

## **Twin Rivers Board of Managers Meeting Notes – 22 September 2007**

The Twin Rivers Board of Managers met Saturday, 22 September 2007 at the Fraser Library. Those in attendance were: Kitty Miller, Clare Cavanaugh, Margaret Gough, Sue Poet, Jon deVos and Sean McNamara. Bob Chipman was not in attendance.

The action item list is included in these notes.

The next Board meeting is scheduled for Saturday, 20 October 2007 in Fraser.

### **NOTES**

#### **Financial Audit**

Jon reported that the financial audit will be ready for review by the auditor at the next meeting. Clare said this audit will be using GAAP accounting standards. The audit will address the Association financial records and encompass the year ending 31 July 2007.

#### **Construction Committee Report**

Sue reported that the trash enclosure/crawl space cover project is proceeding. The Request-for-Bid has been completed and distributed to potential bidders on 20 September. The committee expects to have bids returned by September 28 for evaluation. Sue provided a descriptive overview of the project (replacement of crawl space covers and north trash enclosure, refurbishment of south trash enclosure, gates and side entry on trash enclosures). Sue agreed to provide the Board with an estimated cost for this project, when the bids are available, so that the Board can approve the expenditure via email (PM #4).

Sue reported that the exterior parking lot lighting project is proceeding but the committee doesn't yet have a consensus on the type of light fixture. A sample fixture has been mounted on the north end of Confluence for evaluation. There is some concern about light glaring in people's eyes and one solution might be to raise the fixtures several feet above the current location, with a resulting increase in installation expense. Clare suggested that in a letter to owners planned to be disturbed with the October bills, we mention about the light fixtures and ask for comments from owners (PM #7). The Board expects the committee to proceed with the evaluation. Via email, the Board approved expenditures for up to \$9000 for this project. Jon pointed out that Allegiant has a corporate account with Lamps Plus and the committee might compare prices with this supplier [message since provided to the committee].

#### **Board Organizational Plan**

Prior to the meeting, Sue had distributed a draft proposal for how the Board should organize and proceed to address administrative, property management, financial and communication functions.

The Board selected Kitty as the President, Bob as the Vice-President, Sue as the Secretary, Clare as the Treasurer, and Margaret as the Interval Owners Liaison for the coming year.

Further discussion resulted in a suggestion that all Board members, prior to the next meeting, read the Declarations and Bylaws and the contract with Allegiant and comment on this draft proposal with the intent that the Board approve this organization at the next meeting (Admin #2, & 5). Board members will prepare a plan (who, what, when) for implementing this organization (Admin #4) even before the organization is approved.

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Several implementation items were identified during this meeting (PM #5 & 6, Admin #6 & 7).

### **Future Scope of the Construction Committee**

This topic was tabled to another meeting. Generally felt that the committee needed to exist one additional year to complete the parking lot paving and the remainder of the exterior lighting projects.

### **Other Topics**

Kitty asked Sean to put a list of Board members on the web page with corresponding email addresses, not phone numbers (Admin #8). Sue and Sean will be doing an overall update of the web and will do this as part of the web updates.

Sean reported that he will be providing reports on delinquent dues to the Board. Allegiant works with an attorney for collection of delinquent dues and this has not recently been a significant problem.

Sean will be sending out WO (work order) reports of the expenditures to all Board members, monthly, and Posting Journal reports on the expenditures to Clare and Sue, quarterly, as requested by them.

Jon reported that Perry 3 is in the process of converting from a fractional share unit to a whole owned unit.

Kitty asked Sean to have a sign made up for each new trash enclosure giving people information on contacting Waste Management concerning special disposal of large bulk items (PM #8).

Jon reported one of the items identified already by the auditor is a discrepancy between the Allegiant contract and the monthly management charge to the Association. He explained that there was a period of time several years ago when the prior contract had expired. When the new contract was drawn up, the charging was indexed to the previous year. It was moved by Clare and seconded by Margaret to approve a change to the contract to index the management charges correctly, as was the intent at the time of the last contract. Kitty and Jon signed the approved change.

### **Action Items**

The Board reviewed the action items and closed several. Kitty asked Board members to review their notes of previous meetings and identify other action items that need to be added to this list (Admin #3).

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

The next Board meeting is scheduled for Saturday, 20 October 2007, tentatively at the Fraser Library. Other meetings scheduled are: Saturday, 14 June 2008 (budget meeting) and Saturday, 9 August 2008 (annual meeting).

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### Action Items

Last updated: 20 Oct07; 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>
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>TBD</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>
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>TBD</b>
Property Mgt #2	Owners need to know what to do with their large bulk items that cannot be	Sue, Sean	<b>11 Aug 07:</b> Board agreed to investigate; <b>22 Sep07:</b>	<b>TBD</b>

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	put in dumpster (furniture, appliances, etc.)		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	
Property Mgt #3	Communication to all owners to review the age of their water heater and consider replacing	Sue	<b>11 Aug 07</b> : Board agreed to pursue; <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>Closed</b>
Property Mgt #4	Need to approve and dis/approve 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; <b>07 Oct07</b>
Property Mgt #5	Put out message about trash removal in May prior to summer activity	Bob	<b>22 Sep07</b> : AI established	<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>TBD</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>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;	<b>TBD</b>
Admin #1	Make K. Miller's statement of history on Twin Rivers available on the TR web site	J. deVos	<b>11 Aug07</b> : J. deVos agreed to do this; <b>22 Sep07</b> : Kitty has provided to Jon	<b>TBD</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>
Admin #3	Review notes of past meetings to identify additional action items and provide to Sue	All	<b>22 Sep07</b> : AI established;	<b>20 Oct07</b>
Admin #4	Prepare implementation plan for each function of Board	All	<b>22 Sep07</b> : AI established;	<b>20 Oct07</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>20 Oct07</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>TBD</b>
Admin #7	Each Board member to put together notebook with pertinent material for	All	<b>22 Sep07</b> : AI established;	<b>TBD</b>

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	their role to have available for future Board members; to contain Declarations, Bylaws, Org. Plan, Allegiant contract and other routine activities/plans			
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;	<b>TBD</b>