

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

**BlueJeans Videoconferencing
Thursday, June 25, 2020
10:00 A.M. (PDT)**

REGULAR SESSION MINUTES

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

The meeting was called to order at 10:05 a.m. (PDT) by President Sandra Wicks. The following people were in attendance by videoconference/ 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

| | |
|-------------------|--------------------------------|
| Douglas L. Wilcox | Sr. VP of Resort Operations |
| Luis Moran | Assistant VP of HOA Accounting |
| Casey Clayson | Administrative Assistant |

Guests

| | |
|-----------------|-------|
| Sandra Erickson | Owner |
| Lisa DeJong | Owner |

The board agreed to first enter executive session, then return to regular session for the approval of the minutes of the previous board meetings.

II. EXECUTIVE SESSION

At 10:07 a.m. (PDT), 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 and reconvened regular session at 10:39 a.m. (PDT).

III. MINUTES OF PREVIOUS BOARD MEETING

A. February 18, 2020 Meeting Minutes

Roger Denton motioned, and Dennis Lockwood seconded the motion to approve the board minutes of the February 18, 2020 meeting with the following changes: under V.B. update “hanging bards” to “hanging bars;” under V.D. update “at a cost of \$5,600 a year” to “at a cost of \$5,600 a month.” The motion passed unanimously.

B. March 19, 2020 Meeting Minutes

Dennis Lockwood motioned, and David Brusby seconded the motion to approve the minutes of the March 19, 2020 board meeting with the following changes under IV.A.: update item #4 with the addition of “to create a breakfast bar;” update item #8 with the addition of “and dimmer switches should be added;” update the motion from “install standard blinds that can open and” to “install standard blinds wall mounted above window.” The motion passed unanimously.

C. April 27, 2020 Meeting Minutes

Charles Meacham motioned, and Roger Denton seconded the motion to approve the minutes of the April 27, 2020 board meeting with the following change: correction to Beccera’s name under II.D. The motion passed unanimously.

D. May 7, 2020 Meeting Minutes

Roger Denton motioned, and David Brusby seconded the motion to approve the minutes of the May 7, 2020 meeting with the following change: under II.D. remove the words “back up” from the end of the last action item. The motion passed unanimously.

The board directed Douglas L. Wilcox to send them a copy of what was distributed to the membership who has lost their weeks. The board also requested to be included on all e-blasts being sent to the membership, even if they are only going to a select group (Action Item).

IV. REPORTS

A. Financial

1. Monthly Financial Review

Luis Moran presented the financial statements for the resort as of May 31, 20120. He reported that for the five-month period ended May 31, 2020, the Association was operating with a surplus in the amount of \$43,604 and an unfavorable variance to the budget in the amount of \$38,137. Restaurant sales were the biggest unfavorable variance to the budget.

Roberto Chavez explained that the cost of property taxes increased dramatically over what was budgeted, because the government reassessed the property.

Charles Meacham further explained the financial impact of the closure of the resort and restaurant due to the pandemic.

Mr. Chavez reported that the restaurant reopened on June 6th and many patrons have returned. From June 6th to June 24th, the restaurant grossed \$12,010 USD in income.

Charles Meacham motioned, and Dennis Lockwood seconded the motion to accept the financial statements as of May 31, 2020 for filing. The motion carried unanimously.

2. Delinquencies

The delinquency rate as of May 2020 was 8.94% which was a 2.63% increase over the same month last year.

B. Management

Roberto Chavez provided the board with an update of outstanding projects at Lindo Mar.

Mr. Chavez reported that he located a shop that sold sealant for the granite countertops that were installed in the phase 1 units and he purchased two liters of the sealant. He explained that granite countertops should be sealed yearly or every other year to prevent stains and to keep them looking clean. The countertops will be re-sealed soon.

Mr. Chavez recommended purchasing new, upgraded locks for the rooms and purchasing new Corian table tops for the balcony tables. Mr. Chavez explained that the current tops deteriorate quickly and Corian, may be more expensive, but it will be more durable.

Mr. Chavez also recommended purchasing ionizers to clean and sanitize rooms. Ionizers would be left in the rooms once a maid had finished cleaning to sanitize it.

The board reviewed and discussed ionizers and determined that more research would need to be conducted, before any purchase would be made. The board agreed that a subcommittee and management would look into their effectiveness and the best place to acquire them (Action Item).

1. Javier Quezada

Roberto Chavez reported that year-to-date, Javier Quezada has conducted sales in the amount of \$23,500 USD.

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

The board reviewed and discussed the RCI, II, TPI, and TripAdvisor comments. Roger Denton reported on the yelp reviews that La Playita restaurant had received.

D. Occupancy

The board reviewed and discussed the occupancy report.

V. UNFINISHED BUSINESS

A. Federal Zone Update

Roberto Chavez reported that he was still awaiting information from the government for the resolution. Their offices are closed until August 1, 2020 due to the pandemic.

B. Refurbishing Project 2020

Roberto Chavez reported that they are ahead on the 2020 refurbishing project. The roof on 901 has been torn down and the crew was working on replacing the wood beams. Once the beams have been replaced, the tiles would be added back. The roof on 902 will be completed once the roof on 901 is finished.

C. Restaurant Remodeling Items

1. New Bar Design

The board deferred discussion of this topic for the October board meeting.

2. Roof Tile Replacement

Roberto Chavez recommended that the restaurant roof should be leveled which would help with the rain.

3. New Awnings

Mr. Chavez recommended purchasing awnings for the restaurant to protect guests eating by the railing from the sun and rain.

The topic will be re-addressed at the October board meeting (Action Item).

4. Floor Replacement

Roberto Chavez reported that there were several options for redoing the restaurant floor. He said that one option would be to level the restaurant floor to make it more even. It would be expensive to demolish the elevated part of the floor. Another option, would be to raise up the lower levels to the height of the rest of restaurant. It would be cheaper to fill in and build the floor up because it would not require demolition. If the floor is raised up, the roof would also need to get raised.

D. Lounge Chairs

Roberto Chavez reported that the sample chair that he requested from the company arrived and was at the wrong height, so he sent it back to them. Due to the pandemic, the lounge chair company has been closed and plan to reopen on July 1st. Mr. Chavez reported that he needs the chairs at the proper height and size requested. The lounge chairs cost \$240 each.

Charles Meacham motioned, and Roger Denton seconded the motion to authorize up to \$6,000 plus IVA tax for the replacement lounge chairs. The new lounge chairs must be higher off the ground than the current chairs and should be purchased prior to high season. The motion passed unanimously.

VI. NEW BUSINESS

A. COVID-19 Update

Roberto Chavez presented a chart with all of the costs associated with opening the resort back up with the new regulations to prevent the spread of the COVID-19 pandemic. All of the items listed were required for new hygiene and sanitization protocols. He reported that a wash station has been installed by the entrance with an automatic soap dispenser, and paper napkins for guest use. He also reported that security completes body temperature checks for staff, the front desk employees check guest temperatures, and the restaurant staff check the temperature of restaurant guests.

Management was directed to create an agreement for members in guests checking-in to the resort to sign, that would require a member or guest to quarantine in their room for the durations of their stay if they exhibit symptoms of COVID-19 (Action Item).

B. Spa Expansion

This topic was deferred to the October board meeting.

C. Lindo Mar Facilities

The board reviewed and discussed the usage of the facilities at Lindo Mar.

Roger Denton agreed to chair a committee along with Roberto Chavez, David Brusby, and Dennis Lockwood to further review use of Lindo Mar facilities.

D. Hot Tub/Jacuzzi Repair or Replacement

Roberto Chavez reported on the cost to replace the Jacuzzis.

Roger Denton motioned, and Dennis Lockwood seconded the motion to complete the replacement of the Jacuzzis to be completed before the October board meeting at a cost of \$27,519.55 USD with a 10% contingency. The motion passed unanimously.

E. Cancellation of Memberships

Douglas L. Wilcox informed that board that TPI management will send out notices to those who should be cancelled and if they do not pay, they will be cancelled by the end of July (Action Item).

VII. OTHER BUSINESS

A. Owner Forum / Owner Correspondence

The board reviewed and discussed the owner correspondence regarding payment/installment plans for maintenance fees. It was confirmed that a copy of the ABC policy can be found under the Owners Corner, Important Documents, Financial Info.

B. Review of Previous Action Items

The board reviewed the action items and discussed the progress of each of them. Quotes for adding security cameras around the resort will be included in the next board packet.

VIII. NEW BUSINESS CONTINUED

A. 2020 Election Results

The board reviewed the election results and acknowledged that Charles Meacham and Sandra Erickson had been elected to the board of directors to serve a two-year term. The election results were as follows:

| | | | |
|-----------------------|-----|------------------|---|
| Lisa De Jong | 453 | <u>Write-Ins</u> | |
| Sandra Clark Erickson | 549 | Laura Raltson | 1 |
| Charles Meacham | 706 | Steve Raltson | 1 |
| Will Stewart | 81 | | |

The board thanked all that had participated and shown an interest in serving on the board. The board welcomed Sandra Erickson to the board and congratulated her.

Each member of the board expressed their gratitude to Sandra Wicks for her many years of service and thanked her for her many hours of sacrificed time on behalf of the Association. She was presented with a thank you gift, a beautiful clock with her name engraved on it.

IX. ADJOURNMENT

The meeting adjourned at 1:36 p.m. (PDT).

Submitted by:
Trading Places International
Its: Managing Agent

Accepted by:
Lindo Mar Adventure Club, Ltd.

Casey Clayson
Administrative Assistant

David Brusby,
Secretary

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