



The Navigator

A Report by the *Ludlow Maintenance Commission*

October 2010



SOME OF WHAT MAKES LMC TICK

by Elizabeth Van Zonneveld

LMC – Ludlow Maintenance Commission – is one of those acronyms you get used to when you live in Port Ludlow, (a kind of alphabet soup as one member noted to me recently). But LMC has a variety of meanings for members. In recent weeks, several key activities demonstrate the breadth of the North Bay community's energy and interests. For instance, many of you attended a high energy piano concert titled Keyboard Salsa organized by, indefatigable volunteer, **Peggy Schafran**. Performing were **Kathie Sharp** of North Bay and her friend and co-artist, **Kathy Morrison**.

Together they, and you, raised a substantial amount of money to buy replacements for our aged sound system. That it was needed was demonstrated by the fact that the old system chose to fail midway through the afternoon. Many of you gave generously to make this replacement possible. Thanks again Peggy, and all who contributed.

LMC also means our master-homeowners' association, responsible for maintaining the community's common facilities and the regulations by which we manage our properties and common areas. LMC's Board of Trustees is reviewing a part of those regulations during October's Trustee Workshop and in a members' forum following that workshop (held October 21st). The regulation, called Trees and Views regulation. (Regulation II, Article I, (3)) was revised in April of this year. In response to requests from members at the Annual Member's Meeting of April, 2010 the trustees planned a review of the results of the change in this regulation in October of this year. The forum scheduled for the 21st is part of that review. Results of the forum, review by Architectural Control Committee members and the Board will be published in future reports to members in the Navigator.

LMC trustees are scheduled to attend gatherings with two other associations from Port Ludlow in October and early November. In October, LMC trustees will attend a joint event sponsored by the Port Ludlow Village Council (PLVC) and including the South Bay Community Association (SBCA) board as well. This is something of an annual event, both social and functional in nature, to inform board members from these organizations about each others' activities and responsibilities.

A first-time ever meeting is planned between the LMC Board and our counterparts, the SBCA. In LMC's 30+ years, and SBCA's more than 20 years of operation, the two boards have not met to learn about the other's operations. On Friday, Nov. 5th the LMC trustees will meet with SBCA's directors at the Bay Club for a discussion workshop. A variety of questions will be explored by the two boards and the two club's managers. Members from both clubs are welcome to attend and listen in. This should be interesting, and I for one am looking forward to it.

LMC BOARD MEETING DATES*

The LMC board meeting schedule for 4th quarter, 2010, is as follows with the start times noted:

- Thursday, October 28 4 - 7:00 p.m.
- Wednesday, November 24 4 - 7:00 p.m.
- Thursday, December 23 4 - 7:00 p.m.

* See explanation of changes to meeting days and times on page-5

MANAGER'S REPORT

by Brian Belmont, General Manager

Last year the Talbot RV storage lot was broken into. Several owners had their RV's burglarized and personal property stolen. The LMC Operations Committee has been researching ways to improve lighting in both the Talbot and Rainier lots, without adversely impacting the neighboring homes. The installation of several recording cameras for each lot is also being considered.

In addition, upgrades are needed to the electrical system that supplies power to the island portion of the Rainier lot.

The LMC Board of Trustees will be reviewing the Operations Committee's recommendations in an upcoming meeting. If approved by the Board, work should be completed by year's end.

Several years ago, many trees were planted outside both storage lots, to better conceal the storage area from Swansonville Road and surrounding properties. Many of the trees are quite large and are growing too close to the chain-link fence. Limbs now overhang stored equipment and drop pitch and other debris onto the RVs.

With the support of the LMC Greenbelt Committee, some of the trees will be removed this year. As additional funds become available, the remaining identified trees will either be removed or limbed as deemed necessary. This work will also be coordinated with the Port Ludlow Drainage District, which may require re-planting with more appropriate vegetation for that area.

As reported in the President's message in this issue, **Peggy Schafran** recently organized a very successful fund raising effort to replace the Beach Club's deteriorating sound system. To date, more than \$3,400 has been donated. LMC member, **Bob Azen**, is helping research sound equipment options.

On the 27th of September I conducted a committee orientation with committee chairs and members. The purpose of the orientation was to review the com-

mittees' authority, as defined in the LMC governing documents. We also reviewed the committee relationship with the LMC Board, the hierarchy of the governing documents and the state laws under which we operate. In addition, the individual committee policies and procedures were reviewed, including how the six standing committees interact and work with each other.

Overall, I believe this session was productive and beneficial, and will contribute to consistent actions by the various committees. We plan to do this again next year. However, we will attempt to do so in the spring, just after the committees are organized for the new year.

COVENANTS AND REGULATIONS COMMITTEE ACTIVITIES

by Sally Orsborn

The Covenants and Regulations Committee (CRC) is charged in the LMC Bylaws with drafting and proposing changes to the governing documents, as requested by the LMC Board of Trustees, or other standing committees.

In recent months, after careful consideration and opportunity for member comment, the board adopted the following changes to the LMC Regulations:

Regulation III, Article III, Section 5. Considerations, e. concerns ownership of trees taken down in the greenbelt area. The following change was adopted on July 10, 2010:

Rationale: The LMC owns the greenbelt trees but gives authority to dispose of them as the Greenbelt Committee (GBC) sees fit (giving them away for firewood, making chips for trails, selling them, with the proceeds going to LMC, etc.) The intent of the entire inclusion is that the trees do not belong to the adjacent party even though that party may have paid for removal.

SECTION 5. e. Trees taken down in a greenbelt area are the property of the Ludlow Maintenance Commission.

continued on next page

Regulation III, Article III, Section 5, d. (new addition) concerning a Greenbelt Committee Security Deposit was accepted and adopted into the Regulations on September 23, 2010:

Rationale: The Greenbelt Committee (GBC) needs authority in the Regulations to establish the option of requiring a deposit to ensure that work is properly completed, something that some owners have been lax about doing. The Regulation informs the applicant that if work is not properly finished, all or part of the deposit will be available to GBC to cover costs of hiring it done.

SECTION 5, d. When greenbelt restoration and maintenance are necessary, a deposit, amount to be determined by the Greenbelt Committee, may be required. The deposit shall be held by the LMC and refunded upon completion of the project. If replanting is anticipated, a percentage of the deposit shall be retained until the Greenbelt Committee ascertains the plantings are well established and the project has been completed.

LMC Introduction to Regulations, 7. This proposed Regulation change provides a well-defined means of amending Regulations. The board accepted the wording without change in September and it is currently available for member comment on the LMC web site and posted on the Beach Club bulletin board. If there is no further change, the amendment may be adopted at the October 28, 2010 meeting of the board.

Rationale: The LMC Board of Trustees, committees, members and staff may bring forth suggestions for modifications to the LMC Regulations. The board carefully considers need, content and clarity before adopting any amendments and additions. The proposed regulation defines an orderly process for making changes to the Regulations providing adequate time for serious consideration and member comment.

7. Amendment. These Regulations are subject to future amendment and addition at the discretion of the LMC Board of Trustees [Articles of Incorporation,

Article VII (i) and (j)]. Proposed amendments and additions to the Regulations shall be subject to no less than two readings at separate regularly scheduled meetings of the Board of Trustees, notice to be published on each agenda. Draft copies of proposed changes shall be made available to members at meetings, sent to members electronically, posted on the Beach Club bulletin board and posted on the LMC web site (*ed.: lmcbeachclub.com*). Member comment shall be invited. Prior to adoption, a proposed Regulation change shall be approved without modification at two regularly scheduled meetings of the board.

The CRC is currently working on clarifying the Appeals process in Regulation V. This involves coordination with the three enforcement committees (Architectural Control, Greenbelt and Operations) so that there is consistency throughout the Regulations. A first draft of proposed changes should be ready for the board in November.

Additional work of the Covenants and Regulations Committee involves critiquing Policies and Procedures documents of the board and various LMC committees with particular attention to authority given by the governing documents. The committee has also been tasked by the board to research Contract Memberships and Classes of Members (condominium owners and lot owners).

LMC members are encouraged to follow the work of the CRC by reading board meeting minutes online and by viewing proposed changes on the Beach Club bulletin board. After changes are adopted, the Regulations are updated on the web site (*lmcbeachclub.com*) and hard copies are available at the office.

CRC meets regularly on the first Tuesday of the month, 9:30 a.m. at the Beach Club.

FROM THE DESK OF THE TREASURER

by Sharron Sherfick

In the current economic environment, many business and families are having a hard time making ends meet. LMC is no exception. In 2010, your Finance and Operations Committees, along with Brian Belmont, LMC General Manager, are working to decrease expenses while funding much needed maintenance projects and facilities upgrades.

The annual budget is LMC's operating plan for the upcoming year. Two approaches are used to create a budget - historical and zero-based. The historical method is based on the last few years of actual expenses while the zero-based approach uses factual information gathered annually. To make the process manageable, we begin by establishing categories and work one line item at a time. Categories the team will review include, but aren't limited to:

- **Revenue:** Includes member assessments, interest income and rental/user fees. A "bottom up" or "top down" approach may be used; most homeowner's associations take the bottom-up approach - i.e. revenue derived from expenses the association will need to cover expenses for the next fiscal year, with expenses trimmed or cut to minimize increases in member assessments.
- **Reserves:** A reserve study is a tool that helps budget monthly amounts needed to fund major projects. Separating reserves and reserve expenses from daily or monthly operating expenses provides a better financial picture of our association's needs.
- **Professional Services:** Includes legal and accounting fees, reserve studies and contracted services. The amounts are calculated by using zero-based and historical information. This line item should take into consideration "special needs" that may be required in the upcoming fiscal year.
- **Administrative Expenses:** Includes postage, fees, taxes, insurances, board education, copies etc. This is calculated using a mix of historical and zero-based calculations.
- **Utilities:** Include water, sewer, electricity, propane, gas and garbage costs. The historical approach is used for the most part, but a zero-based approach is recommended for items such as garbage and telephone lines.
- **Maintenance:** This covers all property related expenses and is broken out by type (i.e., Beach Club Operations, Pool Operations, Kehele Park etc.), with the zero-based and historical approaches used to calculate projected expenses.
- **Bad Debt:** Due to the state of the economy, community associations have seen a rise in foreclosures and bankruptcies along with a substantial reduction in collections of assessment. Unfortunately, our community has been seriously impacted and is faced with 14 foreclosures, 3 bankruptcies and \$29,339.44 outstanding in unpaid assessments.
- **Personnel:** Includes gross wages, payroll taxes and benefits. The zero-based method is used for the most part.
- **Contingency:** A contingency of 10% should be included, if possible, but the amount varies depending on the association's financial situation.

Additionally, we are discussing several options suggested by LMC members to generate revenue, and are reviewing the findings compiled by the Long Range Planning Committee, based upon the 2009 surveys. More information on these topics will follow in upcoming issues of The Navigator.

YOUR LMC

by Glee Hubbard and Ron Racki

You've probably read the LMC MISSION Statement but it is repeated below in case you have not had a chance to read it,

The Board of Trustees manages the assets of the LMC, upholds community standards and promotes a harmonious community for the membership as a whole through the effort of the staff, volunteer committees and effective Board leadership.

It should be said that to ensure the MISSION's success, the staff, committees, and Board work as a team. To clarify a bit, the Board of Trustees is led by the President, **Elizabeth Van Zonneveld**. She and the other eight trustees direct the work of the staff and the standing committees. The staff is headed by our General Manager, **Brian Belmont**. The standing committees have names and specific areas of responsibility. They are, in alphabetical order:

- Architectural Control
- Covenants & Regulations
- Communications
- Finance
- Greenbelt
- Operations

Although certain committees may support specific parts of the MISSION Statement, for example, the Finance and Operations Committees would be involved in "managing assets", all committees contribute to the support of the MISSION Statement as a whole. In all, more than fifty individuals give considerable time and effort towards the success of the MISSION Statement. Those fifty+ individuals are your friends and neighbors.

NORTH BAY HOLIDAY LUNCHEON

by Eva Van Buren

Don't miss the festive North Bay Holiday Luncheon being catered by the Belmont Restaurant at the **Beach Club on Friday, December 17th at 11:30 a.m.** You may sign up at the Beach Club starting November 15th. Cost is \$21 per person for the complete meal from appetizers to dessert, with a choice of entrees. Checks may be made payable to the Belmont Restaurant; indicate your choice of entrees when signing up. Bring your own bottle if you wish!

Christmas music will be provided by **Kathie Sharp** at the piano and **Dave Weakley's** Port Ludlow Singers. This popular event will surely get you in the holiday spirit, so don't delay and sign up early!

LMC BOARD MEETING DATE AND TIME CHANGES

During the September board meeting a motion was made as follows:

*Trustee **Sharon Sherfick** made a motion to hold the LMC Board meetings on the fourth Thursday of the month, with the exception of November, from 4:00-7:00 p.m.*

*This schedule will continue through April 2011. Trustee **Glee Hubbard** seconded the motion and it carried 5:1:1, with Trustee **Stan Kadash** against, and President **Elizabeth Van Zonneveld** abstaining.*

The Navigator

LMC BOARD OF TRUSTEES 2010 – 2011

Elizabeth Van Zonneveld	President
Teddy Clark	Vice President
Vaughn Bradshaw	Secretary
Sharron Sherfick	Treasurer
Richard Babaian	Trustee
Jim Boyer	Trustee
Glee Hubbard	Trustee
Stan Kadesh	Trustee
Mike Larkin	Trustee

Brian Belmont, General Manager 437-9201
beachclub@olympus.net

ARCHITECTURAL CONTROL

Bill Clark, Chair	437-2081
Vaughn Bradshaw, Trustee	437-9683
Sharron Sherfick, Trustee	531-1712
Charlie Jackson (alternate)	437-4095
Joe Murray (alternate)	360-460-4928

COVENANTS & REGULATIONS

Sally Orsborn, Chair	437-0670
Stan Kadesh, Trustee	437-2595
Mike Larkin, Trustee	437-2825
Art Moyer	437-7962
Bill Wilson	437-7782
Mike Eidlin (alternate)	437-9772

COMMUNICATIONS

Sue Milner, Chair	437-7862
Teddy Clark, Trustee	437-2081
Glee Hubbard, Trustee	437-7325
Barbara Berthiaume	437-0423
Michael Cahn	437-8223
Ron Racki	437-7748
Carol Shamhart	437-0141
Eva Van Buren	437-7932

FINANCE

Ian Feltham, Chair	437-9196
Richard Babaian, Trustee	713-661-4388
Sharron Sherfick, Trustee	531-1712
Robert Bima	437-9335
Stan Kadesh	437-2595
Ned Luce	437-0191
Eve McDougall	437-9168
Patrick Shannon	774-0764

GREENBELT

Karen Brattain, Chair	206-280-4272
Jim Boyer, Trustee	302-0989
Richard Babaian, Trustee	713-661-4388
Ted Buehler	437-0500
Marti Lewis	301-3464
Peggy Manspeaker	437-2016
Skip Rasmussen	437-5819
Steve Siegiel	437-0413
Doug Walter	437-2567

OPERATIONS

Jim Goode, Chair	437-2529
Teddy Clark, Trustee	437-2081
Mike Larkin, Trustee	437-2825
Monica Brown	437-8212
Sheila Brunstad	437-0482
Tom Satterlee	437-4117
Carol Shamhart	437-0141

AD-HOC ELECTIONS

Brian Belmont, Chair	437-9201
Vaughn Bradshaw, Trustee	437-9683
Elizabeth Van Zonneveld, Trustee	437-5118
Gene Carmody	437-4024

BEACH CLUB 2010 Fall Schedule

Beach Club Hours

Monday - Sunday 7 a.m. - 9 p.m.
All Members: Must present a valid membership card or pass to be admitted to the Beach Club.

Indoor Pool

Monday, Wednesday, Friday:

Lap Swim 7 - 9 a.m.

Aquacise 9 - 11 a.m.

Open Swim 11 a.m. - 5 p.m.

Lap Swim 5 - 6 p.m.

Open Swim 6 - 8:30 p.m.

Tuesday, Thursday, Saturday, Sunday:

Lap Swim 7 - 9 a.m.

Open Swim 9 a.m. - 5 p.m.

Lap Swim 5 - 6 p.m.

Open Swim 6 - 8:30 p.m.

Outdoor Pool

Closed until May 2011

Pool Age Restrictions

Under age 16 must be accompanied by an adult when using the pools and spa.

Exercise Room Age Restrictions

For using exercise equipment:

- 12 - 16 years of age must be under direct supervision by a responsible adult,
- Children under 12 years of age are not permitted to use the exercise equipment

The Navigator

E-Mail Delivery Saves Us All Money

By requesting e-mail delivery of the Navigator you can help conserve your LMC resources. A simple call or e-mail to the Beach Club will do the trick (360-437-9201 or beachclub@olympus.net). There are currently 184 members on the e-mail list. The following numbers are based on a typical 8-page newsletter.

184 on email list	
Bulk rate is \$.256 per piece =	\$47.10
Copier service agreement per page \$.018 =	\$26.50
Paper cost \$.008 per page =	\$11.78
Labor to print, fold & label (184 newsletters) (2 hour) =	\$30.00
Total Savings	\$115.38

Ludlow Maintenance Commission
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Port Ludlow WA 98365

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