

**LINDO MAR ADVENTURE CLUB, LTD.
BOARD OF DIRECTORS MEETING
TELEPHONIC**

**Monday, February 18, 2019
10:00 A.M. (PST)**

REGULAR SESSION MINUTES

I. CALL TO ORDER / ROLL CALL / APPROVAL OF AGENDA

The meeting was called to order at 10:01 a.m. (PST) by President Sandra Wicks. The following people were in attendance by phone:

Board of Directors

Sandra Wicks	President
Dennis Lockwood	Vice President
David Brusby	Secretary
Charles Meacham	Treasurer
Roger Denton	Director

Lindo Mar Resort

Roberto Chavez	General Manager
Miguel Correa	Assistant General Manager

Trading Places International

Asael Sandoval	Director of Resort Operations
Douglas L. Wilcox	Sr. VP of Resort Operations
Luis Moran	Assistant VP of HOA Accounting
Casey Clayson	Administrative Assistant

Charles Meacham made a motion and Dennis Lockwood seconded the motion to approve the agenda with the removal of discussion of VI. E until the June 26, 2019 board meeting date. The motion passed unanimously.

II. MINUTES OF PREVIOUS BOARD MEETING

A. October 31, 2018 Meeting Minutes

Charles Meacham made a motion and Dennis Lockwood seconded the motion to approve the board minutes of the October 31, 2018 meeting with the following corrections: under IV. B. 1. change “give management the authority to immediately accept and authorize the sale of fixed week” to state “give management the authority to accept all fixed week cancellation requests,” under IV. V update Dennis Lockwood for the second to Poul Hansen, under V. B. 1 update 2019 to 2020, under IV. F update “decrease in number in the

number of rental nights” to “decrease in the number of nights rented,” and under VI. E. change “to approve painting the oceanside exterior” to “approve the painting of the oceanside exterior of the resort.” The motion passed unanimously.

B. November 1, 2018 Telephonic Meeting Minutes

David Brusby made a motion and Charles Meacham seconded the motion to approve the board minutes of the November 1, 2018 meeting as presented. The motion passed unanimously.

III. EXECUTIVE SESSION

At 10:09 a.m. (PST), the board recessed regular session and entered executive session to approve the previous executive meeting minutes, and to discuss legal matters.

The board exited executive session at 10:27 a.m. (PST) and reconvened regular session).

IV. REPORTS

A. Financial

1. Monthly Financial Review

Luis Moran presented the financial statements for the resort as of December 31, 2018. For the twelve months ended December 31, 2018, Mr. Moran reported that the association concluded its fiscal year with a surplus in the amount of \$132,950.

Charles Meacham made a motion and Roger Denton seconded the motion to accept the financial statements as of December 31, 2018. The motion carried unanimously.

2. Schedule of Actual Expenditures vs. Reserve Study

Mr. Moran presented the Reserves Fund activity of actual expenditures and the Reserve Study 2018 Plan.

The board informed Luis Moran that the schedule of actual expenditures and reserve study plan was no longer needed (Action Item).

3. Delinquencies

The delinquency rate as of December 2018 was 5.02% which was lower than the previous year by .07%.

B. Management

Roberto Chavez provided the board with an update of outstanding projects at Lindo Mar. Mr. Chavez said that was still hard at work on the preventive maintenance to the inside air condensers.

Charles Meacham made a motion and David Brusby seconded the motion to give management approval to proceed forward with putting up blinds on the southside of the units as outlined in the proposal for \$900. The motion passed unanimously.

1. Javier Quezada

Roberto Chavez reported that Javier Quezada has conducted sales in the amount of \$164,500 for 2018.

C. Comment Card Review (RCI, II, TPI & TripAdvisor)

The board reviewed and discussed the RCI, II, TPI, and TripAdvisor comments.

The board directed onsite management to provide the board with a quote for putting sample size shampoo bottles in the rooms (Action Items).

D. Occupancy

The board reviewed and discussed the occupancy report.

V. UNFINISHED BUSINESS

A. Federal Zone Update

Roberto Chavez reported that the application for the federal zone and all required documents have been submitted to the government and he was waiting for them to provide him with the concession and the cost.

B. Refurbishing Project 2019 -2020

The board reviewed and discussed the 2019 refurbishing costs.

Dennis Lockwood motioned, and Charles Meacham seconded the motion to move the can light by the tv to above the couch. The motion passed by majority vote with Sandra Wicks and Roger Denton opposing and Dennis Lockwood, Charles Meacham, and David Brusby in favor.

David Brusby motioned, and Roger Denton seconded the motion to center the dining area fan directly above the dining room table. The motion passed unanimously.

Charles Meacham motioned, and Dennis Lockwood seconded the motion to leave the bar as it currently is and not extend it another 3 inches. The motion passed unanimously.

Dennis Lockwood motioned, and David Brusby seconded the motion to stop putting mirrors in the kitchen and instead, use murals like the one located in unit 702. The motion passed by majority vote, with Sandra Wicks opposing and everyone else in favor.

Charles Meacham motioned, and Roger Denton seconded the motion to approve placing an outlet in the corner of the bedrooms for possible future setup of tv in the bedroom. The motion passed unanimously.

The board directed management to include the topic of the tub and the mirror above the sofa in the next next telephonic meeting (Action Item).

Roger Denton motioned, and Charles Meacham seconded the motion to approve all of the items discussed and listed on the sheet (Exhibit A). The motion passed unanimously.

a. Refrigerators

The board directed Roberto Chavez to provide the board with a proposal for new refrigerators in the previously remodeled units.

C. 2nd Elevator

Roberto Chavez reported that in case of a power outage or an emergency, the elevator will go to the nearest floor. Mr. Chavez reported that he was working with Otis to setup a date to train staff on how to open the doors in case of emergency.

D. Refurbishment of Old Elevator Cabin

Roberto Chavez reported that he was working with Schindler

E. Bar Remodeling Proposal

The board deferred this topic to the June 26, 2019 meeting.

VI. NEW BUSINESS

A. Elevator Emergency Back Up System

Roberto Chavez reported that the emergency backup system was turned on so that the elevator would still have power in case of an outage.

B. 2019 Election

Dennis Lockwood motioned, and Charles Meacham seconded the motion to accept the proposed annual election timeline with a June 24th ballot close date. The motion passed unanimously.

C. Week 53

The board reviewed and discussed the week 53 policy. No action was taken.

D. Purchase of TVs for 2 Bedroom and Penthouse Units

Roger Denton motioned, and Dennis Lockwood seconded the motion to purchase 16 LG 43” TV’s and brackets at a cost of \$142,000 pesos. The motion passed unanimously.

E. Review and Discussion

1. ADA Bathroom Close to Sales Office

Roberto Chavez reported on the proposed plan to remodel the bathroom near the sales office to make it ADA accessible.

The board directed onsite management to make sure that the contractor removes the countertop and uses a handicap wall mounted sink (Action Item).

Dennis Lockwood motioned, and Roger Denton seconded the motion to accept the proposed bid to make the seventh-floor bathroom nearest the sales office handicap accessible. The motion passed unanimously.

2. Sales Office

The board reviewed the proposed plans to remodel the sales office.

Roger Denton motioned, and Dennis Lockwood seconded the motion to accept the proposed bid of \$331,500 pesos with a 10% contingency for the refurbishment of the sales office. The motion passed unanimously.

F. Owner Computers Behind the Concierge

The board deferred this topic to the June 26, 2019 meeting.

VII. OTHER BUSINESS

The board deferred the discussion of owner correspondence, cancellation requests and actions to the next telephonic meeting.

VIII. ADJOURNMENT

Sandra Wicks thanked the board and management for their hard work. The meeting recessed at 1:01 p.m. (PST) and will continue March 12, 2019 at 10:00 a.m. (PDT).

Submitted by:
Trading Places International
Its: Managing Agent

Accepted by:
Lindo Mar Adventure Club, Ltd.

Casey Clayson
Administrative Assistant

David Brusby,
Director

DRAFT

EXHIBIT A

Phase 2

1BR units Same as Phase 1 with the following changes:

Balcony: eliminate hanging light fixtures; mount kitchen ceiling light fixture on either side of fan; towel bar on both sides of balcony

Living area: eliminate the can light over the TV

Dining area: move fan that presently is close to wall

Kitchen: separate switch for overhead light and onyx pendant lights; handles on the sliding shelves

Bathroom: make inset niche by sink deeper; add a glass shelf, if possible; move toilet paper niche forward and higher to the extent possible

Bedroom: add sconce lights on either side of mirror over dresser; electric outlet beside dresser (not behind mirror); leave adequate space between bed and side tables; clothes hook in closet

Tile: continue the decorative tile patterns we used in Phase 1 but use dark blue for the accent tile with all patterns, rather than red, yellow and green.

2BR units Same as 1 BR units, with the following changes:

Small bath to have a tub with shower (**issue:** height of the tub)

In **master bath** shower only and maximize towel bars, including one bar by sink in 2BR deluxe units; depending on distance of wall from toilet, possibly a free-standing toilet paper holder instead of wall niche (not toilet bar over toilet paper holder); hooks not behind doors

General Requirements: hot and cold water always on the correct side; kitchen counters at a standard height; zoclo end by doors to allow full opening, but leave a finished look; mirrors over credenza and bedroom dresser hung horizontally