

## **Mariners Cove at Lighthouse Bay Owner's Association**

### **March 18, 2025 - Board of Directors Interim Teleconference Meeting**

I. All BOD members were present: Jim, Kim, Jon, Rose, Marsha

II. Roof Related Updates:

Project is going well with the second bank of garages completed March 17. Projections are holding for approximately 30% OSB replacement with somewhat higher levels of replacement for garages than residences due to differences in roof slope. So far, so good. Paramount crews are focused and making great progress. Their clean-up procedures are quite thorough. Crew will start next bank of garages as soon as weather allows. GEC has been on site twice daily.

Due to good rate of advance assessment payments by the March deadline, the amount of the WINTRUST loan can be reduced. It was agreed that Jim will pursue that discussion with WINTRUST representatives. It was also agreed that he should inquire about the possibility of establishing a revolving line of credit as extra insurance against need for unanticipated expenditures.

III. Outdoor Spa Issues:

New Wave conducted a preliminary investigation of possible leaks in the outdoor spa. They noticed a substantial, daily water loss throughout the 2024 season. They advised that we contact several contractors to evaluate further. The members approved Jim calling our past contractors to provide in-depth evaluations and proposals for repair. Jim will contact Neuman Pools and Badger Pools.

IV. Boat Registration Forms:

During the transition between Boards, we fell behind in ensuring that boat owners complete the boat registration process as required in our Book of Rules. It was decided to request owners to update their information using the form that will be included in the launch of the website. There was discussion, but no decision on whether to keep both hard copy forms available for use. Decision will be made based on used web-site experience following launch.

V. Owner Question:

Repair work was done on second floor windows or screens which required removal of the blue safety rails mounted on the outside of the building. Following the repair work, the safety rails were not reinstalled. The owner requested that the rails be left off since they would be removed again for the painting project. The Board feels that this is a safety issue that should not be delayed until the painting project begins. The timeline for the painting project is dependent on completion of the roofing project, which is dependent on the weather. The BOD is not comfortable with the safety rails being out of place for this amount of time.

Decisions made in interim BOD meetings will be ratified in the following, regular monthly meeting.

**Mariners Cove at Lighthouse Bay Owner's Association**  
**Board of Directors Interim Meeting**  
May 22, 2025, 10:00 am  
All Five Members Present

**Discussion Items to be Ratified at Regular Meeting: (Rough Draft)**

Wintrust:

The BOD discussed pros & cons of taking the Wintrust Line of Credit of \$500K in support of possible needs from the roofing and painting project. Work is nearly done, and the loan would not encumber the Condo Association. A deposit of \$50K would need to be made in a Wintrust account to complete the application. All Board members supported completing the application to secure the line of credit with the new terms. [Jim will alert BOD members when to complete their DocuSign steps.](#)

Roofing Updates:

Work started on Building 500. Team is setting up their equipment and approach. They plan to place large equipment in the alley way and do not plan to place equipment on the lawns at the sides and backs of the buildings. Tear off shingles will be carried up and over the roof to the shoot, which will face the alleyways. It's inevitable that some debris will fall to the ground at the back and sides of the buildings. Workers have been doing a good job of cleaning up. Patio furniture will need to be moved from patios to ensure safekeeping while each building is done. Building 400 may be next, but ultimately---weather and roofer's schedules will determine what is started and when. We'll need to remain flexible throughout this summer as this project progresses. [Jim will communicate schedule updates to the community.](#) [Rose suggested expanding building notices to entire community.](#)

Jacuzzi Problem:

At the end of 2024, New Wave reported that there is a substantial leak in the outdoor jacuzzi causing it to be continuously refilled. Neuman Pools researched and repaired the lead with a temporary fix, which lasted 3 years. The BOD sought proposal from regular pool contractors for repair. Badger Pool submitted a proposal. We are waiting for the Neuman Pools proposal. Ww discussed the possibility of an alternative approach: getting 2 separate estimates from each contractor: one for diagnostic services to determine the exact scope of the needed repairs and one for the repairs identified in the diagnostic phase. [Jim will contact both contractors to explore this possibility.](#)

Campus Weed Spraying Discussed:

We discussed weed spraying activities on campus and determined we need more clarity on who does what, when and where. [Jim will contact Sheila to get a copy of the True Green contract.](#) [Marsha will review Alt's contract.](#) Both will share at next regular Board meeting [respraying responsibilities for each contractor.](#) The BOD will determine if additional owner spraying should supplement these services.

### Painting Project:

Hallman Lindsay Paint Company researched records to determine formulas for our current siding and trim colors. These were located, samples prepared and viewed at the meeting. The paint company indicated that our current colors have a green element. They also suggested several additional light grey/dark grey combinations that might be easier to match with blue railings and fit well with the more charcoal look of the new roof. Those samples were viewed, with one set of the alternative colors favored.

Jim will contact the painter to determine if the bid includes painting of the pool fence and the railing that tops the fence. This information might impact a decision to change colors of the main buildings. [Jim will also explore if the contractor is amenable to using Hallman Lindsay as a supplier and discuss the possibility of using the services of a color consultant to select the final colors, including the color of the rails for which there are no definitive records.](#)

### Wasp Spraying:

There were issues last year with wasps building nests in furnace or air conditioning vents. [Jim will talk with pest control contractor about addressing this problem.](#)

### Spider Spraying:

This agenda item was not discussed. [Jim to include on next regular meeting agenda.](#)

### Shoreline Planting:

We discussed how to maintain the waterfront plantings. They contain dead plants from the previous years. Owners and the Board would like to be certain of what practices are recommended for ongoing maintenance and consistent with County Guidelines that may still apply to us. Several owners have offered to help implement this maintenance plan once it has been determined. [Marsha will check with the past contractors and with any appropriate county officials and report back.](#)

### Elevators:

The Building 5 elevator was out for about one week due to contractor's inability to locate parts. We are aware from our contractors that the company who makes parts for these older elevators are discontinuing production. The BOD discussed the possibility of stocking up on parts that the contractor feels are critical to their ability to maintain these elevators. [Jim will talk with elevator contractor representatives to get a better understanding of the scope of the problem.](#)

Elevator pit heaters have been turned off for the season by Schindler techs. [Pedar Waller will turn off vestibule heaters on all floors.](#)

### Owner Concern:

An owner expressed concern about behaviors of another owner that were having an impact on her and that were out of compliance with the Book of Rules. The BOD researched the situation and verified that some of the concerns are legitimate. A follow-up plan was identified and will be implemented. [Jim will follow-up.](#)

#### Boardwalk Issue:

The boardwalk paint is peeling up all along the walkway. Needs to be repainted soon. We discussed the possibility of replacing with another material. While desirable in the long term, due to expense, time to research and the potential of damage during the roofing and painting projects, the longer-term solution was put on the back burner for this summer. [Jim will investigate the possibility of Nunez repainting in the interim?](#)

#### Key Fob System:

Electronics involved in the key fob system seem to have been moved with some connecting cables appearing to have been disturbed. [Rose was able to troubleshoot and has ensured the system is working properly and will monitor for more disturbances and alert the Board.](#)

#### Website Report:

The registration push has been completed 61 of 75) of households (81%) having at least one person registered. The 14 unregistered households will be addressed as the need arises. Electronic forms are working as intended. More training is required from vendor for the website editing team. [Marsha, Rose & Karen are scheduling trainings for May.](#)

#### Mariners Inn Development Project:

Rose and Shaun have been attending meetings and providing updates to the BOARD and the owners. July 14th is the next Mariner's Inn development meeting. It is with the Westport Planning Commission. [Rose and Jim will keep the Board and owners updated as more information became available.](#)

#### Mulch Question:

We discussed the impact of last year's decision to mulch heavily in 2024 and skip mulching in 2025. We generally agreed to hold to that decision, especially since the roofing and painting projects are likely to disturb and drop debris into mulched areas. For now, there was general agreement to hold on mulch for this season, with the realization that some homeowners may be disappointed by the lack of a mulching refresh. Landscape Committee will send out an update in June on work being done & not done this year. [Maybe Landscape should draft a communication to be sent out by Jim informing owners of approach for the year and rationale, before possible complaints are registered?](#)

#### Water Topics Update:

Hose valve activation involving owners is underway and about 2/3 completed as reported by Pedar. A decision was made to schedule Water Wizard to activate the sprinkler system within the next 2 weeks. Implementation of both processes was easy with complete summary & support documents posted in the Mechanical Systems section of the website. [Water Wizard will inform Marsha and Jim. Jim will send out the usual communication \(on website\) to the owners who need to provide garage access. Pedar and Jim will be present to monitor the activation.](#)

#### Holdover Landscape Project:

A proposal to establish a line of shrubs along the Mariners Cove and Twing's property line was researched and proposed in 2024. The Landscape Committee raised it for possible approval this year, as planting in other areas is not advisable due to the roofing & painting projects. The Twings were consulted and on-board with the project in 2024. The project would cost \$2,500 - \$3,000. It would be a line of shrubs forming a border between the 2 properties: Ivory Halo Dogwood shrubs. Would need to establish a "Water Sponsor" before proceeding. [Marsha to ask Alt's to refresh and clarify the previous bid, find a "Water Sponsor" and present to the Board.](#)

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#### Planters at Clubhouse Entrance:

We discussed placing planters at the clubhouse entrance, similar to those at poolside. Pots and plants likely would cost only \$200, which the board supports. [Marsha will check vendor to identify similar pots and purchase the pots and plants when Kim and Trudi have identified a water sponsor / caretaker and the type of plants they want. Sponsor will be responsible for end of season care also.](#)

#### Seating Areas Around Campus:

We discussed an owner's request to establish seating areas around campus. Issues discussed: the need to install pads of some sort under the furniture; the requirements of the landscaping service provider; the problem of location & privacy; issues related to county regulations of lakeside property; cost; and level of priority. The Board concluded that implementation would involve more time and resources than the Board is prepared to undertake at this time. [No action identified at this time.](#)

## **Mariners Cove BOD Interim Meeting Notes: June 14, 2025**

**1. Reviewed current situation regarding “vacating the right of way.” All possibilities were discussed. We identified information that we would eventually need: Jim & Rose**

- New plan from developer.
- Mariners Cove Survey to establish clear property lines?
- Rough plan for garage from Twings.
- Utility maps for sewer, water, electrical.

**2. Roofing project discussed with actions. Jim**

- Email all owners on next steps with directives for Building 4 & tips learned.
- Meet with Building 4 owner on roofing concerns & temporary patio furniture move.

**3. Drier vent project was discussed. Jim to send out reminder and call for volunteers.**

- Jim to handle Friday and Pedar to handle Thursday with Bob Glebs if no other volunteers come forward.
- Need to schedule Building 400 when roofers are not working.

**4. Painting project preparation steps identified including:**

Work with 5 Star Painting: Jim

- BOD agreed on paint colors identified by color consultant.
- Present color choice to 5 Star to confirm that choice is ok for coverage parameters.
- Clarify painting process for building railings, pool railings & new spacers that we will provide. Jim to work with 5 Star.

Work on window spacers: Jim and Pedar

- Meet with Anne Cunningham regarding spacer pilot.
- Check that spacing with other buildings & identify lengths of bolts needed.
- Count the number of spacers/ bolts / washers needed.
- Find a vendor to make the spacers.
- Get all material to painter when needed.

Work with Alts regarding timing of Alts trimming against Buildings: Marsha

**5. Outdoor spa next steps with Neuman Pools: Jim**

**6. Boardwalk lights decision to inside-mount lights pending investigation of an alternative to the current boardwalk. Pedar, Jim and other volunteers.**

**7. Lakeshore planting effort to establish direct contact with new owners of F&S: Marsha with follow up by Jim, if not successful.**

**8. Email website developer with outstanding issues: Marsha & Jim**



## **Interim BOD Meeting Notes: July 28, 2025**

Jim Jansen, Rose Yaroch, Jon Christensen, Marsha Monroe and Kim Seiner present.

**1. Meeting called to order.** Quorum met.

**2. Update on leaks on 400 leak (Hall) and 300 leaks (Bloom & Campbell).**

- Restoration company engaged for all.
- Planning to use contractor working in 400 for drywall & paint in damage units.
- [Jim to ask for clean-up of paint in catwalk/stairs carpet and elevator.](#)

**3. Mariner's Inn development update:**

- Plan for town to vacate is dropped for now for Hansen's Landing.
- Twings are likely to pursue variance or rights to be able to build back entrance garage.
- [Developer going back to drawing board on parking.](#)

**4. Marsha presented concerns regarding potted plants and patio décor items.**

- Numbers of pots and décor items are increasing this year.
- [Decision to do a fall reminder with enforcement following up in spring.](#)
- [Proposed changes / clarifications in the rules will be considered throughout the winter.](#)
- [Community will be informed and involved in planting phases.](#)

**5. - Elevator Updates.**

- Schindler has not presented a clear long-term plan for elevator maintenance and replacement.
- Spectrum problem regarding phone replacement was bogus.
- [No actions for now.](#)

**6. Outdoor spa repairs will be done in October.**

### **7. Issue raised about bird's nest in drier exhausts.**

- Decision was made to bring back drier vent service to re-clean vents and reattach vent covers for units with vents off.
- [Jim will set up with service provider.](#)

### **8. Siding Repair Update:**

- Carpenter came out to look over the siding replacement needs. Needs follow up trip.
- [Jim will follow up.](#)

### **9. Boardwalk Update:**

- Will be delayed until spring due to lack of response of potential contractors.

### **10. Several Door Issues:**

- 200 and 500 issues are not clear.

### **11. Insulation for Leak Remediation Units:**

- Contractor coming out to evaluate and propose replacement approach & costs.
- [Jim following up.](#)



**Interim BOD Meeting Notes: August 19, 2025 Zoom 10:00 am 12:30 pm**

Jim Jansen, Rose Yaroch, Jon Christensen, Marsha Monroe and Kim Seiner present.

For Ratification in September's Monthly Meeting:

**1. Meeting called to order. Quorum met.**

**2. Mariners Inn Development:**

- Developer presented newest plan version to Westport Town Board.
- MC representatives were allowed to object to parking directed toward Building 300 despite the meeting not being officially "A Public Hearing."
- Both the Developer & the Town Board agreed to the changes required by MC BOD representatives.

Immediate Action: Jim will draft a communication to update owners on status of development and include current drawings soon.

Action for early September: Jim to deliver current drawings to all 300 Building owners and set up meeting with them to discuss with BOD.

**3. Siding Update:**

- Carpenter who does siding replacement prior to painting was on site.
- Siding repair is going to be significant with Building 100 requiring the most work.
- Total project cannot be completed this fall due to amount of replacement needed.
- Best case scenario is to do garages first this fall.
- Discussed possibility of not replacing siding on fence prior to painting due to future plans to replace the fence.

Action: Jim work with contractors to determine if we can start on some aspect of the work now.

**4. Update on Roof Costs:**

- Currently under budget. Building 200 & 300 replacement rate was under expectations.
- We project that overall underlayment will be about 20% replacement, instead of 30%, which will be a savings of approximately \$25K compared to budget.
- Engineering costs are less and projected \$15K under budgeted amount for total: \$40K.

No Action

#### **4. Assessment Update:**

- Deadline was August 14. We are down to 2 or 3 who may be outstanding and those may be in progress.
- Since it was not necessary to take out a loan for the project, no interest was accrued. Alternatives were discussed on how to approach issue of owners paying in August vs. March.

Action: Jim will check on total payment situation prior to BOD deciding on a solution.

#### **5. Update Hot Tub Repair:**

- Outdoor hot tub will be repaired in October following pool closing. Will cost \$40K.
- Owner complaint about sharp object in indoor hot tub.

Action: Kim will check and report to Jim.

#### **6. Board Member Status:**

- A Board member communicated that they will not be running for the role following the expiration their term in December—due to personal reasons.
- The member will be documenting instructions to cover administrative processes.
- The member advocated for the BOD to consider the idea of contracting with an individual who could learn our mechanical systems and devote more personalized time to buildings & operations.
- The idea was raised to consider updating the FOB system to phone systems.

Action: Board members to discuss recruitment in future meetings.

Action: Rose to check into Martin Systems regarding possibilities.

#### **7. Water Restoration Update:**

- Many smaller issues for Building 300 damage: threshold fixed, unconnected vent pipe discovered and fixed by reconstruction crew.
- New Building 500 leaking involving utility rooms at 3 levels, partially resolved.
- New Building 100 leaking, yet unresolved. Perhaps related to roofing.

Immediate Action: Jim to continue to follow-up on all issues.

#### **8. Discussion of Operations Management Options:**

- Several options were discussed for achieving more dedicated maintenance service.
- It was suggested that we develop a list of services that we require and how they could be best be served by various models.
- Members agreed to further explore these ideas.
- Action: Volunteers needed to draft lists of service-types and how various models can meet those services for sharing with the BOD. Rose & Marsha?

## **9. Discussion of Owner Occupation Rules & Guidelines:**

- Discussed need to review all governing documents and identify inconsistencies for possible refinement or improvements.
- Action: Marsha and Rose to begin to research language in governing documents over the next several months to provide to the board for further discussion

## **10. Discussion of Next Meeting:**

- Immediate Action: Jim will send cancellation for August meeting along with email to all owners regarding Mariner's Inn Development.
- Secondary Action: Jim will distribute Mariners Inn development plan to Building 300 owners and set up a meeting for mid-September for those owners to discuss and clarify.



## MARINER'S COVE BOARD OF DIRECTORS MEETING NOTES

Date: December 15, 2025  
Start Time: 3:00 PM  
End Time: 3:50 PM  
Held on Zoom: Each member's location  
**Zoom Meeting ID: 867 7863 3697 Passcode: 888586**

Next Meeting: End of January 2026 (via Zoom)

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### 1. New Board for 2026 & Membership Dues

- Per bylaws, the Board met after the Annual Meeting to assign positions:
  - **President:** Jim Jansen
  - **Vice President:** Steve Clark
  - **Treasurer:** Jon Christensen
  - **Secretary:** Karen Coleman
  - **Member at Large:** Kim Seiner
- Jim will notify all owners of the new Board and announce a **\$20 increase in monthly dues.**
- New monthly fee: **\$650 effective January 1, 2026.**

### 2. Elevators – Future Needs & Updates

- Schindler Elevator Company inspected the elevators.
- Their **Modernization Division** evaluates older systems and resources where to get parts to keep the equipment working. Estimated cost: **six figures per elevator.**
- Elevator rooms may need to be climate-controlled: heated in winter and cooled in summer. Currently, only baseboard heating is installed. **NOTE:** Elevator room is located behind the trash room on the first-floor level of every building.
- Modernizing these rooms would add significant costs beyond the elevator equipment upgrade.
- Proposal: monitor temperatures monthly/bi-monthly. If conditions remain within acceptable ranges, costly HVAC installation may be avoided.
- Downside: elevator downtime of **2–3 weeks** during part replacement, which poses challenges for residents with mobility issues.

### 3. Insurance

- Anticipated increase in premiums for 2026.
- State Farm has not yet provided a quote. Renewal date: **April 1, 2026.**
- **Kim will contact brokers for competitive quotes covering:**
  - Liability
  - Board member coverage
  - \$10,000 deductible
- Jim will provide Kim with a copy of the current State Farm policy.

#### 4. Water Damage Events

- The board discussed the fact that there have been several events involving water damage in various locations in recent months. Some were directly caused by the roofing project and those costs have been passed on to the roofing company successfully.
- Others seem to involve appliance failures in one unit that cause damage to units below.
- At least one appears to be the result of a poor remodeling effort in one unit that caused water damage below.
- In addition, there was a sewer back up that affected a first-floor owner and appeared to be the result of other owners flushing things like kitty litter and clogging the building's system.
- Another event appeared to be a leak in a water supply line.
- Each event requires evaluation and then some resolution of how the effort and cost of repairs should be distributed between the owners and the association. It is an ongoing and sometimes frustrating effort for all involved.

#### 5. ALT's Snow Removal

- Incident reported: two workers observed smoking marijuana before shoveling.
- Jim contacted ALT; issue is being addressed.

#### 6. Siding & Painting

- Work paused due to cold weather; expected to resume in warmer conditions.
- Trucks will be relocated away from the main road on Mariner's Cove property.

#### 7. Pool Fence & Stairway

- Fence requires repair. Builders recommend **LP board sheets** for easier maintenance compared to cedar boards.
- Most posts remain in good condition thanks to the efforts of Pedar Waller who works on these issues a few years ago.
- Stairway repairs also needed.

#### 8. Rule Changes to be considered:

- **Flower Pots:** No recommendations received from owners.
- **Motorized Vehicles:** Prohibited on sidewalks unless mobility-related (e.g., wheelchairs).
- **Delinquent Payments:** Owners behind on dues, assessments or subject to judgments not paid for some to be determined timeframe will lose access to amenities (boat dock, pool, pickleball court, marina, etc.).
- Rule updates should be consolidated into a single effort. This approach would prevent repetitive formatting and ensure a streamlined document flow.

#### 9. Next Meeting

- December meeting canceled.
- Next meeting scheduled for **late January 2026 via Zoom.**