

Lakeview Condominium Association
Board Meeting Minutes
Monday, September 21, 2026 @ 4:00 pm – Clubhouse/Zoom option

The meeting was called to order by President Mike Gale at 4:01 pm.

Board Members present: Mike Gale, Ken Huguet, Mike Carr & Erika Jett.
Management: Tess Allison & Cindyræe Mehler – INTEGRA Management
INTEGRA was requested to take the Minutes of the meeting.

Owner Comment time [15-minutes]: Unit 116 notes by the walkway of her unit is a small tree that is infested with some white bugs & the ferns are turning brown. *Management has notified the landscapers of this and requested they address these items.*

Unit 214 notes: [a] Globes by walkways – some need to be replaced as they are not functioning. *The Board will look into this & maintenance will be referred to address.* [b] Wonders whom is responsible for window screen replacement? *Per Declaration, unit owner is responsible for window screens, unless there is damage caused as a result of an association vendor.* [c] Suggests removing the old mirror that remains in the guest room. *The Board will look into this.* [d] Requests that handrails be a consideration for the future – perhaps added to the Reserve Study as a component item. [e] Wonders if the association master policy of insurance is current? *Board responds Yes – it is current.*

Unit 322 [ZOOM attendee] notes: [a] There is a stairway light fixture between 324 and 224 that still is not working. *Ken Huguet will look into this to see if he can fix this, otherwise maintenance will be requested to repair.* [b] Wonders about elections for the board and wants to see more transparency. *The Board is following the Bylaws and current legislative requirements. Secret Ballot Voting was conducted last year and will continue as required by statute. If an owner is interested in offering their service as a candidate for the board, please submit their offer to serve as a candidate in writing to management and they could include a candidate's bio to be included in the AGM packet. Management referred her to Senate Bill 5129 for any further clarification and to see new criteria from recent legislature.*

Unit 219 notes: Wonders if the recent door replacement include painting of the door or does Integra pay for painting of the new doors? *Board responds the Association pay for painting of exterior doors installed. If there are any doors that were not painted or were not painted correctly, please contact management with the Unit Number so this may be addressed promptly by the Board.*

Q&A ended at 4:20 pm.

Approval of Previous Minutes: Motion was made by Mike Carr to approve the Board Meeting Minutes from 06-22-26; 2nd by Ken Huguet; and, passed.

Acceptance of Board Member Resignation: Resignation was received of Brooke Dittmar for health care reasons on 07-23-26 with an immediate effective date from receipt of the resignation. Motion was made by Mike Carr to accept the resignation of Brooke Dittmar; 2nd by Erika Jett; and, passed. Thank you to Brooke Dittmar for her service to the Board these past few months.

INTEGRA Report: Financial Report through 08-31-26 was given by Tess Allison -

Peoples Bank	\$ 59,279.16
Edward Jones	\$ 56,010.84
Total Bank of:	\$ 115,290.00

The Operating Account is UNDER Budget through 08-31-26 by \$12,161.75. We are running so far under Budget due to no roof & gutter cleaning being done as of this date, landscaping other has no expenses, insurance and vent cleaning. We are currently OVER budget in Reserve expenditures by \$99,158.43 because of the need to address significant rot issues.

Treasurers Report: Ken Huguet reports that \$37,304.01 was moved from Reserves to Operating in July to pay for the Capital Reserve items including extensive siding repairs/painting expenses. He touches upon the need for future saving by the association to prepare for the roof replacement project which will be scheduled as a phased project, and will be a costly undertaking. The association is receiving approximately a 4% return on the funds in the Reserve Account.

Maintenance Update:

► Capital project work status:

- Drainage between 124/125 – Completed.
- Pond side wall #24 – Resided and painted – Completed.
- Painting of entry walls and balconies – Completed

► Structural Engineering Inspection of wooden walkways – Insurance Inspection requires new report. Jason Bourne Engineering has been retained to complete the inspection required by the insurance company. The Board and Integra Management will meet with the engineer onsite on Wednesday, September 23rd to complete the walkabout for the inspection.

► Fence at Beach: Shoreline Exemption Permit received. Have the correct materials been ordered by the vendor Osario Construction to complete this job? Mike Carr advises he has been in contact with Osario and told them the fence needs to be straightened out. Mike Carr notes there appears to be no problem at this time with fence encroachment – there is a great deal of vegetation deterring encroachment and it would not be difficult for the vendor to complete the project. There remains materials and debris left at the beach from this uncompleted project. Management was requested to reach out to Osario to attempt to bring this project to a conclusion.

► Inappropriately stored personal watercraft at beach. Completed. Everything has either been removed or is properly labeled with a unit number/name. Thank you to all for compliance with making this happen 😊.

► Pathway lighting bollard replacements: Completed.

► Roofing Research/Update [Mike Carr]: Following discussion, Integra was requested to reach out to Joostens Roofing to request an onsite visit so they may complete a report/recommendation and estimates for roof replacement(s) of all buildings including the Cabana roof. The Board would like to know their recommendation on which roofs should be addressed and scheduled first as this will be a multi-year phased project, and will want to ensure ventilation upgrades would be included in the project cost.

► Clubhouse Westside Siding Repairs and the inside deck beam [Bid from Rowcliffe for \$20,000 – does not include painting]. Following discussion, the Board unanimously concluded this work needs to be done immediately prior to the winter season. Mike Carr reports he met with Casey Rowcliffe to review the initial work proposed and he narrowed the scope of the initial project work proposed to bring this Bid down to \$20,000 + WST.

Motion was made by Mike Carr to approve the \$20,000 Bid + WST to complete the work as noted above, adding that he desires to see more detail in the invoicing in the future; 2nd by Erika Jett; and, passed unanimously.

Mike Carr also notes that when he walked the property with Casey Rowcliffe they identified 24-walkways posts that need to be addressed in the near future; an informal proposal was secured from Casey Rowcliffe in the amount of approximately \$21,000. The Board requested Integra to include this item as a Capital Expense Reserve Item to be included in the 2027 Budget for review and further discussion at the Budget Meeting.

Landscaping:

► Osario Contract Renewal [Contract end date of 12-31-25] Ongoing concerns and complaints continue to be received with the landscape crew in failing to pick up and remove piles of branches, leaving dead or dying plants on the pond side and failing to clean up, not removing the dead tree between units 215 and 216, tree branches not being limbed as requested.

Following discussion, the Board decided they would like to receive 3-Bids for future landscape work with one of the Bids being requested from Osario. To ensure the Bids are apples-to-apples, Integra will email the Board the current landscape scope of work asking the Board to review same and provide any updates or changes to the scope of work sent out to each landscape company. When the final scope of work is received, Bids will be requested and provided to the Board for a decision moving forward into 2027.

New Business:

► Environmental Pest Control reported that many bird feeders are along pond side of building advising this has caused an increase in rodent activity.

► Hoses & Timers need to be put away for the winter. Ken Huguet will pick up and put away the timers. Osario will be requested to pick up, roll up, and put the hoses away for the winter.

► Winterization of the complex will be sent to maintenance to take care of in October.

► Rules & Regulations update that was reviewed at the last open Board Meeting. Following discussion, Motion was made by Ken Huguet to approve the updates to the R&R's, to email the updates to the unit owners, and to post the R&R's update to the Website; 2nd by Mike Carr; and, passed.

► BBQ Smoke concern of unit owner – considers BBQ smoke to be a noxious odor. Following discussion it was noted the R&R's allow for barbequing, and the association is in compliance with insurance requirements at this time. Lakeview Condominiums is a community environment, and smells and odors will occur. The Board plans to put this item as a point of discussion for the Owners Annual General Meeting to seek input from all unit owners on their preference addressing BBQ's.

► Dog Barking Complaints received by Integra Management. When complaints are received of dog(s) barking consistently and continuously with date and time, the unit owner is notified [phone call and warning letter]. If the issue occurs again, the next step is fines, and following that a Hearing with the Board which may include removal of the animal from the property. In the event owners/residents are concerned with the barking and the welfare of the animal – it is RECOMMENDED to reach out and report the issue to Whatcom Animal Control so the proper authorities may address the situation.

► Annual Contract proposal for 1/4ly Treadmill Maintenance and all items in the Fitness Room: Proposal received from Fitness Machine Technicians for an annual maintenance contract of \$893.80 [which would be paid in 4 quarterly installments of approximately \$223.45]. Following discussion, Motion was made by Mike Carr to approve the above proposal with Fitness Machine Technicians for a 1-year period; 2nd by Ken Huguet; and, passed.

► 2027 Reserve Items: Tess Allison with Integra notes that reserve items she has listed currently for the 2027 Budget are: 24-walkways posts, 4 decks, 3 entry walls, Clubhouse SW wall, Cabana roof replacement [treat the roof for moss this year!]. Also, advises that at this time the association is sitting at approximately being 8% funded and we will need to work to improve upon this number.

The Board also wants an Electrical Box Inspection included in the Reserve Item Expenses for 2027. This would be a unit x unit inspection of all 72-units by an electrician of all electrical boxes with an expense allocation of \$7,200 for this project.

► Added Agenda Item - Fire & Safety [Mike Carr]: Wants to have Fire Marshall look at the Clubhouse to ensure the association is in full compliance with all requirements.

**** REMINDER **** Date of next quarterly Board Meeting [Budget meeting]: Monday, November 23, 2026 at 4:00 pm in the INTEGRA Conference room. ZOOM log-in will be available for this meeting.

There being no further items on the regular Board Agenda, the Board moved to EXECUTIVE SESSION at 5:45 pm to discuss a confidential owner complaint against other unit owners reference BBQ smoke, noxious odors and dog barking; and, a separate owner letter reference dog barking issues.

The Board reconvened into regular session at 6:00 pm noting there was No Action Taken in Executive Session on any items.

There being no further items for discussion, Motion was made by Ken Huguet to adjourn the meeting at 6:03 pm; 2nd by Erika Jett; and, the meeting was adjourned.

Minutes respectfully submitted,

Cindyrae Mehler
INTEGRA