

# APPROVED

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LUDLOW MAINTENANCE COMMISSION, INC.

October 29, 2008 – 1:00 p.m. – Bay View Room

**Trustees:** Jim Boyer, Vaughn Bradshaw, Ian Feltham, Hugh Jenings, Jr., Stan Kadesh, Paul Moseley, Art Moyer, Jerry Nelson, and Elizabeth Van Zonneveld.

President Boyer called the special board meeting of the board of trustees to order at 1:00 p.m. Roll call was conducted by Secretary Bradshaw via speaker phone. Trustees Kadesh and Moseley were absent. Trustee Bradshaw attended the meeting via speaker phone.

**Agenda Changes:** President Boyer announced the primary purpose of this meeting was to discuss and tour the downstairs men's locker room floor drain repair project. Appointment of an Ad-hoc Committee to research the Door of Grace Ministries easement request was moved to Number 1, and Scheduling of Appeal Hearing – View Maintenance was moved to Number 2.

**Appointment of Ad-hoc Committee to Research Door of Grace Ministries Easement Request** – President Boyer reported an ad-hoc committee has been appointed to research the request by Kevin Hunter of the Door of Grace Ministries Church for an easement through the greenbelt on Osprey Ridge Road. The members of the Ad-hoc Committee appointed by President Boyer are Ted Buehler, Dwayne Wilcox, Bob Bima, Art Moyer, Hugh Jenings, President Boyer and General Manager Brian Belmont. Trustee Van Zonneveld recommended one of the former chairs of the Greenbelt Committee be added to the Ad-hoc Committee for their experience related to prior easement requests. President Boyer will request a former GBC chair join the Ad-hoc Committee.

*Trustee Moyer made a motion to accept the appointment of the Ad-hoc Committee, as proposed, recognizing that additional members may be appointed by the chair of the committee (subject to board approval) at a later time. Trustee Jenings seconded the motion and it carried by unanimous vote. Trustee Bradshaw voted via speaker phone. 08-10-10*

Trustee Moyer reported Greenbelt Committee chair, Ted Buehler had stated all the members on the Ad-hoc Committee should get all the legal opinions (correspondence from the LMC attorney) that relate to this easement request, to enable them to understand where LMC stands. Mr. Buehler had previously questioned if he had the authority to provide legal correspondence on this matter to the committee members. Discussion followed related to the attorney/client privilege. Mr. Belmont stated it was a good idea to have a paper trail so that it is not assumed that all legal correspondence is accessible to all committee members, and that the board is making an exception on this particular topic.

*Trustee Nelson made a motion to give all legal opinions necessary for the function of the Ad-hoc committee to all members of the committee. Trustee Van Zonneveld seconded the motion and it carried unanimously. Trustee Bradshaw voted via speaker phone. 08-10-11*

Trustee Nelson stated the Ad-hoc Committee should not only consider the easement request for ingress and egress on Osprey Ridge Road. The committee will need to consider the additional request for an easement through the greenbelt for drainage. Discussion followed. President

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Boyer stated he had spoken with the Port Ludlow Drainage District on this matter and it will be discussed at the next Drainage District meeting.

**Scheduling of Appeal Hearing – View Maintenance** - This matter related to an undeveloped lot owned by Mr. Daniels at the corner of Pioneer and Fleet. Trustee Van Zonneveld recommended the ACC chair be contacted for a date when he would be available. Discussion followed. Bill Lazarus, ACC chair, was contacted by phone and stated he would be available for this appeal hearing on November 15. Discussion followed.

*President Boyer made a motion to set the appeal hearing for the Daniels property on Saturday, November 15, 2008 at 9:00 a.m. The motion was seconded by Trustee Moyer and unanimously carried. Trustee Bradshaw voted via speaker phone. 08-10-12*

**Beach Club Floor Drains – Discussion – Mr. Belmont** – Mr. Belmont stated today's meeting was to bring the Operations Committee members and the trustees up to speed on the men's locker room project. The floor drains in the locker room have failed and the floor drain P-traps have rusted out. The decision has been made that LMC needs to replace the drainage system in the men's locker room. Mr. Belmont and Trustee Bradshaw have met with plumbers and Jack Rikken, a structural engineer and LMC member.

Mr. Belmont explained what issues are involved in this project, i.e., location of the floor cutting, and where they are planning to tie into the existing drain system. Prior to the last board meeting, Trustee Bradshaw had prepared a plumbing specification and definition of the scope of the work. This was updated and copies were provided to those attending this meeting. Discussion proceeded. Mr. Belmont questioned how the board wanted to proceed with this project and who they wanted to oversee the work. Does LMC want to be the general contractor or do we want to appoint a contractor, say the plumber, to be the single point of responsibility for all aspects of the project? Cost would be a consideration if responsibility for the project is hired out-of-house. Mr. Belmont provided an in-depth discussion on all aspects of such a project, including locating any electrical that is underneath the slab, cutting of the concrete slab by a concrete contractor, removal of the debris, providing the new plumbing drains and vents, re-pouring of the concrete floor, tile work, possible framing and drywall work in the wall separating the men's locker room and the furnace room. It will need to be decided if LMC wants to put everything out to bid, all phases as described above, or in some cases it might make sense to do a cost plus approach with the contractor. Mr. Belmont and Trustee Bradshaw have discussed the pros and cons of this and, if the job is put out for bid, does LMC want to write in a provision that any change orders are limited to a cost-plus type of arrangement. Based on LMC's experience with the women's locker room, and the cutting of conduits under that slab, it is hard to anticipate what you might run into and there will be some unknowns.

President Boyer recessed the meeting at 1:31 a.m., to begin the field study of the men's locker room project. The meeting reconvened at 2:19 p.m.

Discussion proceeded on the management of the men's locker room project. Operations chair, Jim Goode, suggested that because there are so many variables that could happen, a cost-plus approach would be a better option. In depth discussion continued related to down time of the men's locker room, avoiding electrical interruption when cutting the floor, the fact that all shower water, etc. in the locker room is going into the ground and what options might be considered to correct this problem.

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President Boyer stated LMC should move as quickly as possible to obtain ballpark bids to allow the trustees to inform the members that all these things have to happen and to give the members an estimate of what the cost is going to be. Discussion continued. It was proposed that a letter from the President, explaining the current problems and the potential requirement for a special assessment, go out to the members via the Voice. Discussion continued.

*Trustee Jenings made a motion that Mr. Belmont and the Operations Committee work to obtain individual bids from sub contractors and several bids from general contractors for their price to do the entire men's locker room project, based on the specifications provided by Trustee Bradshaw. The motion was seconded by Trustee Van Zonneveld and carried unanimously. 08-10-13*

Operations chair, Jim Goode, asked the trustees to approve Mike Larkin as a member of the Operations Committee. *Trustee Van Zonneveld made a motion to approve Mike Larkin as a member of the OC. The motion was seconded by President Boyer and carried unanimously. 08-10-14*

Trustee Moyer proposed discussion related to an increase in member dues. He stated the trustees know LMC does not receive enough dues in order to keep the Beach Club operating properly. One possibility was to increase the baseline, and to do that, we will need to get it on the ballot for 2009, in order for it to take effect in the 2010 budget. President Boyer stated he would work on a draft for a special letter to the members, to try and get more involvement in the board and committee meetings. Trustee Van Zonneveld suggested the trustees wait for a recommendation by the Finance Committee. Discussion proceeded. Trustee Feltham stated this is a twofold issue. One is that the dues the members are paying support the running of the Beach Club, and two, there are not sufficient reserve funds to repair the building. Lengthy discussion continued related to possible options for raising funds.

President Boyer reiterated that he would begin working on a draft letter to be sent to the members via email. He hoped to get LMC members more involved with their association and to learn and talk about the future of LMC. An article will also be placed in the December issue of the Voice and the next issue of the LOG.

Discussion continued related to obtaining bids for the men's locker room project. President Boyer suggested Mr. Belmont contact the administrators at Harrison General and Jefferson Hospital for possible referrals. Mr. Belmont thought this might involve union labor which would add extra cost and stated he was thinking more about smaller construction companies.

There being no further business, President Boyer adjourned the meeting at 3:12 p.m.

Respectfully submitted,

Vaughn Bradshaw, Secretary  
Ludlow Maintenance Commission, Inc.

Prepared by Carol Shamhart  
LMC Recording Secretary