

# Lakeview Board Meeting Minutes

## Thursday, September 7, 2023 @ 4:00 pm

### \*\* Clubhouse \*\*

Roll Call Board: Mike Gale, Ken Huguet & Erika Jett.

Management: Tess Allison & Cindyrae Mehler – INTEGRA Management.

Call to Order: Mike Gale, Board President, called the meeting to order at 4:04 p.m.

Approval of Previous Minutes:

Erika Jett motioned to approve the Board Meeting Minutes of 06-05-23; 2<sup>nd</sup> by Ken Huguet; and, all Approved

Ken Huguet motioned to approve the Executive Meeting Minutes of 06-05-23; 2<sup>nd</sup> by Erika Jett; and, all Approved.

Erika Jett motioned to approve the Special Meeting Minutes of 08-17-23; 2<sup>nd</sup> by Ken Huguet; and, all Approved.

INTEGRA Report:

Financial Report through 08-31-23. Tess Allison reported Operating Account with Peoples Bank at \$108,127.71 and the Reserve Account with Edward D. Jones with \$156,284.51, for a total bank of \$264,412.22 through 08-31-23. The Profit & Loss statement showed the Association Operating Expenses under budget by \$26,950.21 YTD. Over 50% of the units in the association have paid their Special Assessment. REMINDER to all owners that the Special Assessment is due to be paid no later than December 1, 2023.

Treasurers Report:

Reserves status – Ken Huguet reported:

Anticipated Annual Savings from not having an employee: \$12,892.55.

The rental unit is being brought up to date at a cost of \$63,833.06. The anticipated recoup of the cost is anticipated to take approximately 26.5 months. Anticipated actual costs for 2023 Capital Reserves as outlined below were shared.

<b>Capital Projects 2023</b>	<b>Budgeted</b>	<b>Hold</b>	<b>Actual</b>	<b>Comments</b>
Asphalt paving patch/Seal Coat application	\$ 18,000.00	15,035.00	2,965.00	
Drainage System - Carport	\$ 25,000.00	7,706.87	17,293.13	
Level 3 Reserve Study	\$ 501.00	1.00	500.00	
Elevated Deck Sealing & Door Caulk	\$ 15,000.00	15,000.00	0.00	
Deck Membrane Replacement - Allowance for 4 decks	\$ 10,000.00	10,000.00	0.00	
Major Walkway Repair & Staining	\$ 38,576.00	38,576.00	0.00	
Residential - Siding & Trim Repair/Replace/Paint - Phase I	\$ 100,000.00	90,731.33	9,268.67	
Unit Deck Door - Phase 2	\$ 30,000.00	-37,419.20	67,419.20	Includes painting/rot repairs
Tree Removal/Trimming	\$ 12,000.00	-58.28	12,058.28	
Retaining Wall Replacement - Phase 1	\$ 25,000.00	25,000.00	0.00	
Attic Firewall & Venting	\$ 15,000.00	-31,182.34	46,182.34	
Trash Enclosure	\$ 1,200.00	1,200.00	0.00	
New Sign	\$ -		5,942.30	
Ridge cap Replacement	\$ -		6,141.76	
Pressure Reducing Valve	\$ -		6,002.49	
Front Door/2nd and 3rd floor patio Inspections			2,976.00	
Rental Unit	\$ -		63,833.06	
Fireplace/Chimney Install in Clubhouse	\$ -		10,000.00	Budgeted - (Hold + Actual)
	\$290,277.00	\$134,590.38	\$250,582.23	-94,895.61

Ken expressed the hope that a Special Assessment or serious increase in dues will not be required to meet anticipated reserve expenditures.

#### Maintenance Update:

##### ► Capital project work status:

- Pressure Reducing Valve installation – Completed by Lynden Sheet Metal.
- Attic Firewall & Venting – Work in process by Osorio
- Drainage – Phase 3 East end of Clubhouse – Completed by Whatcom Excavation
- Deck Door Replacement – Phase 2 [1<sup>st</sup> Floor Units] – Work in process by Osorio
- Siding/Trim Repair/Replace/Paint – Phase I of III – 1<sup>st</sup> floor – Work in process by Osorio – upon completion and prior to payment all work needs to be inspected. #122 Exterior GFI was painted over and had to be replaced. All GFI's need to be checked they are working correctly and all door trims must be repainted with proper color.
- Replace front & back door of unit 317 – Osorio Contract Services / Bid \$3,791.20 Approved. Work will be scheduled for after Attic work is completed.
- Replace back door of unit 214 – Osorio Contract Services / Bid \$4,514.72 Approved. Work will be scheduled for after Attic work is completed.
- New Lakeview Sign – Completed/installed by Special T Signs. Posts are scheduled for painting by Osorio Contract Services.
- Garage Across from Clubhouse - New Gutter and downspouts being installed by Bellingham Roof & Gutter. A gutter was reported to have come loose from the stair tower across from the clubhouse. INTEGRA was asked to have the gutter company to make the repair.
- Seal Coat & Stripe Parking lot in front of clubhouse – WRS scheduled for Monday, September 25<sup>th</sup>.
- Front Door Inspections and 2<sup>nd</sup> & 3<sup>rd</sup> Floor Patios – by Curtis Home Inspections with scheduling anticipated for Wednesday, October 4<sup>th</sup> and Thursday, October 5<sup>th</sup>. Ken Huguet will accompany the inspector and INTEGRA will provide schedule for access.

##### ► General maintenance:

- Dryer Vent Cleaning – Completed by M&M Construction
- Lighting Improvements – Completed by Casey Rowcliffe Construction
- First Floor Walkway Pipe Drainage – Work is being done by M&M Construction
- Winterization of Property – Osorio will be asked to put this on their schedule to be done before October 31, 2023.

##### ► Rental Unit Remediation: Board selected Osorio Contract Services as the vendor.

- Remediation in process
  - Appliances have been ordered – Scheduling delivery after cabinets and flooring installed.
  - Hot Water Tank – Feeds unit and clubhouse. INTEGRA will contact Lynden Sheet Metal for a bid to separate and install second HWT on first floor for clubhouse usage only.

#### **Lakeview Unit Maintenance as of August 28, 2023**

- **#121** 07/31/23 Mainline drain back up – snaked drain to remove clog by Lynden Sheet Metal and M&M Construction. INTEGRA was asked to obtain recommendation from LSM about how often the lines should be checked.

### Unfinished Business:

- ▶ Governing documents re-write – The Board will have a workshop to begin review of the documents at 4 p.m. on October 4, 2023, at INTEGRA. As part of the amended documents language to allow the sale of the manager's unit was hoped to be included. However, the attorney has advised this would require 100% approval of the entire membership as it would change the unit allocations.
- ▶ Clubhouse remodel work –
  - Fireplace Replacement. The bids previously provided were reviewed and discussed. Erika Jett motioned to accept the bid from Lynden Sheet Metal in the amount of \$7,635 + WSST and permits, for a fireplace gas insert with standing pilot light, new chimney and chimney cap. Ken Huguet seconded the motion. All approved.

### New Business:

- ▶ Gas vs Electric Vacuum/Blowers utilized by Landscapers/ Osorio Contract Services. Osorio will be reminded it is in their contract to use electric blowers when near resident entries.
- ▶ Improper Garbage Disposal. Remind owners in next newsletter to properly dispose of items in the proper container and to break down all cardboard.
- ▶ Front Door Color – White, not Off-White is the appropriate color for the entry doors.
- ▶ Trespassers along back trail. Ken Huguet reported there have been problems with trespassers. Letters have been sent to the offending neighboring homeowners and a report filed with Bellingham PD.

Next regular Board Meeting date: **BUDGET - Monday, November 13, 2023 – INTEGRA Conference Room**

There being no further business the Board Meeting was adjourned at 5:10 pm.

### Open Q&A – audience

Unit 223 – Janey Bennet asked if there would be a 2024 dues increase or special assessment. Expressed a hope for neither. The Board reported as being hopeful as well.

Unit 109 – Alan Roessler asked if an EV Charging station could be installed on the property. INTEGRA has researched this for another property and the current estimated cost for a high-end charging station would be approximately \$10,000. INTEGRA will contact PSE who has a program in place for multi-family properties and see if Lakeview would qualify for a single power post with two chargers.

Unit 225/323 – Mike Carr expressed concern over the Boards decision to move forward with the remodel of the rental unit when it was not in the 2023 Budget. He queried how the decision was made. The Board advised that multiple bids were sought, and during the bidding process, rot was found requiring additional work and increasing the cost to make the property marketable and receive the highest possible income for the Association. Additionally, it was noted by the Board and INTEGRA that in the future funds will be set aside to keep the unit current as the previous management company did not encourage this type of planning.

Unit 219 – Kendra Wagner expressed a hope for better communication from the Board about ongoing issues. The Board let it be known they are trying to do more newsletters and postings to the website to keep all owners in the know.

Open Discussion ended at 5:50 p.m.

Minutes respectfully submitted,  
Cindyrae Mehler  
INTEGRA