

**Hi-Tide Condominium Association Board of Directors Meeting
November 19, 2025 • 10:00 am • Zoom**

ATTENDEES:

- | | |
|---|---|
| <input checked="" type="checkbox"/> David Passey | <input checked="" type="checkbox"/> Al Rubeck |
| <input checked="" type="checkbox"/> Rita Schilling | <input checked="" type="checkbox"/> Jerry Furey (excused) |
| <input checked="" type="checkbox"/> Craig Ottavelli | <input type="checkbox"/> (staff) |

ACTION ITEMS:

MINUTES:

1. Call to Order – **President Ottavelli called the meeting to order at 10:05 am**
2. Consent Calendar – **It was moved, seconded, and passed unanimously to approve the Consent Calendar as presented.**
 - a. September 24, 2025 Board Meeting Minutes Approval
 - b. Financials
 - c. Ratification of Unanimous Consent Votes
 - i. Ratification of the results of the written ballot election in which the membership approved and adopted the updated Declaration of Covenants, Conditions, and Restrictions (DCC&Rs)
 - ii. Adoption of the Insurance-Mandated Inspections and Maintenance Policy

OrgSupport will print and mail the insurance mandated guidelines policy, and post the new policy and DCC&Rs to the HTCA website.

3. Building and Grounds
 - a. Maintenance Manager Report (Tim Carr) –
 - b. The Board discussed an owner request for assistance with replacing a fireplace unit. Tim confirmed he could complete the carpentry work to frame the opening for the replacement unit, provided it did not involve propane, gas, or electrical work. Craig noted that he would coordinate timing with Tim and Al and would block the unit in the rental calendar as needed. Tim reported no further updates and then departed the meeting.
4. Treasurer's Report – Rita reported that she reviewed the financial statements and provided feedback related to invoices and accounts receivable. Under the current lease, certain utility charges to the LLC are billed quarterly; she has requested that OrgSupport change this to monthly billing. She noted that income exceeds expenses on the financial statements, but the figures do not reflect budgeted transfers to long-term reserves. A total transfer of \$50,000 was budgeted for the year, and Rita sent the final transfer request to OrgSupport. She anticipates the reserve account will total approximately \$150,000 at year-end. Interest earned in the reserve account will remain there unless the Board directs otherwise.

It was moved, seconded, and passed unanimously to provide the Maintenance Manager with a \$500 holiday bonus. *OrgSupport will include Tim's bonus on his first December paycheck.*

5. Old Business
 - a. CCR Update – The updated DCC&Rs were approved by the board, submitted to membership ballot, counted, notarized, and filed or pending filing. Rita briefed the board on upcoming state-mandated changes effective January 2026 and 2028, including the requirement to begin meetings with member input (90 seconds per person, up to 15 minutes). Board members are encouraged to begin reviewing new statutory requirements. The Board discussed the unanimous written consents included in the packet, including the ratification of the membership vote adopting the updated DCC&Rs and the

unanimous consent approving the Insurance-Mandated Inspections and Maintenance Policy. Craig added the insurance policy consent to the packet for completeness and transparency. *OrgSupport will print and mail the policy and post both the policy and the updated DCC&Rs to the HTCA website.*

6. New Business

- a. Budget Approval -- The Board reviewed the proposed 2026 budget. **A motion was made, seconded, and passed unanimously to approve the draft budget as presented, to direct the President and Treasurer to distribute it to the membership, and to schedule the Budget Adoption Meeting for Tuesday, December 16 at noon via Zoom.**
- b. Roof Bid Approval -- Craig introduced the roof replacement item and noted that the Building and Grounds Chair had undertaken an extended competitive bidding process for the reserve-funded roof work. All bid documents were included in the board packet and will be posted for members. Craig emphasized that due to significant variation in pricing, additional clarification was sought from bidders so the Board could compare proposals accurately.

Al summarized the three bids received. Lupo, which previously completed the B-building roof, bid \$85,000 for A-building and \$63,000 for C-building. A second contractor submitted bids of \$71,000 for A-building and \$53,000 for C-building. A third contractor bid \$49,000 and \$35,000 respectively. Al explained that only Lupo provided a detailed, itemized scope of work. When he sent Lupo's scope to the other contractors and asked them to resubmit matching bids for a direct comparison, they declined to do so or refused to confirm their inclusions in writing. Al recommended awarding the project to Lupo, citing the company's proven performance, quality, communication, schedule reliability, and safety.

Jim expressed support for Al's recommendation. **It was moved, seconded, and passed unanimously to approve the Lupo bids for both buildings and direct Al to sign the agreements and proceed with the work.**

- c. Policy Updates -- The Board discussed the two unanimous written consents included in the updated board packet: the ratification of the membership vote adopting the revised DCC&Rs and the unanimous consent approving the Insurance-Mandated Inspections and Maintenance Policy. Craig noted that while such ratifications are not technically required, adding them to the packet supports transparency. He confirmed he would ask OrgSupport to print and mail the new policy and ensure both the policy and the updated DCC&Rs are posted to the Association website.
- d. Consent to Electronic Communication – Washington law permits homeowner associations to conduct notice, communication, and voting electronically when a member has provided written consent. The main statutory framework comes from the Washington Uniform Common Interest Ownership Act (RCW 64.90), which allows electronic notice and electronic voting as long as (1) the member has affirmatively agreed to receive information that way, and (2) the association keeps a record of that consent. When a member does not consent, the association must continue providing all legally required notices by U.S. mail.

The Board's purpose in requesting electronic communication consent is practical, as electronic communication reduces administrative cost, minimizes mailing delays, and allows the association to distribute materials quickly and consistently. It also ensures that large, time-sensitive documents — such as ballots, budgets, CC&R updates, or insurance-related materials — can be delivered efficiently to owners who prefer electronic delivery.

At the same time, the Board has stated that obtaining electronic consent does not eliminate or shorten any legally required notice periods. Members who do not consent to electronic communication will continue to receive mailed copies of all required notices, and members who consent may still request paper copies for specific items when needed.

7. Items from the Floor

- a. Craig reported that Pat had engaged a contractor to assess the property and develop recommendations for improving wireless infrastructure. The matter will be added to the next work session agenda.
 - b. Bev reported observing local non-residents parking in concealed areas of the property and using the Association's Wi-Fi. *Craig will communicate wi-fi abuse issue to Jerry and the rental staff.* He explained that the most effective remedy is to change the Wi-Fi password regularly. Directors discussed the interval, with general agreement that quarterly password changes would reduce unauthorized access while minimizing inconvenience.
8. Notifications of Impending Desires to Buy, Sell, or Trade Units – Jim Gorman expressed interest in possible future unit sales and asked to be informed if an offering becomes available. Board members and owners briefly discussed prior right-of-first-refusal provisions and clarified that the current governing documents require no such right, as the membership previously voted to remove it.
9. Adjournment – **With no further business, President Ottavelli adjourned the meeting at 11:30 am.**