High-Tide Condominium Association Annual Meeting
July 8, 2026 • 6:00 PM

ATTENDEES: Elizabeth Roche – 29B, Craig Ottavelli – 32B, Al Rubeck – 27A, Rita Schilling – 25A, Jim Gorman – 5A/6A/8B/9B, Janine Hakanson – 15C, Patti Peterson – 10B/12C, Jerome Furey – 21A, David Passey – 24A, Matthew Quick – 11B, Patti McShane – 4A, Brian Kirkpatrick – 13C, Pat & Michele McAllister – 1A/14C, Deanne & Marc Lindberg – 30B, Steven Kane – 16C,

ACTION ITEMS:

- Review and align the Association bylaws with the revised DCC&Rs before 2028.
- Continue pursuing additional insurance brokers to obtain competitive quotes prior to the next policy renewal.
- Revise the insurance policy to encourage owners to have their insurance agents automatically provide updated Certificates of Insurance to HTCA upon each annual policy renewal.
- Schedule a Hi-Tide Rental Group meeting to discuss the transition to Vacation Stays of Seattle and review next steps for the rental program.
- Schedule a future Board meeting to review the attorney's draft rental policy and broader rental governance issues.
- Continue evaluating and testing property-wide Wi-Fi improvements and review future service recommendations as they become available.

MINUTES:

1. Call to Order – **President Craig Ottavelli called the meeting to order at 6:10 PM.**

2. Member Comment Period – **None.**

3. Roll Call, Voting Verification, and Quorum Confirmation
    a. Confirm owners present in person, by proxy, by absentee ballot, or by approved remote participation – President Ottavelli confirmed that at least 20 units were represented in person by approved remote participation, with an additional 7 proxies received in advance of the meeting. He noted that quorum could be established by attendance alone and confirmed that a quorum was present for the meeting.

4. Proof of Notice of Meeting
    a. Confirm that notice of the annual meeting was provided not less than 14 and not more than 50 days before the meeting – President Ottavelli confirmed that notice of the annual meeting was timely provided in advance of the meeting, both electronically and by physical mail, within the required notice period.
    b. Confirm that the notice included the time, date, meeting access information, agenda, director-election information, and ballot materials – President Ottavelli confirmed that the notice included the time and date of the meeting, Zoom access information, the agenda, director-election information, ballot materials, and related voting instructions. He also noted that paper ballots and online ballots had been received before and during the meeting.

5. Approval of Prior Annual Meeting Minutes
    a. Approval of the 2025 Annual Meeting Minutes – **It was moved, seconded, and passed unanimously to approve the Annual Meeting Minutes as presented.**

6. President's Opening Report – President Ottavelli briefly reviewed the written president's report in the meeting packet all owners received.

   a. General Board report – President Ottavelli referred owners to the written president's report included in the meeting packet and emphasized that the Board had accomplished a great deal over the prior year. He noted in particular the completion of the revised DCC&Rs after several years of work and said the Association is now moving from heavy governance cleanup into a more stable long-term maintenance and continuity phase.
   b. Governance and major actions since the 2025 annual meeting – President Ottavelli stated that the Board's focus has shifted toward long-term stability, succession, and alignment of the Association's remaining governing documents. *He encouraged owners to consider future Board service, noting that with the DCC&R work complete, the next major governance task is bylaw review and alignment before 2028.*

7. Treasurer's Report / Annual Financial Report – Treasurer Schilling reviewed the written Treasurer's Report and annual financial materials included in the packet. She explained that the year-end net income figure of $55,509.75 was misleading if read alone, because $50,000 had already been transferred into reserves, leaving operations roughly $5,000 favorable to budget after expenses. She also reported that procedures had been improved to address mail problems, staff transition at OrgSupport, accounts receivable follow-up, and continuity in financial management.
   a. Year-end financial overview – Treasurer Schilling explained that the Association ended 2025 in a stable position, but that the operating surplus shown on the year-end statement should be understood in light of the $50,000 reserve contribution already made during the year.
   b. Reserve status and transfers – Treasurer Schilling reported that $50,000 was transferred to reserves in 2025 as budgeted. She noted that, because roof replacement timing moved forward to 2026 and 2027, the reserve fund will be substantially used for windows and roofing, and the Board does not anticipate reducing reserve contributions given future painting and other capital needs.
   c. Assessment and cash-flow overview – Treasurer Schilling stated that the Association is continuing to refine financial procedures with OrgSupport to improve continuity, receivables follow-up, and clarity in reporting. She also noted that labels and presentation in some financial reports may be further cleaned up for easier owner review.

8. Maintenance and Capital Projects Report
   a. Maintenance manager report – Besides routine maintenance, in the last 12 months: widened all trails, continuing to replace water shutoff valves, repaired sliding doors, new gill and burner for clam shack, installed parking signage and dog leashing signage, reinforcing p-traps, and working on a new wifi system. The owner repair submission forms have been a huge success.
   b. Completed capital projects – The A building was re-roofed with SS attic vents and access hatch. Two chimney chases were removed which removed potential leakage areas.
   c. Pending and anticipated major repair / replacement items – In 2027 a new roof on C building.

9. Insurance Report
   a. Current insurance program status – Policies are still in force, but by around October the board is trying to get additional brokers involved to provide additional quotes. The HTCA long-time broker retired in April, so a new primary broker is needed. *Obtain additional insurance quotes from prospective insurance brokers before the next policy renewal.*
   b. Premium and coverage changes – Policies are being shopped and the hope is for reduced costs.
   c. Insurance-related policy and compliance updates – With significant effort the HTCA is in compliance with policy requirements, including at the unit level. Thanks to all owners for continued support with this process, namely providing COI documents on an annual basis. It requires an annual effort on the part of each owner, and continued support helps reduce the amount of time volunteers and staff have to spend making phone calls, sending emails, etc.
      a. The owners discussed requesting that all owners to have their agents add the HTCA as an additional insured such that a notice is automatically sent to the HTCA. *The BOD will*

work on revising the policy to encourage automatic notice at the time of year each policy renews as opposed to all in January.

10. Rental / HT Rental Group / Operations Report
    a. Rental program and operations update – Pat and Michele McAllister reported that the Hi-Tide Rental Group is no longer managed by Goldener Inns & Resorts. Effective June 1, management transferred to Vacation Stays of Seattle. They described the transition as complicated and somewhat abrupt, reported that the rental group is currently down to 14 units, and said a rental group meeting would be scheduled soon to provide additional details and discuss next steps.

       The rental group reported that it continues to work through transition issues with the new management company and remains focused on meeting its financial obligations to HTCA. Pat McAllister noted that the rental group has generally been diligent about obtaining the required short-term rental coverage and naming HTCA as an additional insured. The Board also discussed the need for a separate future meeting to review the attorney's new rental-policy draft and broader rental-governance issues. *Schedule a Hi-Tide Rental Group meeting to discuss the transition to Vacation Stays of Seattle and future operations. Schedule a future Board meeting to review the attorney's draft rental policy and broader rental governance issues.*
    b. Staffing – Jerry and Nicole remain the two on-site staff.

11. Audit Report and Audit Waiver Vote – Members are encouraged to participate in the audit process each year. The meetings are typically 1-2 hours and are enlightening with regard to how the books are maintained.
    a. Presentation of internal audit committee findings – The audit committee had no major findings and reported the books are well managed. The audit committee report was provided to all owners.
    b. Owner vote on waiver of the annual CPA audit, as noticed in the meeting materials – **It was moved, seconded, and passed unanimously, to waive the annual CPA audit.**

12. Election of Directors
    a. Confirm the number of director seats open for election – Two director seats were open for election.
    b. Confirm nominations and candidate eligibility – Rita Schilling and Matt Quick were confirmed as nominated candidates, and the ballot also included two write-in spaces.
    c. Confirm that director voting is by secret ballot – The chair confirmed that director voting was by secret ballot.
    d. Conduct election of directors – The election was conducted by secret ballot.
    e. Announce Results - The chair announced the results will be send by electronic communication following tabulation: Rita Schilling and Matt Quick were elected.

13. Owner Questions and Discussion
    a. Owner questions and discussion regarding reports and Association business – Owner discussion focused primarily on insurance compliance administration and the status of the property Wi-Fi system. Owners and directors discussed possible changes to the insurance-compliance process, including revising the policy so proof of insurance is provided upon annual renewal rather than only in January and encouraging owners to have their agents automatically send updated certificates to HTCA. Owners also discussed the ongoing Wi-Fi testing, recent hardware replacements, possible service improvements from Coast Communications in August, and the possibility of future board action on an upgraded distribution system or alternative provider if needed. *Continue evaluating property-wide Wi-Fi improvements and future service options.*
    b. Non-action discussion only. No vote or resolution shall be taken on any matter not properly noticed for action – President Ottavelli reminded owners that, under the current meeting rules,

the Association could discuss matters of concern but could not take action on any item that had not been properly noticed in advance. Discussion during this portion of the meeting was therefore limited to owner questions, board responses, and identification of topics for future agendas.

14. Other Properly Noticed Business
    a. Any additional matter specifically included in the notice and meeting packet for owner action – None.

15. Adjournment – **With no further business, President Ottavelli adjourned the meeting at 7:30 PM.**