

Annual Meeting of the High-Tide Condominium Association Members

June 05, 2024 • 5:30 pm to 7:00 pm

Join Zoom Meeting:

<https://orgsupport.zoom.us/j/86262094661?pwd=PjYWhDy6D4l1eePgzmIxf4eVNQvDw.1>

Meeting ID: 862 6209 4661

Passcode: 829425

AGENDA

1. Roll Call

The following owners/units were present at the meeting:

Jim Gorman (5, 6, 8, 9), Elizabeth Roche, Pat & Michele McCallister (1, 14), Patti McShane, Patti Peterson (10, 12), Mary Anne McClaire, Rita Schilling, Jillian Kane, Jerry Furey, Bev Franklin, Irene Suver, David Passey, Blaine Beardsley, Craig Ottavelli, and Janine & Mike Hakanson. The following owners/units were represented by proxy at the meeting:

NAME	UNIT
Al Rubeck	27
Kathleen Kwakenat	35
Nancy Kirkpatrick	13
Ron Hopkins	11

A quorum was established with 24 units represented including those units represented by proxies.

2. Proof of Notice of meeting or waiver of notice

Today's meeting notice and agenda was sent to all the owners and owner's representatives on April 10, 2024, with subsequent updates. There were no objections to the notice of the meeting.

3. Reading of minutes of preceding meeting

The minutes from the preceding annual owner's meeting (held on June 27, 2023) were sent to all owners and representatives via email (and included as a Zoom chat attachment in this meeting) at the start of the meeting. There were no objections to the approval of the minutes as distributed.

4. Reports of officers

- Treasurer – Rita Schilling updated attendees on financial management of the HOA resources, and the financial reports distributed to all owners.
- Secretary – David Passey updated attendees on the work of the board.
- President of the Board – Craig Ottavelli updated attendees on the work of the board, including the recent executive sessions (though no private information was shared).

5. Reports of committees

- Grounds and Facilities Maintenance Committee – Rita Schilling presented the maintenance report provided by Al Rubeck.
 - The doors will be painted by the HTCA maintenance manager in a manner complementary to the new paint.
- Internal Audit Committee
 - Jerry, Michelle, and Patti Peterson reviewed the financials of the organization and performed a random check of financial transactions, reconciliations, etc. The final report of the committee was included with the meeting materials and summarized the positive findings of the committee. The committee recommends having one or more members or outside experts

review the financial investment strategies and make recommendations to the board. The committee recommends seeking a new account for holding longer term funds. The committee recommended performing internal audits on a two- or three-year cycle. The committee recommended waiving the need for an annual external audit. **It was moved by Pat McCallister, second by Elizabeth Roche, and passed unanimously, to waive the need for an annual external financial audit.** It was noted that an external audit is extremely expensive and time consuming.

Election of Board members – **It was moved by Jim Gorman, second by Pat McCallister, and passed unanimously to elect the proposed slate of directors (Rita Schilling and Al Rubeck) to the HTCA board of directors.**

- c. Proposed Slate of Directors
 - i. Rita Schilling
 - ii. Al Rubeck

- 6. Proposal for Maintenance Manager Help for Individual Members – Directors reviewed the proposal for project work inside units. It was recommended that a part of the fee go back to the maintenance manager.
 - a. Consider development of a punch list of common failure areas that owners should be aware of, and offer to have the maintenance manager walk through each unit to perform an inspection.
 - b. Building A does not have individual water shut-off valves, while the B and C buildings do.
 - c. Make it clear this will pull Tim off of salary and the owner is paying his salary.
 - d. Make it clear what types of work the maintenance manager cannot do (e.g. electrical).
 - e. Owners discussed the use of professionals to address owner responsibilities such as wiring and plumbing. It is the belief of owners (from evidence) that building B is wired with copper.
 - f. Consider a message board on the website where owners can post requests for help or other information.

7. OrgSupport Agreement –

Craig Otavelli excused himself from the meeting so the members could discuss the proposal from OrgSupport for administrative services. He asked Jerry Furey to lead the discussion.

Jerry outlined a variety of issues and challenges the board has been faced historically in providing high quality administrative services for the HTCA from a board of volunteers. Most recently the Board has been assisted greatly by Craig Otavelli's relationship with OrgSupport and their expertise with not-for-profit HOAs. At a recent HTCA board meeting, it was suggested that we investigate signing a service contract with OrgSupport for administrative services. They have provided a draft contract that has been circulated to all members of HiTide resort HOA.

Jerry presented the proposed contract and said the Board was recommending that we sign the contract. The monthly cost would be \$1500/ month. Both Rita and Dave were asked to add their comments. Jerry then asked for comments from other members. Irene Suver spoke in favor: "there are just some issues that should be left in professional's hands." Jim Gorman voiced his definite support saying it was a good contract and definitely competitively priced, although he was concerned that there was not a limit on how much more might be spent on ancillary services not included in the contract. Pat McCallister strongly favored it, "it's been a long time need." Blaine Beardsley thought it should be put to a membership vote but was corrected by a reference to the CC&Rs that give the Board authority to sign contracts and reminded that the Board had negotiated all the recent maintenance contracts without reference to the total membership.

After further comments and discussion, Pat McCallister noted that there was a quorum of the membership present.

The motion was then made by Irene Suver that we contract with OrgSupport for administrative services as outlined in the draft proposal. It was seconded by Jim Gorman. The motion was approved without dissent.

Irene Suver then asked if the HOA had ever considered installing a dumbwaiter in each of the buildings. She had installed one in her home and thought it would be a great idea for HiTide. She offered to investigate costs, etc. Another idea was suggested that we install tankless water heaters for safety and economic reasons. Another question was whether there had been any consideration for installing a charging station for electric cars.

8. Adjournment – **With no further business, Vice President Jerry Furey adjourned the meeting at 7:45 pm.**