

**Meeting of the High-Tide Condominium Association Owners
For the HTCA 2025 Budget Ratification**

December 17, 2024 • 11:30 am

Zoom, Teleconference Only: +1 (253) 205-0468 / Meeting ID: 86545969256# / Passcode: 078787

ATTENDEES: Rita Schilling, Craig Ottavelli, David Passey, Al Rubek, Jerry Furey, Patti Peterson,

MINUTES

1. Call to Order – President Ottavelli called the meeting to order at 12:00 pm.

The purpose of the meeting of the HTCA membership is to ratify (or reject) the 2025 budget that has been approved by the HTCA Board of Directors in a meeting held on 11-20-2024. This ratification meeting and associated process is per RCW 64.90.525.

2. Call for Vote on HTCA 2025 Budget

A voice vote was conducted, and the budget was ratified with the following count:

Affirm = 6 (6 YES votes from those attending the meeting, 22 YES votes by absence)

Reject = 5

Abstain = 0

Note: There were no votes received by US mail.

3. Adjournment – With no further business, President Ottavelli adjourned the meeting at 12:05 pm.

Hi-Tide Condominium Association
Profit & Loss Budget Overview
January through December 2025

| | G & A | Reserve Exp. | TOTAL | NOTES |
|---------------------------------|--------------|--------------|--------------|---|
| | Jan - Dec 25 | Jan - Dec 25 | Jan - Dec 25 | |
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Homeowner Dues | 214,500.00 | | 214,500.00 | Dues are set at \$6,500 annually (\$1,625 per quarter, \$541.67 per month) |
| Interest Income | 4,000.00 | | 4,000.00 | |
| Lease Agreement Income | | | | |
| Contract Services (Maintenance) | 0.00 | | 0.00 | |
| Electrical Reimbursement | 0.00 | | 0.00 | |
| Garbage & Recycle Reimbursement | 3,300.00 | | 3,300.00 | |
| Insurance Reimbursement | 12,000.00 | | 12,000.00 | |
| Rent Income | 25,220.00 | | 25,220.00 | |
| Water & Sewer Reimbursement | 5,700.00 | | 5,700.00 | |
| Total Lease Agreement Income | 46,220.00 | | 46,220.00 | |
| Total Income | 264,720.00 | | 264,720.00 | |
| Gross Profit | 264,720.00 | | 264,720.00 | |
| Expense | | | | |
| Insurance Expense | | | | Earthquake insurance for 2026 is not included in the 2025 budget (i.e. if adopted as presented there will not be earthquake insurance in 2026). |
| D&O Insurance | 1,600.00 | | 1,600.00 | |
| General Liability Insurance | 55,000.00 | | 55,000.00 | |
| Total Insurance Expense | 56,600.00 | | 56,600.00 | |
| Operations | | | | |
| Auto & Travel | 250.00 | | 250.00 | |
| Dues & Subscriptions | 75.00 | | 75.00 | |
| Misc. Expenses | 100.00 | | 100.00 | |
| Office Supplies | 100.00 | | 100.00 | |
| Online Services | 550.00 | | 550.00 | |
| Postage and Delivery | 250.00 | | 250.00 | |
| Printing | 500.00 | | 500.00 | |
| Total Operations | 1,825.00 | | 1,825.00 | |
| Payroll Expenses | | | | |
| Employment Security | 800.00 | | 800.00 | |
| Family Medical Leave | 100.00 | | 100.00 | |
| L&I | 2,000.00 | | 2,000.00 | |
| Medicare Company Expense | 1,000.00 | | 1,000.00 | |
| Seasonal Help Wages | 4,000.00 | | 4,000.00 | |
| Social Security Company Expense | 4,000.00 | | 4,000.00 | |
| Wages | 59,300.00 | | 59,300.00 | 4% raise for Maintenance Manager |
| Total Payroll Expenses | 71,200.00 | | 71,200.00 | |
| Professional Services | | | | |
| Legal Services | 5,000.00 | | 5,000.00 | |
| Professional Fees | 26,500.00 | | 26,500.00 | Includes \$7,000.00 for fireplace inspections, \$18,000.00 for OrgSupport contract, registered agency. |
| Total Professional Services | 31,500.00 | | 31,500.00 | |
| Repairs & Maintenance | | | | |
| Building & Grounds Maintenance | 13,700.00 | | 13,700.00 | |
| Reserve Projects | | 8,000.00 | 8,000.00 | \$8,000.00 for window replacements (Reserve Exp.) |
| Total Repairs & Maintenance | 13,700.00 | 8,000.00 | 21,700.00 | |
| Taxes & License | | | | |
| Cnty. Taxes (Property) | 2,000.00 | | 2,000.00 | |
| Federal Taxes | 2,700.00 | | 2,700.00 | |
| License & Registration | 1,000.00 | | 1,000.00 | |
| Total Taxes & License | 5,700.00 | | 5,700.00 | |
| Utilities | | | | |
| Electricity | 3,200.00 | | 3,200.00 | |
| Garbage & Recycle | 9,400.00 | | 9,400.00 | |
| TV & Internet Expenses | 10,500.00 | | 10,500.00 | |
| Water & Sewer | 7,500.00 | | 7,500.00 | |
| Total Utilities | 30,600.00 | | 30,600.00 | |
| Total Expense | 211,125.00 | 8,000.00 | 219,125.00 | |
| Net Ordinary Income | 53,595.00 | -8,000.00 | 45,595.00 | |
| Net Income | 53,595.00 | -8,000.00 | 45,595.00 | |

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Profit & Loss Budget Overview
January through December 2025

| | G & A | Reserve Exp. | TOTAL | NOTES |
|--|--------------|--------------|--------------|-------|
| | Jan - Dec 25 | Jan - Dec 25 | Jan - Dec 25 | |
| Planned Contribution to Long-Term Reserves | 50,000.00 | | | |
| Net after reserve contributions | 3,595.00 | | | |

NOTES
The association has a reserve study that meets the requirements of RCW 64.90.550 and, the budget deviates from the recommendations of that reserve study; and, the current deficiency in reserve funding expressed on a per unit basis is \$30,876.00.

The board conducted an envelope study in 2021 and those anticipated repairs deviate somewhat from the reserve study. The

| | | |
|--|-------|--------------|
| Starting Reserve Balance | | \$107,000 |
| Current Fully Funded Reserve Balance | | \$1,125,904 |
| Percent Funded | | .9.5 % |
| Average Reserve (Deficit) or Surplus Per Unit | | (\$30,876) |
| Recommended 2025 100% Quarterly "Full Funding" Reserve Transfers | | \$23,380 |
| 2025 70% Quarterly "Threshold Funding" Reserve Transfers | | \$20,260 |
| 2025 "Baseline Funding" minimum to keep Reserves above \$0 | | \$18,540 |
| Recommended 2025-2026 Special Assessment (each year) | | ***\$250,000 |
| Most Recent Budgeted Reserve Transfer Rate | | \$12,000 |