



## Seasons at Sandpoint 2018 Annual Meeting

### Minutes

February 10, 2018

Board Members Present: Mike Romine, Janae Gravelle, and Teague Mullen

Board Members Absent: Cliff Mort

Elite Alliance Hospitality: Kevin Ceneviva, Executive Vice President; Scott Olpin, General Manager

Scott Olpin welcomed all the Owners to the 2018 Annual Meeting and introduced the Board of Directors and Elite Alliance personnel. He noted that at the end of the Annual Meeting, time will be allotted for a question and answer period. He then turned the floor over to Janae Gravelle to call the Meeting to order.

Janae Gravelle called the Meeting to order at 10:04 a.m. PT. She asked Scott if there was a Quorum present to conduct the business of the Association. Scott responded that currently the Association consists of the Declarant and 79 Owners, and with the number of Directors and Owners present, plus the 11 proxies received, that the 1/10 Quorum requirement has been met for each membership type.

Scott stated that the Annual Meeting Notices were distributed on January 19, 2018 to all Owners and that this reflects the proper 15 days or more notice requirement. Scott then turned the floor back over to Janae.

Janae said there is no Old Business carried over from the 2017 Annual Meeting and that the Meeting would move on to New Business.

Janae said that there is no New Business to report to the board. She then turned the floor over to Scott for his Operational Update.

Scott provide the following Operational Update information:

#### Owner Committee

- Mike Romine, Owner, currently serves as the Chairperson and as a Member of the Board of Directors.

- Currently, the Owner Committee consists of 4 additional Owners; Mike Jewell, Jim Imholte, Kevin Glynn and Peter Sanburn.
- Since the last Annual Meeting the Owner Committee has conducted four committee meetings.

#### Personnel

- Currently the management company, Elite Alliance Hospitality, employs nine employees who work at Seasons. Eight of the employees are full-time and one is a part time. During the summer season, three seasonal employees are hired for the marina. Scott mentioned that the Association is very fortunate that the majority of our team has tenure.
- The 2018 focus for the staff is cross training, additional safety training, and retention with focus on current job descriptions and duties.
- We would appreciate Owner feedback on the staff, and any concerns or accolades regarding the staff, be directed to Scott.

#### Marina and Beach

- Currently, there are 64 slips owned in the Marina.
- In 2017, the Marina was opened to boat traffic on June 15<sup>th</sup>, closed to boat traffic on October 3<sup>rd</sup>, and closed to foot traffic on October 20<sup>th</sup>.
- Stationary dog decoys were tried on the beach to scare away geese and other fowl. This appears to be effective and we will implement additional dog decoys this summer.
- Based upon Owner feedback, new flags were purchased for the marina's far eastern finger.
- For kayak storages, an additional log was placed on the beach to accommodate 8 more kayaks.

#### Property

- The staff continues to adhere to the Preventative Maintenance Program on a daily, monthly, quarterly, semi-annually and annually basis. All tasks are properly recorded as they are completed by the on-site staff and third-party vendors.
- Scott provided an overview of some key projects that were completed in 2017:
  - The parking space lines and numbers in the garages were repainted for the first time since the property opened. With the Owner's cooperation, the project was completed in a timely manner.
  - The speedbumps that were installed in 2016 have proven to be effective in slowing down the traffic. In 2017, speedbumps were added at the entrance and near Building 7.
  - All the flowerbeds mulch was replenished in the summer.
  - The irrigation system along Sandpoint Avenue was tested and reconfigured to make the watering system more effective for the arborvitaes.
  - A waiting bench was added in the lobbies of Buildings two and three.

- The security camera system was upgraded to the latest video technology. New cameras and wiring were installed, and the system consists of nine cameras. Three cameras were placed in new locations including the marina, the east side of buildings 2-3 and building 7 Al Fresco. The Cameras are utilized daily to track movements on the Property and managers can remotely access the broadcast from each of the nine security cameras from smart phones.
- A new treadmill was purchased for the fitness room.
- At the front entrance of the Retreat, repairs were made to the fire sprinkler system.
- Repairs were made to one of the outflow pipes in Building 7 by adjusting the drainage grade.
- With our recent walkthrough and inspection of the Property, several projects and tasks were identified and will be focused on in 2018. These projects will be presented to the Board of Directors for review and approval.
- In an effort to reduce costs, Scott acknowledged that many staff members have assisted with snow removal to keep all walkways and parking stalls clear of snow and ice.

#### Reserves

- The reserve study was performed in the first quarter of 2014. Since then, modifications have been made annually to adjust for the funding, expenses replacements and the useful life.
- The Association has two separate reserve accounts; Marina and for the Association.
- As of December 31, 2017, the Association had a balance of \$256,990. The Marina reserve account had a balance of \$53,750.
- The Association contributes \$7,900 and the Marina contributes \$1,698 on a monthly basis to their respective reserve accounts.
- The Association incurred \$43,397 in expenses in 2017. These expenses applied are as follows: speed bumps, new hot tub heater, fire sprinkler pipe repair, a new treadmill, ice machine repairs, replacing pool filter sand, landscape mulch, security camera system and parking space restriping.
- The Marina incurred \$5,354 in expenses in 2017. These expenses applied are as follows: Repairs to the fire suppression system, and security cameras upgrade

#### Administration

- In 2017, 6 new Owners were welcomed to the Seasons Community. One Owner, made Seasons their primary residence.
- The management team is in the process of refining and updating the Rules and Regulations and various policies and guidelines. After this review, these documents will be submitted to the Board of Directors for review and approval.
- At the end of 2017, all Owners were current with their base Assessments. We were very appreciative of the Owner's timely Assessment payments.

- For a few Owners, whose accounts were delinquent during the year, our practices were reviewed to improve the communication and collection efforts.
- Owners are encouraged to access the owner's website which has a significant amount of information pertaining to the Association.

Scott then turned the floor back over to Janae. Janae stated that since the Agenda has been completed for the Annual Meeting, she suggested to adjourn the 2018 Annual Meeting of the Seasons at Sandpoint Association. Teague Mullen and Mike Romine seconded the motion.

The Meeting was adjourned at 10:12 a.m. PT