

## **Twin Rivers Board of Managers Meeting Notes – 26 January 2008**

The Twin Rivers Board of Managers met Saturday, 26 January 2008 at the Fraser Library. Those in attendance were: Kitty Miller, Clare Cavanaugh, Sue Poet, Bob Chipman, Sean McNamara, and Debbie Briggs. Also in attendance were Tim Hubbard, Phyllis Sjogren, Bob Taylor and Suzanne Taylor.

The action item list is included in these notes.

The next Board meeting is scheduled for Saturday, 5 April 2008, at 3pm at the Fraser Library.

### **NOTES**

#### **Approval of 20 October 2007 notes**

The notes were approved by the Board via email and issued 21 November 2007.

#### **Financial Report**

Sean had sent email prior to the meeting with a financial report for end of November. During the meeting, he reported that he would be investigating the housekeeping expenses because they seemed unusually high. Subsequent to the meeting, he sent an email with the financial report for the end of December. Included was a report that he felt nothing seemed out of line relative to the housekeeping expenses, but he would be sending a detailed report to the Board. In addition, he suggested the Board consider eliminating the towel service to hot tub and sauna users; it costs about \$250 per month and since this is used mostly by timeshare owners, extra towels could be provided directly to the timeshare units and then require people to bring towels to the hot tub and sauna. This will be discussed at a subsequent Board meeting.

Clare suggested and the Board agreed, that Sean provide with the quarterly reports, an explanation of all expenses that vary more than 10% from budget. Sean agreed to provide.

#### **Construction Update**

Sue reported that the trash enclosures are substantially complete. Gates have yet to be installed. She also reported that a number of people who responded to the Board's questionnaire in December, agreed to volunteer to help with the 2008 Construction Committee. The committee's first meeting in 2008 is tentatively scheduled for 1 March. The scope for 2008 work will be: landscaping between Byers and Nystrom, investigating expanding the wireless network, parking lot paving repairs, roof assessment, exterior lighting and completing the trash enclosures.

Tim Hubbard suggested that we schedule an Owner's work day in June to plant the landscaping. The Board agreed on 14 June at 9am with a barbeque afterwards.

#### **Old Business**

Sue reported that there has been another occurrence of Allegiant employees depositing large amounts of trash in Twin Rivers dumpsters. Sean agreed to tell the maintenance crew to not dump trash there unless it comes from Twin Rivers property.

The Board reviewed the summary of owner's comments returned with the questionnaire sent in December.

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Clare proposed she put together a report to the owners in a letter to be distributed in April, providing a break-down of the money from our dues, as well as a comparison of dues of other properties in the Fraser Valley area.

Sean agreed to make arrangements with our trash collector, Waste Management, to reduce the number of collections during the spring, summer and fall months to correspond to the amount of trash. He also agreed to get costs of hauling off bulk items, so that we can put this in the letter to owners in April. Bob suggested the Board consider a “large trash day” a couple times a year, with the Association providing additional dumpsters for a short period of time.

Based on the owner feedback, the Board agreed to have the Construction Committee investigate expanding the wireless network. The Board felt there is insufficient interest in bike rack usage, unless the Interval Owners have a great interest. Bob agreed to work this with the Interval Owner Board.

The Board members agreed to consider the comments from the owner questionnaire and come to the next meeting with suggestions to address concerns.

### **New Business**

Bob reported that the Interval Owners Board has requested a planter be installed mid-way between Ptarmigan and Confluence to make the entrance to our property more inviting. The Board felt that this would have significant negative impact on the snow removal in winter, so decided to not pursue this proposal.

Kitty reported that she had a request from another Interval Owners Board member as to whether the Owners Board would allow the timeshares to install washers and dryers, eliminating the need for the coin operated machines in the amenities areas. The Board responded that they will not remove the machines in the amenities area, independent of whether the Interval Owners want to install them in their units, because the owner's units in Flora and Vasquez are not plumbed for washers and dryers. If the Interval Owners want to install washers and dryers in their units, the Owners Board welcomes seeing the proposal by the Interval Owners Board.

Margaret Gough has resigned from the Interval Owner's Board and therefore from the Owner's Board. The Interval Owner's Board will need to provide another person to fill her position on the Owner's Board. Sue will ask Margaret for her Board notebook, which will be given to the new Board member.

### **Action Items**

We reviewed the action items and updates are provided below.

### **NEXT MEETING(S)**

The next Board meeting is scheduled for Saturday, 5 April 2008 at 3 pm, at the Fraser Library. Other meetings scheduled are: Saturday, 14 June 2008 (budget meeting) at 1pm at the Allegiant offices, and Saturday, 9 August 2008 (annual meeting).

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### Action Items

Last updated: 25feb08; smpoet

Action Item	Description	Who Responsible	Result/ Update	Due Date
Financial #1	There needs to be an analysis of the financial records to audit 2006 spending of special assessment against what the construction committee reported	Clare	<b>Jan07:</b> Board agreed to pursue at request of Construction Committee; <b>12 May07:</b> Still needs to be done; <b>20 Sep07:</b> Will also need to be done for 2007 committee spending; <b>20 Oct07:</b> Clare felt this activity does not add value at this point in time so will not be pursuing	20 Oct07; <b>Closed</b>
Financial #2	Chimney Removal Project: Some whole and all timeshare owners already had gas fireplaces, yet special assessment paid for new gas fireplaces for other whole owners; resolve requested assessment refund issue	Clare	<b>Jan 07:</b> Board agreed to review situation and respond to owners; <b>22 Sep07:</b> no money will be returned because this solution saved money over rebuilding chimneys	<b>Closed</b>
Financial #3	Special Assessment, Interest Payment: several owners asked to have report showing that those who have fully paid their special assessment aren't also paying interest on the loan resulting from those who have not fully paid their special assessment; provide analysis to S. Poet, J. Fraser and C. Cavanaugh	Sue	<b>Jan07:</b> Board agreed to provide; <b>01 Oct07:</b> email sent to J. Fraser explaining that loan was refinanced at fixed rate at same rate charged to owners paying in installments	<b>Closed</b>
Financial #4	The reserve analysis needs to be updated and the resulting dues increase compared to financial needs based upon the updated reserve analysis; paving cost was missing and roof recommendations have been provided; cash flow analysis needs to be done	Clare	<b>12 May07:</b> Board agreed to pursue; <b>22 Sep07:</b> anticipate audit will address reserve amounts but not the cash flow analysis; <b>20 Oct07:</b> Clare agreed this was an ongoing annual activity and has yet to determine when it will take place this year	<b>05 Apr08</b>
Financial #5	Perform an audit of the association financial records for the year ending 31 July 2007	Clare	<b>11 Aug07:</b> reported to owners that it was to take place; don't know what date it was requested by the Board to be done; <b>20 Oct07:</b> audit report presented to Board	20 Oct07; <b>Closed</b>
Financial #6	Review the audit and identify any issues to be resolved	All	<b>20 Oct07:</b> All established	26 Jan08; <b>Closed</b>
Financial #7	Provide to Clare and Sue, quarterly, report of Posting Journals and to entire Board, monthly, of Work Orders	Sean	<b>22 Sep07:</b> All established; <b>17 Jan08:</b> none have been provided; <b>26 Jan08:</b> Sean agreed to provide explanation for all expenses with more than 10% variation; <b>30 Jan08:</b> Sean provided Dec reports	26 Jan08; <b>TBD</b>
Financial #8	Provide to all Board members, a break-down of housekeeping	Sean	<b>26 Jan 08:</b> All established	<b>Mid-Feb</b>

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	expenses coinciding with end-December financial report			
Financial #9	Provide to Clare, a break-down of the monthly reserves so that she can put together information for the letter to owners	Sean	<b>26 Jan 08:</b> AI established	<b>Mid-Feb</b>
Financial #10	Consider discontinuing providing towels to the hot tub and sauna area to save ~\$250/month	All	<b>30 Jan08:</b> AI established	<b>05 Apr08</b>
Financial #11	Provide to Clare, a breakdown of the Reserve expenses with the quarterly reports	Sean	<b>26 Jan08:</b> AI established	<b>Mid-Feb</b>
Financial #12	In letter to owners in April, provide information pertaining to cost to Association for hauling away bulk items left by owners; include explanation that Association pays for this individual owner's expenses and that our dues have not made accommodations for this	Sean	<b>26 Jan08:</b> AI established	<b>Mid-Feb</b>
Financial #13	Reduce the number of trash collections during the spring, summer and fall months to correspond to our needs	Sean	<b>26 Jan08:</b> AI established	<b>05 Apr08</b>
Property Mgt #1	Wireless network: Can the current TR wireless network be expanded beyond the current area so more/all units can access without going to Amenities area; is the Interval Board paying for this service, currently	Bob	<b>11 Aug 07:</b> Board agreed to consider; J. Fraser agreed to ask colleague his advice; <b>17 Sep 07:</b> J. Fraser reported that colleague not findable (no longer works at previous job); <b>4 Oct07:</b> letter will go out in monthly statement to owners for volunteer; <b>20 Oct07:</b> Sean and Jon reported that \$6K is a reasonable estimate based on similar projects; some Board members want to get specific input from owners regarding their desire for this service; will put a questionnaire together for owners to respond on a number of issues and will include this one and use of bike racks; <b>26 Jan08:</b> Const. Committee expects to have proposal for Board at next Board mtg.	<b>05 Apr08</b>
Property Mgt #2	Owners need to know what to do with their large bulk items that cannot be put in dumpster (furniture, appliances, etc.)	Sue, Sean	<b>11 Aug 07:</b> Board agreed to investigate; <b>22 Sep07:</b> Sean to put on web page; <b>4 Oct07:</b> letter will go out in monthly statement to owners to inform of special disposal for large items; <b>20 Oct07:</b> web page to be updated by end-Dec; <b>26 Jan08:</b> will repeat in April letter to owners; Sean will put in timeshare newsletter	TBD; end-Dec; <b>05 Apr08</b>
Property	Communication to all owners to	Sue	<b>11 Aug 07:</b> Board agreed to pursue;	<b>Closed</b>

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Mgt #3	review the age of their water heater and consider replacing		<b>22 Sep07:</b> Sean has list of age of each H2O heater; <b>4 Oct07:</b> letter will go out in monthly statement to owners to check H2O heater; <b>20 Oct07:</b>	
Property Mgt #4	Need to approve or disapprove expenses for trash enclosure project	Sue	<b>20 Sep07:</b> Not avail. from construction committee; will be done via email so Board needs to comment within days of receipt; <b>03 Oct07:</b> email to board to approve expenditure of \$15,500 max.	end-Sep07; 07 Oct07; <b>Closed</b>
Property Mgt #5	Put out message about trash removal in May prior to summer activity; include information relative to if owners is having construction done, they are responsible for own dumpster and hauling trash; break down boxes in our dumpster, etc	Bob	<b>22 Sep07:</b> AI established; <b>26 Jan08:</b> will put this in April letter to owners	<b>May08</b>
Property Mgt #6	Put together a "rules and regulations" supplement and distribute to owners	Bob	<b>22 Sep07:</b> AI established; <b>20 Oct 07:</b> add rule about informing Allegiant within 30 days of damage done by contractors; <b>26 Jan08:</b> will have draft for review by next meeting	<b>05 Apr08</b>
Property Mgt #7	Put out message to get feedback on parking lot lights, stairwell lights, bike rack usage, etc.	Sue	<b>22 Sep07:</b> AI established; <b>4 Oct07:</b> letter will go out in monthly statement to owners on these items; <b>20 Oct07:</b> no feedback to date	<b>Closed</b>
Property Mgt #8	Put up a sign on the new trash enclosures regarding how to dispose of large bulk items	Sean	<b>22 Sep07:</b> AI established;	TBD; end-Dec; <b>05 Apr08</b>
Property Mgt #9	Owner reported double pane seal on bathroom window broken during week painters painted that building	Bob	<b>11 Aug07:</b> AI established; <b>20 Oct07:</b> Association will reimburse owner up to \$25 if they replace their window by the end of May 08; \$25 will be held from payment to the contractor; need to inform owner	Dec 07; <b>05 Apr08</b>
Property Mgt #10	Pay JFK painting additional money owed, \$123.50 minus \$25 for Property Mgt #9	Sean	<b>20 Oct07:</b> AI established with various email in days following meeting; <b>26 Jan08:</b> has been completed	mid-Nov07; <b>Closed</b>
Property Mgt #11	Host an Owner's Work Day on 14 June with the purpose of installing landscaping; include notice in April letter to Owners	All	<b>26 Jan08:</b> AI established	<b>14 Jun08</b>
Property Mgt #12	Inform Allegiant Maintenance to stop putting trash in Twin Rivers dumpsters unless it comes from Twin Rivers	Sean	<b>26 Jan08:</b> AI established	<b>05 Apr08</b>
Property Mgt #13	Consider having a Large trash day a couple times a year, with extra dumpster	Bob	<b>26 Jan08:</b> AI established	<b>05 Apr08</b>
Property Mgt #14	Assess whether Interval Owners have sufficient interest in bike racks	Bob	<b>26 Jun08:</b> AI established	<b>TBD</b>
Admin #1	Make K. Miller's statement of history on Twin Rivers available on the TR	J. deVos, Sean	<b>11 Aug07:</b> J. deVos agreed to do this; <b>22 Sep07:</b> Kitty has provided to	TBD; end-Dec; <b>05</b>

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	web site		Jon	<b>Apr08</b>
Admin #2	Propose, review and baseline Board organization plan	S. Poet, All	<b>14 Sep07:</b> S. Poet agreed to prepare draft; <b>20 Sep07:</b> draft for review distributed via email; <b>20 Oct07:</b> Awaiting comments back from Bob before finalizing; <b>26 Jan08:</b> almost complete; <b>15 Feb08:</b> Bob completed review and has no changes to request	20 Oct07; Dec 07; <b>05 Apr08</b>
Admin #3	Review notes of past meetings to identify additional action items and provide to Sue	All	<b>22 Sep07:</b> AI established; 20 Oct07: Prop. Mgt #9 added	20 Oct07; <b>Closed</b>
Admin #4	Prepare implementation plan for each function of Board for this year	All	<b>22 Sep07:</b> AI established; <b>20 Oct07:</b> Sue provided; others will review to see what needs specific AI in their area	20 Oct07; 26 Jan08; <b>05 Apr08</b>
Admin #5	Provide Board members with current copy of contract with Allegiant and any subsequent change agreements to the contract	Sean	<b>22 Sep07:</b> AI established; <b>18 Oct07:</b> Sean provided copy of contract	20 Oct07; <b>Closed</b>
Admin #6	Put copy of Declarations and Bylaw on the web page; put copy of organizational plan on web	Sue, Sean	<b>22 Sep07:</b> Sue will see if she can do an OCR on two documents so more readable; <b>20 Oct07:</b> By-Laws retype provided and Bob to do specific review; Declarations forthcoming; <b>16 Jan08:</b> Declarations complete; <b>25Jan08:</b> Both clean-up, final versions provided to Sean to post on web	TBD; end-Dec; <b>05 Apr08</b>
Admin #7	Each Board member to put together notebook with pertinent material for their role to have available for future Board members; to contain Declarations, Bylaws, Org. Plan, Allegiant contract and other routine activities/plans	All	<b>22 Sep07:</b> AI established; <b>20 Oct07:</b> in process; <b>26 Jan08:</b> Sue will ask Margaret to provide her notebook to Board to give to her replacement	TBD; 26 Jan08; <b>05 Apr08</b>
Admin #8	Put a current list of Board and Timeshare Board members on the web with corresponding email address, not phone number	Sean	<b>22 Sep07:</b> AI established;	TBD; end-Dec; <b>05 Apr08</b>
Admin #9	Send letter to owners regarding January open Board meeting, result of audit, unlikelihood of reducing dues in foreseeable future, and other timely things	Kitty	<b>20 Oct07:</b> AI established; <b>12 Dec07:</b> letter sent	Dec 07; <b>Closed</b>
Admin #10	Identify any controlling by-law or similar documents for the Interval Owners beyond what exist for the Association	Sean, Margaret	<b>20 Oct07:</b> AI established; <b>26 Jan08:</b> no others known	early-Dec 07; <b>Closed</b>
Admin #11	Review comments from December Owner's questionnaire and make proposals for addressing concerns	All	<b>26 Jan08:</b> AI established	<b>05 Apr08</b>
Secretary #1	Find and give to Sue missing Board meeting notes as far back as Aug '06	Sean	<b>20 Oct07:</b> AI established; per Kitty, no need to go back beyond a year	mid-Nov07; <b>Closed</b>

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	annual meeting (missing Sept '06 and Oct '06)			
Secretary #2	Prepare draft meeting annual meeting notes of Aug '07	Sean, Sue	<b>20 Oct07:</b> AI established; <b>16 Jan08:</b> comments for changes emailed to Sean; <b>26 Jan08:</b> Sean to correct and post on web	mid-Nov07; <b>05 Apr08</b>
Secretary #3	Make "final" any Board meeting notes as far back as Aug '06 annual meeting	Sean, Sue, et. al.	<b>20 Oct07:</b> AI established; per Kitty, no need to go back beyond a year; need to resolve Nov06 notes which referenced the existence of Oct06 notes; <b>16 Jan08:</b> will only go back to meetings of 11 Aug07	mid-Nov07; <b>Closed</b>
Secretary #4	Define process for preparing, reviewing and "finalizing" Board meeting notes	Sue	<b>20 Oct07:</b> AI established; <b>17 Jan08:</b> process defined in the Board Organization plan (see AI Admin #2)	end-Dec07; <b>Closed</b>
Secretary #5	Audit Association members list as defined in Declarations/By-Laws	Sue, Sean	<b>20 Oct07:</b> AI established	<b>end-Mar08</b>
Secretary #6	Audit Association records of Board meeting notes	Sue	<b>20 Oct07:</b> AI established	<b>end-Mar08</b>
Secretary #7	Analyze and if necessary, modify the Twin Rivers web site; coordinate with Interval Owners (who can represent Interval Owners?)	Sue, Sean	<b>20 Oct07:</b> AI established; <b>26 Jan08:</b> Sean struggling with Blue Tent; has call into owner to plan completion of requested work; Clare to provide name of another competent web master	end-Dec07; <b>05 Apr08</b>
Secretary #8	Make proposal for occasional (twice yearly?) personal contact with each owner; perhaps each Board member responsible for contacting ~10 owners	Sue	<b>20 Oct07:</b> AI established; per Kitty, she doesn't feel personal contact needed but rather quarterly letters	<b>end-Mar08</b>
Secretary #9	Add pictorial history of Twin Rivers to web site	Sean	<b>20 Oct07:</b> AI established	end-Dec07; <b>05 Apr08</b>