

**CAUSEWAY ON GULL
BOARD OF DIRECTORS MEETING
January 6, 2024**

1. The meeting was called to order by Association President Steve Wagner. Present from the Board were Jim Leukam, George Deliduka, Daryl Luthens, and Rob Hanson. Doug Weber and Sue Brennan were present by phone. John Zimmer and Doug Johnson were absent. Kitty Haselkamp, Roy Jensen, and Amanda Kujala were present from the Ad Hoc Committee. Neal Narveson and LeAnne Rundhaug were present from Narveson Management, Inc.
 2. Approval of Minutes: A motion was made and seconded to approve the minutes of the Meeting Before the Annual Meeting and provide the Annual Meeting for distribution (to be approved at the next Annual Meeting), both held November 12, 2023. The motion carried.
 3. Election of Officers: A motion was made and seconded to elect Steve as President, Rob as Vice President, Doug as Treasurer, and Sue as Secretary. The motion carried.
 4. The meetings for 2024 were set as follows:
 - Saturday, April 20, 2024, at the resort at 10:00 AM
 - Saturday, October 5, 2024, at the resort at 10:00 AM
 - Sunday, November 17, 2024, at a location TBD in the cities (LeAnne will try to secure meeting rooms at the Ramada in Plymouth), a Board Meeting Before the Annual Meeting will be held at 9:00 AM, with the Annual Meeting beginning at 1:00 PM
 - Saturday, January 4, 2025, at a location TBD in the cities at 10:00 AM
 5. Amanda reported that she has been working on a new website for the Association. This site will be open to the public but will have an area for owners only. Owners will have to sign into this section for access to proprietary information such as the Association Bylaws and Declarations, Policies, Rules, Financials, and Meeting Minutes. The website can be expanded to include an email communication tool for more efficient communication with owners who opt in for its use, and possibly an installment billing option for maintenance fee collection. The cost for the site would be \$630 the first year and up to \$960 annually depending on the features included. The intent is to change over the new site when it is ready. Following discussion, a motion was made and seconded to approve the website change with the potential of an email portion to be overseen by Amanda and Sue. The motion carried.
 6. The meeting was opened to those owners in attendance for comments. Owner comments included housekeeping and maintenance issues, staffing concerns, deed back options, and a request for the Board to do their due diligence on the hot tub issue and to communicate their findings to owners regarding the hot tubs from this meeting.
 7. Jim, House and Grounds Chairperson, reported on some of the difficulties with being a Board member with all that is going on with the hot tubs, and other needed repairs on the resort especially with financial constraints. His focus has changed from when he first volunteered with everything he has learned about past issues with the original developer and MN Department of Health. He has spoken to, and received emails from owners who all have legitimate concerns but do not have the understanding of all of the issues that the Board is dealing with. He assured owners that all available dollars will be spent on improvements to the resort.
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8. Steve reviewed some of the history with the hot tubs and the problems with the MN Department of Health (MDH). The 30-year-old tubs have been on the edge of noncompliance for over 15 years, ever since they were designated as 'Public Pools' by the MDH in 2009. He indicated that many labor hours have been spent on the tubs at the expense of the rest of the resort. There is not enough money or time to save the tubs in their current status as 'public pools'. With only about 1/3 of the public tubs operational today and no financial ability currently to change that situation, and the fact that several members have expressed frustration that everyone is paying for tubs that are only operating in a limited number of units, the tubs as they exist today, under the Public Pool rules, should be closed until a permanent solution or alternative can be found for all units and all owners.

A motion was made and seconded that as any remaining functioning tub comes into disrepair, they be closed, and that as an additional follow-up a survey be sent to owners with options as to what could be done with this situation moving forward, such as installing another amenity like a whirlpool tub, sauna, or make the space a game room or additional bedroom, etc.

Jim mentioned that currently, almost every operational hot tub is leaking. Neal also noted that the MDH has evaluated and determined that where the equipment is underneath the hot tubs is a confined space and subject to OSHA's confined space rules, so the MDH will not go into the space any longer. A concern was raised that if the MDH will not go into the space because of OSHA rules, how can staff be sent into the same space without substantial changes being made to accommodate the confined space rules. An amendment to the motion was made and seconded to shut the remaining spa tubs down after February 2, 2024.

During discussion, Neal clarified that if the unit public pools were replaced, an engineered set of plans would need to be approved by the MDH per unit. There would not be a way to get an accurate cost to do this until you were in the process. One of the associations he manages went through a similar process and the engineering plans cost as much as the bid to complete that project, and a set of plans would be needed for pre-approval of each of the fifty-two individual units at Causeway. He added that the national group he has been working with would like an amenity to stay but funding would be needed to make that happen.

A question was raised on if management fees would be reduced because the number of employees needed to check and maintain the hot tubs will be reduced. It was noted that without unit 'public pools', employees will be able to focus on other areas of the resort that need attention. The budget has been set for 2024 and any change in fees would be discussed at the 2025 budget meeting later this year. The management company noted that if the Board wished to have management reduce staff levels in the future, the savings would be passed on to the Association.

Following discussion, the amendment to the motion was approved 6:1. The original motion as amended, then carried with a vote of 6:1. Owners asked that this decision be communicated to owners as soon as possible.

9. Neal reported on the following:
 - a. The Gull Five Association 2024 Budget was approved by their Board along with the increase in common area expenses for 2024. There was some discussion regarding proper voting procedures for that association as part of Causeway on Gull. Some additional research may be necessary by legal counsel.
 - b. When trying to reorder more carpet to complete the project, management was told the initial color selected was no longer available, so a new color will need to be chosen. It was suggested to go with a slightly darker color. He was also indicated that a new contractor has been identified that had multiple crews available in the Twin Cities area that could assist with finishing the units more quickly. Management will continue talks with both contractors to complete the plan that fits the parameters of this project.
 - c. There is nothing new to report with the national group he has been working with. He has been working on a solution for all thirteen associations with our group.
 - d. All assessments have been coming in as usual. He did not have information on whether delinquencies are running higher on the second special assessment. It will be easier to determine how much has been collected with the year-end financials coming at the end of January.
 - e. CSI is the Association's collection agency and appear to be doing a better job than the previous company. It was noted that owners need to be current on paying maintenance fees before they can use their interval. If an owner owns multiple weeks, they need to be current on all before they can use any. Although maintenance fees are due January 1st, we do have owners who make monthly payments. This is acceptable as long as all fees are paid before occupancy. Late fees may also apply.
10. It was again noted that for a Board member to have access to the Association's QuickBooks, QB Enterprise would need to be purchased for approximately \$2,000. This was discussed but not approved at the April 2023 meeting. LeAnne agreed provide monthly reports and make time each month to answer any questions Doug, as Treasurer, may have or need additional detail on.
11. The meeting was closed to the Board only for legal discussion. The Board asked Management to prepare a letter from the Board in an attempt to settle an owner(s) dispute about some mailing costs. It was noted the mailing costs were given a fifty percent discount up front but would collaborate with the owner(s) on refunding a reasonable portion due to returned/nondelivered mail and unit counts. It was also noted that with any mailing we expect returns for a change of address.
12. The meeting adjourned.