

Snowline Board Minutes

Wednesday, December 6, 2023

Meeting was called to order at 12:05 pm on Zoom.

Board Members Present: Troy Brown- President, Kyle Scott- Vice President, Secretary- Stuart McNabb, Members at Large- Kristy Zeidner and Grant Bowen.

Absent: Jeff Berkey- Treasurer/ work conflict.

Management present: Tess Allison, Cindyrae Mehler

Approval of the minutes:

08/21/2023- Board Budget Minutes- Moved by Kyle Scott, Seconded by Kristy Zeidner, Carried.

10/14/2023- Board Organizational Minutes- Moved by Grant Bowen, Seconded by Stuart McNabb, Carried.

Integra Report: Financials through 11/30/2023

1. Tess reports we are running under budget in expenses through 11-30-23 by \$12,296.88, which is reflective of the fact an onsite caretaker employee has not been utilized this year with payroll under budget by \$17,191.00
2. As of 11-30-23, the Operating Account has \$41,741.28, with reserves being at \$174,141.62, for a total bank of \$215,882.90.

Integra Reported: Maintenance completed since the AGM

1. An active water leak in 125/127 was reported. Integra sent out a crew from M&M to mitigate the damage. Cause was a failed copper pipe in the wall, which was replaced by Lynden Sheet Metal. M&M repaired the wall damage. The Board received approval after the event, as is our protocol during emergencies.
2. "On the Wire Consulting" replaced internet parts/network switches/trace components. Improvement in our internet service has resulted. Thank you, Anthony Brown.

3. All American Seamless Gutters Inc cleaned the gutters.
4. Another failed copper pipe in the basement area of the cleaning supply room caused water to leak into the Den/game room area. M&M was called to investigate, camera the lines, locate the source, and Lynden Sheet Metal's plumber completed the pipe repairs. The leak was reported by Lori Holms. Thank you, Lori Holms.

General Business:

1. **Snowline Website-** after some discussion, questions were asked and answered. A motion was moved to hire the company often used by Integra at other sites they manage, to set up a Snowline Website. Cost would be in the neighborhood of \$2500. Motion moved by Kristy, seconded by Grant, passed unanimously. Integra will work to have the website up and online in the next 60-days for the complex.
2. **Snow Removal-** Two individuals with plows were discussed as possible contractors for our parking lot snow clearing. These two individuals will be contacted to provide quotes. Once these quotes have been received, the Board will discuss and decide which we should go with for the 2024 snow season.
Ice Melt - Our janitor, Jackson Garner, will be requested to pick up 15 to 20 bags of ice melt to have on hand for the steps, etc. A bucket will be placed by the entry door with a scoop and shovel for easy application by residents to reduce ice build-up.
3. **Re-Keying of Snowline-** Master rekeying was previously approved at our AGM. Discussion centered around the master lock system and the rekeying inside the building and keyless and keyed entry locks into the building. The last quotes obtained by Lori date back to March 2022. Prior to our next meeting, updated quotes will be acquired from Bellingham Lock & Safe for Board discussion and final determination on how to proceed. Thank you Stuart for working with Bellingham Lock & Safe to obtain new quotes.
4. **Chimney Repair Unit 226/128-** The chimney at the end of the building on the trailer park side was discussed once again as it remains in need of repair. Because the chimney is a Limited Special Common Element specific to and benefiting one unit [226/128], the repair & maintenance is the responsibility of that unit. The current Board upholds the past Board's decision reflecting maintenance and upkeep of the chimney is the responsibility of unit 226/128. Integra will notify the owners of unit 226/128 that the Board's decision

- remains the chimney is their responsibility to maintain and falls under their liability.
5. **Unit 214-** Prior to the replacement of Snowline's roof, the ceiling of unit 214 suffered from leaks causing discoloration to the ceiling. The Board approves M&M to re-paint the ceiling as requested by the owner of 214. M&M will coordinate with the unit owner for access/entry to complete this work.
 6. **Rules and Regulations-** The Board plans to update the Rules & Regulations as it has been some time since they were revised. Discussion on revisions to the Rules & Regulations is held over to the March Board Meeting. .
 7. **Septic Field-** In order to protect our drain field from people driving/parking on it, the Board agreed to request a quote from local contractor Hemlock Construction to place large rocks around the field as a deterrent and protection to the drain field. Troy Brown will reach out to Hemlock Construction and report back to the Board for discussion in the March meeting.
 8. **Parking Lot-** The ongoing issue of leveling the parking lot was discussed. Troy Brown will also reach out to Hemlock Construction requesting a quote on leveling/grading work of the parking lot. When received this quote will be provided to the Board for discussion at the March meeting.
 9. **Janitorial-** Jackson Garner is working as our janitor. He is onsite for a few hours two (2) days each week. He also will be doing some light maintenance duties [landscape work, light bulb replacement]. Our Vice President Kyle Scott is serving as Jackson's liaison with the Board together with Integra Management assisting in communications.
 10. **Reserve Funds-** After many years of trying/recommending that these funds be moved into better interest producing investment vehicles, Integra will finally soon be successful. Moved by Troy and seconded by Grant to close out the reserve bank account with Peoples Bank and move these funds to Edward D. Jones Investments under the recommendation of Integra. Integra uses them with many other properties they manage. The funds will be placed in staggered CD's to receive a higher rate of interest and have the money work for us. Following discussion, it was determined that Troy Brown, Kyle Scott and Kristy Zeidner will serve as the signers on the Reserve Accounts held by the association.

11. Payment of bills- The protocols were discussed for the payment of invoices. Emergency situations, such as an active water leak, leaking pipes do not require prior or full Board approval. These bills would be submitted to the Board President for his approval to pay. Routine bills [utility, general maintenance] are paid without prior Board approval. Other bills such as capital project items are submitted to the Board for Board approval.

12. Storage Lockers. All units are assigned a storage locker with the same number as the unit. If owners find that someone else is using their locker, they should place a notice on the locker requesting the intruder remove their items. If this doesn't happen in a timely fashion, the rightful owner of the unit should remove the lock, if there is one, and remove the items inside.

That being said, if you choose not to use your locker you should ensure a lock has been used to prevent others from using it.

The Board Meeting was adjourned at 1:26 pm with a motion by Kristy, seconded by Grant, and Carried.

Schedule of 2024 Board Meeting Dates:

1. Friday, March 15, 2024 @ 11 on Zoom
2. Friday, June 14, 2024 @ 11 on Zoom
3. Thursday, Sept. 12, 2024 @ 12:00/Noon on Zoom
4. AGM Saturday, Oct. 19, 2024 @ 10:00 am in the Shuksan Den.

Minutes Respectfully Submitted,

Stuart McNabb
Board Secretary