes from the 03-04-24 Board Meeting; 2nd by Ken Huguet; and, passed.

INTEGRA Report: Financial Report through 05-31-24 was given by Tess Allison –

Operating Balance	\$ 92,577.73
Edward Jones	\$162,051.21

Operating account is currently under budget by \$9,869.38 due to planned maintenance being scheduled later in the year.

Invoice from B&M Construction [sub-contractor of Rowcliffe Handyman Services] for exterior painting work in the amount of \$2,507.00 was approved and signed off for payment by Mike Gale.

Treasurers Report: Reserves status – Ken report that through 06-10-24 interest earned from reserve funds is approximately \$8,000. Also notes the rental unit reflects a consistent revenue return with the unit Lease being renewed for 1-year.

Unfinished Business:

► Governing documents re-write – Board is currently independently reviewing the redline version received from attorney Greg Thulin. Following discussion the date of Monday, 07-15-24 at 2:00 pm in the INTEGRA conference room was selected for a final review by the Board & management of the Amended & Restated Bylaws; and the Amended & Restated Declaration.

Maintenance Update:

- Capital project work status:
 - Seal Coat & Stripe Parking lot in front of clubhouse – Project will be completed in Summer 2024 by WRS. Board liaison to be onsite for project work/stripping to be determined when the work date is scheduled. It is anticipated this will be a 2-day project. Two additional parking lines that were missed previously will be noted on the map so this can be addressed when they are onsite.
 - Front Door and 2nd & 3rd Floor Patios Doors 17 doors replaced – Completed by Casey Rowcliffe.
 - First floor Drainage – Bid has been requested from Whatcom Excavation but has not been received yet. A Bid will also be requested from Agate Bay.

- Siding Damage at #101, 103, 111/201, 203, 211/301, 303, 311 – Scheduling work to be completed by Casey Rowcliffe.
- Skylight #302 – cracked/replacement scheduled for June 17th by Joostens Roofing.
- Sump Pump Installation at #107 – Completed by Lynden Sheet Metal.
- Deck Replacements: #208, #222, #314 & #322 – In process through Casey Rowcliffe. Recommendation received from maintenance to correct the side mounted posts on railings.
- Unit Entry Deck issues – Casey Rowcliffe reports flashing is missing [was never installed by prior builders] from the decking material to the solid surface. Advises this should be corrected to avoid additional future problems. Discussion on having Curtis Inspections look at these areas and prepare an additional report/ recommendation following further investigation. INTEGRA will request a time & materials Estimate from Casey Rowcliffe on the cost to correct the flashing.

► General maintenance:

- Caulking issues around complex - windows & decks/ No action at this time – maintenance is monitoring.
- Water Shut Off plaques/map - Map was provided by Ken noting main water shut off points. INTEGRA has the Unit Numbers and Building Letters for the 3-noted primary shut off points; and will order signage to be placed at each of the 3-locations. The plan is to provide this information to an owner's plumber when a water shut off is necessary for a unit owner to complete plumbing work in a unit. This should reflect a substantial savings to the association.
- Maintenance Room Cleanup - Mike Gale has agreed to take on the task of cleaning up the maintenance room and he will arrange for disposal of old items.
- Unit Number installation 1st floor patio doors – Casey Rowcliffe will complete this task.
- Porch Light Switches - no issue at this time.
- Wooden Walkway routine maintenance scheduling - Following discussion, the Board decided a product such as Wet-N-Forget would be applied each year in August/September to all walkways & railways as needed for green moss removal and as a deterrent.

Yellow grip strips on the wooden walkways – Maintenance will check all wooden walkways to ensure grip strips are placed. The Board is working toward having consistency, spacing & uniformity of placement of the yellow grip strips.

- Street Lights: Ken Huguet reports that a representative of PSE Pole Services has finally gotten back to him. PSE apologized for the delay, noting the permit process of exterior lighting from the City is a lengthy process and delays has held this work up. Hopefully the exterior street lighting on Fir Street will be addressed prior to the next Board Meeting by PSE.

- Unit 310: Concern received from resident of Unit 310 of possible water intrusion by closet area. INTEGRA has requested Casey Rowcliffe to view this area for a recommendation to correct any deficiency.
- Unit 318: INTEGRA reminds Board that Joostens Roofing will be looking at this skylight and barge board area(s) to correct any leakage of deficiency reported.

Landscaping:

- ▶ Tree Pruning for 2025: INTEGRA will reach out to Steve Conrad arborist with Urban Tree Forester to coordinate a walk of the property to review trees, and to provide a written recommendation – evaluation to the Board on scheduling of pruning/hazard tree removal/ and pruning. The report will be utilized to aid in preparing numbers under the 2025 Budget for this line item.
- ▶ Landscape Committee: Janey Bennett is serving as the Board liaison with the committee and volunteers. Heather Katahdin and Kendra Wagner has been assisting Janey with coordinating volunteer project work. Non-profit agency known as 1/million Trees came to work on removal of intrusive ivy choking 18-large trees this past week. The work completed was wonderful – greatly appreciated, and a huge thank you to this organization and coordination by Janey Bennett to get this completed. A Motion was made by Janey to do a \$100/Donation to 1/million trees as a thank you and endorsement for their efforts; 2nd by Ken Huguet; and, passed.
- ▶ Landscape Contract with Osorio Contract Service: The submitted 2-year landscape contract for services from 05-01-24 thru 04-30-26 had been previously reviewed and accepted by the Board. Formal signature of approval by President Mike Gale was completed.
- ▶ Tree Removal Invoice #616 from Osorio Contract Service for large tree/debris removal by the path from the complex to the beach in the amount of \$1,798.50 was approved for payment by the Board. Formal signature of approval by President Mike Gale was completed.
- ▶ Beach mow and trim: The landscape contract with Osorio Contract Service calls for 1x each month service work to clean up the beach area. The Board will be following the current contract schedule. Janey Bennett is following up with findings by the City and any other supplemental recommendations by the Lake Whatcom waterfront program.
- ▶ Spring of 2025 mow schedule: Tabled for review in early 2025.
- ▶ Hoses missing on buildings: Following discussion with no idea by anyone on the Board of what happened to the missing three (3) hoses on the buildings utilized for watering and fire safety, INTEGRA was requested to order three (3) 100-foot hoses from Costco to be placed on the buildings. This fall the three (3) hoses will be collected and placed in the onsite Maintenance Storage Room.
- ▶ Irrigation help: Ken Huguet showed some options for irrigation hoses and heads. He has some of the product needed to complete this irrigation set up for the plantings and trees adjacent to the Clubhouse. Following discussion and with the Board's thanks, Ken Huguet will purchase the remaining necessary parts to run these irrigation lines and work to install them for the association. Motion was made by Janey Bennett to authorize an expenditure not to exceed \$750 for irrigation materials needed to complete this project; 2nd by Erika Jett; and, passed.

New Business:

► Janitorial – Cobweb Cleaning – how many times a year? The Board determined cobweb cleaning throughout the exterior walkways should be done two (2) times each year by the janitorial crew [Osorio Contract Service]. Work to be done in March/April of each year; and again in September/October of each year.

► Clubhouse upgrades [capital project expense items under 2024 Budget]:

Wifi - \$115 per month through Comcast.

The Board is working on this project which will include establishing a Wifi connection through Comcast and a big screen TV for placement above the fireplace. The Wifi connection is to allow the association to provide ZOOM access for unit owners and screening for Board Meetings; and, to allow TV use in the Clubhouse for residents.

Motion was made by Erika Jett to approve the purchase of a large screen TV not to exceed \$1,500; 2nd by Janey Bennett; and, passed. Board President Mike Gale will complete the purchase and pickup of the TV.

► Upgrades to Gym/Exercise Room: Following discussion, Motion was made by Janey Bennett to approve an expenditure not to exceed \$3,500 for the purchase of commercial grade equipment – treadmill, weights & bench; 2nd by Erika Jett; and, passed. The equipment purchased will be placed on a 1/4ly maintenance-service schedule with Fitness Gear & Training.

► Clubhouse Flooring upgrade: Following discussion, INTEGRA was requested to obtain an Estimate from Great Floors for a waterproof vinyl laminate in wood tones for new flooring in the Clubhouse AND for new carpeting on the stairs in the Clubhouse.

DATE of next quarterly Board Meeting: Monday, September 23, 2024, at 4:00 pm in the Clubhouse. Potluck could be held by all at the Beach Cabana following the meeting.

There being no further items for discussion, Motion was made by Ken Huguet to adjourn the meeting at 6:07 pm; 2nd by Janey Bennett; and, adjourned unanimously.

Minutes respectfully submitted,

Cindyrae Mehler
INTEGRA