

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF
LUDLOW MAINTENANCE COMMISSION, INC.**

Saturday, September 9, 2006– 9:00 a.m. – Bay View Room

Trustees: Vaughn Bradshaw, Ian Feltham, Art Moyer, Jerry Nelson, Terry O'Brien, Bruce Pyles, Amy Recht, Sonny Sanzaro, and John Van Zonneveld.

President O'Brien called the meeting to order at 9:00 a.m. and asked Secretary Moyer for a roll call. Trustees Recht and Van Zonneveld did not attend this meeting.

Agenda Changes: There were no changes made to the agenda.

Approval of Minutes: The minutes of the regular 12 August and special 22 August 2006 meetings were approved as corrected.

Manager's Report – Brian Belmont

Trustees received printouts of the current financial reports. Responding to President O'Brien's inquiry, Mr. Belmont reported LMC currently having forty-nine contract members out of budgeted fifty. Three new contract memberships have been purchased last week. New memberships are getting prorated through the date of purchase. Due to this, LMC income in this category is under budget.

A previous LMC contract member Noel Wood moved out of the area leaving his 18 foot 1972 ALJO travel trailer in the storage lot. Mr. Wood has not paid storage fees for two years and has made no arrangements to move the trailer out of the LMC storage space. The title for the trailer has been recently signed off to the LMC, which made it LMC property. Since the LMC obviously has no use for a travel trailer, the manager recommended to advertise it for sale either in the Voice or the Leader.

The maintenance staff had repainted the indoor pool deck. The pool re-opened this morning after a three-day closure.

The manager recognized Amy and John Recht for donating two wooden straight-back chairs for the Gazebo Room. This is the second pair of chairs donated by the Rechts.

Community Association Institute is sponsoring a Community Association Day on Saturday, September 30, at Meydenbauer Center in Bellevue. Registration begins at 7:30 a.m. The final session ends at 4:45 p.m. Registration fee is \$90 per person. Mr. Belmont will register Catherine Garrison, Terry O'Brien, Rae Watkins, and himself to attend this seminar.

The manager will be on vacation October 16 through October 20.

Last month the LMC discussed establishing the Beach Club as the North Bay communication center that works in conjunction with the Port Ludlow Emergency Response Team. The new antenna was installed this week. The manager expects to have the remaining system operational within the 7 to 10 days.

As a part of the state requirements for emergency phone access regarding swimming pools, there was an emergency phone installed in the Beach Club. In the event of an emergency, picking up the phone and pushing a single button will automatically dial 911.

The manager reported discussing the closure of the outdoor pool with the Operations Committee. He recommended keeping the pool open and heated until September 30, providing that the weather remains favorable and usage numbers justify it. Currently on a weekday the pool is used by an average of thirty-three people a day with twice that many on the weekends. The Board accepted the manager's recommendation to keep the pool open and heated through the end of the month if the usage is there. Next year the manager is hoping to be able to open the pool on May 1. The pool usually opens on Memorial Day weekend.

The manager announced that Kehele Park tennis court padlocks would be changed on Monday, September 11.

COMMITTEE REPORTS:

Finance Committee – Bruce Pyles

Since the last LMC meeting the committee met twice. They reviewed operation outlook and expenses for the rest of the year. The committee authorized an operating fund expenditure of \$700 to replace the outdoor pool crash bar, an operating fund expenditure of \$1,100 to repair the outdoor pool door, and an operating fund expenditure of up to \$9,000 to install a French drain around Kehele Park tennis courts.

The committee recommended to not make any changes to the current LMC Purchase Approval Policy.

The committee discussed establishment of a building replacement account for collecting funds to replace LMC aging facilities.

The committee asked Mr. Belmont to work with the Operations Committee on a preliminary operating budget for the next year.

The committee audited 2nd quarter finances.

The next committee meeting is scheduled for September 21.

Operations Committee – Brian Belmont (for Carol Shamhart)

Mr. Belmont read Ms. Shamhart's report.

The Operations Committee is working on four Trees and Views requests and two Property Maintenance requests.

Recently the committee approved and forwarded on to the Finance Committee two projects: replacement of twelve Beach Club windows and installation of the French drain around the perimeter of the Kehele Park tennis courts.

The committee also discussed the closure of the outdoor pool and agreed that if the weather remains favorable and the usage numbers justify it the committee would like to see the pool stay open through September 30.

Last month the Board asked the committee to review the Beach Club/Bridge Deck Rental and Fee Policy that was approved on January 14, 2006 as it pertains to LOA functions. Following discussion the committee agreed that the existing policy seemed to be working well and did not need to be changed. Trustee Sanzaro who raised the issue with the Board was asked to draft specific changes he would like to see made in the policy and submit them for a committee review.

Carol Shamhart was asked to step down as committee chair due to a conflict of interest. The committee expressed their appreciation for her leadership and fine work while serving as Chair of the Operations Committee.

The next meeting of the Operations Committee is scheduled for September 19.

Architectural Control – Steve Siegiel (for Veronica Ryan)

Since the last LMC meeting, the committee met twice. Among thirteen requests approved there was one new house, one house addition, one deck, one fence, one tree removal, seven repaints, and one new roof. The committee considered a request to remove three large evergreens from a high bank at Scott Court. The petitioner will be given an ACC permission to remove one of these trees subject to him obtaining a shoreline permit.

The committee is working on five pending requests (two tree removals, one propane tank installation, one roof, and one fence.)

Houses under construction are being monitored. Reported violations and membership comments are being addressed.

The next ACC meeting is scheduled for September 11.

Responding to Trustee Moyer, it was explained that drainage system for the Pioneer Drive lot # 2-3-122 was installed per approved plans. The landscaping issue associated with this property has been referred to the Operations Committee.

Covenants & Regulations – Catherine Garrison

There was no official report.

The Board asked the committee to review current regulations and if necessary revise them to accommodate the necessary tools that would allow ACC to be able to deal with shed requests in an objective manner. The CRC took back for further review the No Nuisance Regulation. At the Board workshop the committee brought forward some No Precedence language to be added to the regulations. The committee will also look at the regulations as they apply to reciprocity.

Greenbelt Committee – Dean Nelson

Mr. Nelson recommended Board approve easement request from PLA for drainage pipe installation between Wheeler Lane lot # 2-3-016 and the Oak Bay Road. The PLDD had recommended taking drainage of this lot to the Oak Bay Road drainage ditch.

Mr. Nelson gave an update on the Olympic Beach Tracks, Inc./County concern about tree cutting behind Keefe Lane. To insure that the GBC is in compliance with state and county regulations, Mr. Nelson have been trying unsuccessfully to contact the appropriate Jefferson County official to determine if there are situations where the LMC members need to obtain county permits to cut trees. The county is sending applicable regulations to the GBC to review.

The GBC has received two additional tree removal requests that involve removing brush and trees in the Keefe Lane and Foster Lane area north of Pioneer Drive. GBC tentatively approved removal of one small cedar, one small maple, and some brush and small saplings along side Pioneer Drive. None of this is expected to have any impact on the drainage. Requested removal of larger trees will be considered after the initial clearing is done and once the GBC reviews permitting concerns.

A homeowner, removing alders and brush from the greenbelt to improve visibility at an intersection, was verbally informed that he needed GBC authorization for that type of work. He will submit a restoration plan for replanting that portion of the greenbelt. The corner looks better and is probably much safer.

Political signs, appearing in great numbers primarily along Oak Bay Road at the corners of Swansonville Road and Walker Way, are mainly on the county right of way. The GBC has told those who asked that they could not place signs in the greenbelt. The GBC has been contacting democratic and republican parties and independents asking them to remove their signs from the greenbelt.

Next meeting of the Greenbelt Committee is scheduled for October 10.

Trustee Moyer asked Mr. Nelson to arrange for removal of blackberry bushes encroaching on the trail between the park and Adventurer Lane. Mr. Nelson will pass it on to the Trails Committee.

Communications – Sally Orsborn

The committee will meet on September 13. The next LOG should be ready for distribution by mid October. The topics for the fall LOG are due by October 7. LOG articles are due by October 9. Deadline for October Voice submissions is September 10.

Trees & Views Ad Hoc Committee

No report

Lot Owners Associations – Karl Barden

Mr. Barden reported on the past events and gave a calendar of upcoming events. Carol Shamhart has resigned as LOA president. Bryan Diehl was elected to take Ms. Shamhart's place.

Ms. Sanzaro reported on the Arts and Crafts Fair.

Condominium Associations – Vaughn Bradshaw and Jerry Nelson

No report

Port Ludlow Village Council – Terry O'Brien and Bruce Pyles

President O'Brien reported Michael Porter resignation as a Chair of the Trails Committee. The committee is now operating with a temporary chair.

Mr. Pyles reported the council having Jefferson County Head Nurse speak about preparedness for the flu season.

The PLVC is planing a Meet the Candidates night.

CORRESPONDENCE:

The Board received Carol Shamhart's letter of resignation as the Operations Committee Chair. The Board accepted Ms. Shamhart's resignation.

UNFINISHED BUSINESS:

None noted

NEW BUSINESS:

Beach Club Window Replacement: The manager presented a proposal to replace twelve Beach Club windows. Eight Gallery windows will be replaced with tinted windows. Two solid glass windows in the lower hallway will be replaced with sliding windows. Two windows in the front office will be replaced with two sliding windows for better air circulation in the office. Total costs including installation and tax are \$4,159.69. Trustee Moyer made a motion to approve this proposal as submitted. Trustee Nelson seconded this motion. The manager's proposal reflected the lowest of three bids. The motion carried by a unanimous vote of the trustees present. The Finance Committee recommended this as a replacement fund project.

Kehele Park French Drain: The manager presented a proposal to install a French drain around the Kehele Park tennis courts. The manager reported receiving three bids for this contract with the lowest one coming from Joe Thompson for \$8,672. The high bid exceeded \$30,000. Both Operations and Finance Committees recommended approval of this project with the costs not to exceed \$9,000. Trustee Feltham made a motion to this effect. President O'Brien recognized PLDD for donating engineering work for this project. Seconded by Trustee Nelson, this motion carried by a unanimous vote of the trustees present. This project should be completed before the rainy season. This is a Finance Committee recommended operating fund expenditure.

LMC Travel Trailer: Trustee Pyles made a motion to authorize the general manager to determine a fair value for the trailer and dispose of it in the best way he sees fit within a reasonable amount of time. This motion was seconded by Trustee Feltham. President O'Brien directed the manager to make the trailer more presentable and if necessary wait for the spring time as more advantageous time to sell a trailer. The LMC has space in the RV Storage to store

the trailer for the time being. Following brief discussion, this motion carried by a unanimous vote of the trustees present.

Drainage Easement Request (lot # 2-3-016): The manager has prepared draft easement documents for the easement through the greenbelt adjacent to the Wheeler Lane lot # 2-3-016. Trustee Nelson made a motion to grant this easement request. Seconded by Trustee Moyer, this motion carried by a unanimous vote of the trustees present.

Trees & Views Committee Survey Funding: President O'Brien reminded the Board that several months ago the Trees and Views Committee had been authorized \$2,000 for professional fees to pay the experts they needed to consult with to obtain information they needed to put together a regulation on trees and views. Recently President O'Brien has been approached by the Trees and Views Committee, who at this point in time had spent around \$ 2,500 on the legal advice and secretarial support services, asking to fund a survey. The committee has prepared a survey they would like to send to all members of the community in their pursuit to collect further information. The committee is asking for \$500 to cover survey supplies and mailing expenses. President O'Brien asked the Board to approve survey funding. Trustee Sanzaro made a motion to this effect. Trustee Nelson seconded this motion. Trustee Moyer objected to this expense due to his understanding that the committee's majority voted against mailing the survey and then at the next meeting with two members absent remaining committee voted to mail the survey. President O'Brien, who has attended most of the Trees and Views committee meetings, attested to the committee's agreement to send the survey by regular mail to all LMC members. Some of the committee members had objected to sending the survey only to email recipients but at the end the majority agreed to use regular mail to survey the entire membership. President O'Brien proceeded by expressing his concern that if LMC withheld funds and the committee was unsuccessful in writing a regulation that met the 2/3 majority of the voters then it could be said that the Board did not give the committee the tools they needed to be successful. The committee is also discussing whether they should send out draft regulation and hold a public forum. Committee's deadline is December. Trustee Feltham wanted to see more information on the survey the Board was asked to fund. President O'Brien found it improper to publicly reveal the contents of the survey before it is mailed out but attested to the importance of its questions to the regulation structure. Former LMC President Schmitz reminded the Board that Trees and Views committee was an autonomous committee agreed to by the Board of Trustees in arbitration which curtails the Board's ability to dictate their actions. Following further discussion, the motion to fund the survey carried by the vote of 6:1 opposed by Trustee Moyer. The next meeting of Trees and Views Committee is scheduled for September 18. The meetings are open to the public.

Operations Committee Chair Appointment and Confirmation: President O'Brien asked Steve Siegiel to chair the Operations Committee. Mr. Siegiel accepted. The Board confirmed this appointment.

Finance Committee Chair Appointment and Confirmation: Trustee Pyles recommended promoting Bill Funke to a Finance Committee Chair. Bill Funke was appointed and confirmed a Finance Committee Chair by a duly made, seconded, and carried motion of the trustees present.

New Members for the Finance Committee Confirmation: Bryan Diehl, Ed Wilkerson, and David Pendergast were confirmed additional Finance Committee members.

Public Comment Period: President O'Brien opened the floor for public comments. Several members spoke on items of concern to them.

LMC Meeting Schedule: Trustee Pyles made a motion to move LMC monthly meeting to the third Saturday of the month beginning in November. Trustee Moyer seconded this motion. Following brief discussion, this motion carried. Communication Committee will be responsible for submitting monthly summary to the Voice. The workshop will be held as usual on Thursday before the monthly meeting, which was confirmed by a motion duly made, seconded, and carried by a unanimous vote of the trustees present.

The meeting was adjourned at 10:35 p.m.

Respectfully submitted,

Art Moyer, Secretary
Ludlow Maintenance Commission, Inc.