

## Meeting of the Hi-Tide Condominium Association Board of Directors

March 27, 2024 • 10:00 am to 10:30 am

[Zoom](#) • Meeting ID: 848 7438 9246 • Passcode: 165677

### AGENDA

1. Call to Order – President Ottavelli called the meeting to order at 10:20 am.
2. Consent Calendar – It was moved, seconded, and passed unanimously to approve the consent calendar as presented.
  - a. January 24, 2024 Board Meeting Minutes Approval
  - b. Adoption of Upgrade During Maintenance Policy
  - c. Adoption of HTCA Maintenance Policy
3. Building and Grounds
  - a. Maintenance Manager Report – Jack Boyce reported the post installation on B is complete. New soffit vents are installed on C. Nonskid treads are installed on A. New light installed at D with addition of dusk to dawn sensor coming soon. Storm drain system flush at B coming soon. New bench on river trail. Repainting and wire wheel and sand doorknobs. Window replacement in 12 is completed. Lawns are scheduled and new furniture out for use. Summer prep going well.
  - b. Storm Door Unit 32B – the Storm door on unit 32B was inspected by Maintenance Manager and deemed failed and in need of either removal or replacement. Directors discussed doors and HOA responsibilities. The interior door (protected by the storm door) has failed glass, cracking and warping. The owner caulked and painted the interior door. Jack and Al recommended our glass contractor replace the storm door and glass in the interior door. **It was moved, second, passed unanimously to approve replacement of the 32B front door glass and the storm door(per Jack and Al) by the HTCA Maintenance Manager and/or contractors as appropriate.**
  - c. Bathroom Exhaust Fans and other Electrical Elements – Directors discussed the paint-in paint-out rules under consideration and the implications for safety related to electric items.
    - i. The controlling RCW for electrical work is:  
<https://app.leg.wa.gov/rcw/default.aspx?cite=19.28>
  - d. Owner Request Form – The board reviewed the draft submission form found [HERE](#):  
<https://form.jotform.com/240708930265053> **It was moved, seconded, and passed unanimously to approve the owner request form as presented and as may be amended by the board of directors in the future.** Consensus of the board is the form will not be required at this time, but rather is there as another option for owners to make requests.
4. Treasurer's Report
  - a. CD Closure – Both are closed and monies deposited into our bank account.
  - b. Internal Audit – An audit committee is formed and chaired by Jerry. The committee is working with OrgSupport to set a date/time for an internal audit via Zoom.
  - c. **It was moved, second, passed unanimously to direct the Treasurer to apply for an unsecured (non-Director linked) credit card with a limit up to \$10,000.00 for the HTCA.**
5. Secretary's Report
  - a. Roster Update (emergency contact?) – Dave is working on a roster update. Owners should look for email communication requesting updated information.
  - b. Insurance Update
    - i. Disaster Insurance –
6. Elections

- a. Officers – **It was moved, second, passed unanimously to appoint Rita Schilling as Treasurer and Jerry Fury as Vice President, thus making Judy Hopkins a director at large, and retaining Craig Ottavelli as President and David Passey as Secretary. It was moved, seconded, passed unanimously to direct Treasurer Rita Schilling be added to all banking and financial accounts held by the HTCA.**
7. Annual Meeting Planning – **It was moved, second, passed unanimously to direct the President to communicate with directors and identify and properly notify the annual meeting to cause that meeting to happen in 2024 per HTCA CC&R and bylaws parameters.**
8. Issues for Discussion
  - a. Staff Salary Review – *OrgSupport will include salary information for Jack and Ronnie and full financial information in the next board packet.* Directors will review salary rates at the next meeting of the board.
  - b. Picnic Table Placement – Consensus of directors is to consider language limiting picnic table use to the West half of the lawn area. Consider ‘not closer than ‘X’ feet of any building or structure. Rita Schilling will propose picnic table language at the next meeting of the board for review and possible adoption.
  - c. Smoking in Designated Areas – Directors discussed the impact of smokers in common areas and on decks. Smoke travels into adjacent and nearby units. Consensus of directors is to include limits on smoking in the CC&Rs. The LLC/rental operation has a policy that is shared during check-in. Directors discussed requiring signage on decks.
  - d. Fireplace Policy Review – Tabled
  - e. Website – **It was moved, seconded, and passed unanimously to direct the President to establish a HTCA website for basic information sharing with members.**
9. Notifications of Impending Desires to Buy, Sell, or Trade Units – None.
10. Adjournment – **With no further business, President Ottavelli adjourned the meeting at 12:15 pm.**

NEXT BOARD MEETING: March 27, 2024  
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