

**WEST POINT INN ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Monday, May 8, 2017, 7:00 PM  
220 Nellen Ave  
Marin Municipal Water District  
Board Room  
Corte Madera, CA 94925

**MINUTES**

Meeting was called to order at 7:01 pm by President Bob Newcomer

Board Attendees: Wayne Koide, Gordy MacDermott, Bob Newcomer, Mark Northcross, Fran Rondeau, Patti Schmidt, Olene Sparks

Board Members Absent: Jan Gauthier, Pete Martin

Others: Wayne Koide - Parliamentarian, Bonnie Jones – Secretary, Mark Northcross - Treasurer, Chris Marcuse, Elections Co-Chair

**APPROVAL OF MINUTES**

Minutes of April 10, 2017 & Spring Members' Meeting of April 23, 2017

Fran made a motion to approve both sets of minutes which was seconded, unanimously approved.

**PRESIDENT'S REPORT**

*Emig Cabin:* Update on Emig completion and other projects see B & G report - a few details need to be addressed. County won't sign off until these details are addressed. Fire Marshall won't sign off until the County final approval. Won't be open for reservations from the website until July.

Deck – delay - wrong forms submitted for deck - no line for MMWD signature. Brenda is addressing.

*Members' Lounge roof/ceiling repair:* Brent & crew arrived 7:30 am today, lumber 8:00 am, finished repair about 4:00 pm. As-built drawings going out to structural engineer, then go out for bid.

*ADA Ramp Changes:* Finished ramp changes, except need several more pieces of wood. Will be at code in terms of slope when this is completed.

*Summer Meeting Schedule:* Let Bob know when people will be taking vacations re cancelling meeting.

*Donations Requests:* None

**TREASURER'S REPORT**

Mark Northcross – Distributed financial reports. \$38K difference as compared to 2016. Overnight use fees have been lower than 2016 (first three months). April overnight use bookings have improved. Mark advised not to take on any more big projects until we catch up.

**OLD BUSINESS**

*Succession Planning:* committee formation and discussion; also need to recruit Secretary – Fran - Patti reported that she talked to a potential candidate who may be interested in committee work (can offer legal counsel). Fran contacted 12 people who have expressed interest and one person will meet with Fran (June 6th). Need Fire & Safety Committee succession. Buildings & Grounds Committee - Bob sent letter based on contractors identified by Jennifer Barclay. Bob heard back from two fellows. B&G Committee works with Fire & Safety Chair & Work Party Chair. Jennifer & Gordon are learning the reservation system to provide back-up to Rose. Discussion about methods to increase volunteerism at the Inn. Bob asked if we need a committee to take this to the next level. Wayne asked if we have a volunteer committee? Do we have a member - volunteer coordination - Bob will put together an email. Gail Shahan has offered to go to Work Parties to try to recruit volunteers - Patti will talk to Gail.

*Cooking Classes:* Jennifer would like to do cooking classes on Sundays - Bob suggested focusing on learning how to cook for the Events, etc.

*Crab Feast:* Jan proposed - like the Chili Cookoff.

*Report on Water Tank and filtration issues IK training:* Continuing training weekly.

*California Alpine Club:* grant proposal - Tim Aaronson and Olene will develop proposal - repair big sign in front of Inn. Need replacing & upgrading.

## NEW BUSINESS

*Rates:* Increasing whole inn rates to add charge for an additional cabin; extra charge for special amenities like linens, queen bed.

*B & G:* Reestablishing the full committee. Innkeepers gaining a broader role? Trying to set up a working committee.

*Concern:* Olene brought up concern about perception that the West Point Inn is viewed as a private club - concerns about "reserved" signs on deck tables during Work Parties encourages this perception. Discussion ensued regarding reversing this perception.

## COMMITTEE REPORT

*Building & Grounds:* Bob Newcomer– Emig Cabin and Inn ADA review and next steps (County and Fire Marshal reviews). Remaining tasks: installation of railings and stair contrast strips. Planning for the deck, permits being processed, bids being obtained. Construction likely in Fall. As-built drawings being done for roof repair, to be followed by structural engineer review and repair plans, then bids. Implementation date TBD.

*Communications/Website Committee:* Jan Gauthier - no report

*Development Committee:* Suzie Adams Koide - no report

*Election Committee:* Chris Marcuse & Lin Johanson – Chris Marcuse reviewed history of changes to Board Members' terms. April 2016 changed back to three year terms. Discussion regarding interpretation of bylaws. Difference in opinion regarding the terms for three upcoming seats that will be up for election. Discussion regarding bylaw changes to be presented to the Membership in October. Wayne recommends eliminating the chart in the bylaws to eliminate confusion. Fran made a motion to direct the policy and

procedures committee to make the appropriate language changes to the bylaws, seconded, passed unanimously. Policy and procedures committee will come back to the Board in the coming months.

*Events Committee:* Gail Shahan & Lin Johanson – Tango Night - difficult parking (waiting 45 minutes @ Pan Toll). Mark noted that the pianist was delighted that the piano was tuned as a real tango piano. Bonnie suggested adding a link to Golden Gate Transit Line 61 as a option for guest.

Emig cabin opening - Champagne & hors d'oeuvres after Members' meeting lunch - ribbon cutting. Who will be speaking, who thanked, printed invitations MMWD Board & Emig family trust? Speakers - Colin Claxton, architect, MMWD (Crystal or Mike).

*Fire & Safety:* Pete Martin – no report

*Garden Committee:* Kathleen Kopp – no report

*Heritage/History Committee:* Fred Runner – Fran reported that Heritage Night was a big success - Mia Monroe from Muir Woods - captivating - 63 each night. Discussion ensued about key aspects of presentations at the Native Sons of the Golden West Plaque installation - including MMWD mission re supporting recreation on the mountain. Event Brite only tracked dinner/presentation participation. Room reservations were handled separately.

*Historian:* Fred Runner – no report

*Housekeeping:* Fran Rondeau/Bonnie Jones - no report

*Membership:* Gordy & Lynn Mac Dermott – All eligible member applicants listed below were considered for membership

Mark made a motion to approve members which was seconded, and all new members were accepted unanimously.

Rosalind Jackson of San Francisco sponsored by:  
Gary Munoz, Deborah Franklin & Sandy Stadfeld

Kathy Harris of Mill Valley sponsored by:  
Shawna Stoney, Zepporah Glass & Jay deWolf

At 590 members.

*Mountain Organization Liaison:* Olene Sparks – no report

*Newsletter:* Alison Bricker - May 21 - articles due - Wayne will include information regarding bylaw changes. We mail newsletters - 75 copies (Gordy report) only 6 people without an email address. Reminder - do you really need a hard copy?

*Old Timer's Liaison:* Marilyn Skaff - no report

*Pancake Breakfasts:* Chris Marcuse/Lin Johanson – open discussion about getting volunteers.

*Personnel:* Lin Johanson – IK meeting June 5

*Policy & Procedures:* Wayne Koide – see election committee report.

*Reservations:* Rose Sullivan – 30 days of no refunds due to changes in reservations system (new deposit strategy). Reservation booked in March 60% non-members. Very few Whole Inn bookings.

*Work Parties:* no report

Open Meeting was adjourned 9:06 pm.

Respectfully submitted,

Bonnie M. Jones

<b>Policy Motions passed</b>	
<i>Topic</i>	<i>Details</i>
Fran made a motion to direct the policy and procedures committee to make the appropriate language changes to the bylaws.	Motion addresses further revisions to Board Members term length.

<b>Tally of Donations of mid-week overnight accommodation - 2017</b>	
Month voted	Organization
January	Kiddo
January	Hatch School

Building & Grounds Report  
May 2017

Emig Cabin

George Dutkowsky came and reviewed the cabin and we have several issues we need to address. Most are a result of our not understanding the codes on ADA and somehow not understanding what George was asking us. First and foremost, the toilet has to be moved over 3.5 inches as it has to come off the curb and not the wall. According to the plumber the County Inspector told him to come off the wall. The 3.5 inches off the curb is important for anyone wanting to access the toilet from the front and not the side. Fortunately, we have a raised foundation which means we are not tearing up a concrete slab. The main issue is to maintain the integrity of the floor waterproofing and addressing retiling this small area.

Moving the toilet also means that the handrail under the window also needs to be adjusted to meet the correct distances and the absolute requirement so that we can achieve the 1.5 absolute needed between the wall and handrail. of the 1.5" between the handrail and the wall. In addition, the handrail on the back wall needs to be one rail and not (2) because we cannot get the required lengths for the grab bar behind the toilet and the one at the back shower wall without the two bars overlapping each other so the solution is to have one continuous handrail made. We need to also fill in behind the toilet at the hand rail location so we can meet the 1.5 absolute requirements from handrail to wall. This can be done with wood blocking to match the walls.

The back wall and the half wall are 36  $\frac{3}{4}$ " apart. When we met with George about this we thought it was a minimum 36" and not an absolute. George is talking with a few people to see if the  $\frac{3}{4}$ " can be considered within "construction tolerance". If not, we may need to install on back of the half wall to make up the  $\frac{3}{4}$ " something like teak, bamboo, et al---in other words some type of wood that can go over the tile to make up the difference. Hopefully it can be considered a construction tolerance.

The guys from Booneville installed the handle in the correct location on the backdoor but the keypad is too high. Al and his crew will make this adjustment.

Bed—it needs to come up  $\frac{1}{2}$ " to have the appropriate 7" clearance from the bottom of the bed to the floor.

We are waiting so that George can do all his research and the list is final and everyone understands exactly what has to be done. For example, George thought we needed to add a 2" piece of redwood to add two more inches to width of driveway but found a historic code that allows us to leave as is. George should have his final list within the next few days.

George was very complimentary to Al about the quality of the materials and craftsmanship.

#### Ceiling of Members Lounge

Brent Boblitt and his crew is working on the ceiling today. He has the members lounge roof supported with 2 x 4's and was waiting on delivery of materials from Golden State. He plans to put in a long day with his crew and finish the emergency repair today.

#### Drawing for Permanent Fix of Member's Ceiling

Tom, draftsman, has finished the "as built" drawing and we have sent to Sarah Leong, structural engineer, who will want to do a site visit to contemplate what the permanent fix for the roof structure should be. The emergency repair will give you plenty of time to review and examine your options.

#### Ramp at Innkeepers

Brent has also taken off the wooden treads on Innkeepers ramp and will rebuild that today. My flattening out the ramp so that it was all on the same plane made it more out of compliance. So Brent is rebuilding the substructure and installing new planks.

As of 2:00 pm today Brent and his crew are halfway done with everything!

#### ADA Report Progress

The spread sheet is attached that lists all the work that is completed. The items still in process includes the follow:

1. ADA locker in kitchen at old telephone location. David is working on this.
2. Nosing for all exterior steps—we have ordered these and they will be delivered to David's shop in 3 shipments over the next few weeks. I have included the spread sheet showing the listing of steps. The stair nosing is required to go from one end of the step to the other. We have a lot of steps and many long ones so it is a lot of product.
3. Handrails for front steps—we have two bids and there is one more to come in. A copy of the drawing for the handrails is attached. The two bids range from \$7000.00 to \$10,500. Brent Boblitt has agreed to bid the job.
4. The handrails were reinstalled at the Innkeepers ramp; however, the one under the window is not right and does not pass George's inspection. My recommendation to you is that one be remade on site rather than trying to transport it back and forth. Someone with the right tools may be able to straighten it out. However George added wanting it to run to the end of the wall and around the corner.
5. Cane Rail. We need the railing to go down to the floor on each corner so that a cane would come in contact with the rail. George was telling me that the rail needed to come out another 9.5 inches to get the 80" clearance from ceiling to floor. I told him no way that was going to happen. My request is that Fred and Bob make a formal request that we be exempted. The cane rail as it is now designed keeps anyone from hitting the crown molding at ceiling/cabinet interface.
6. The second submission for the deck expansion and removal of the old ramp has been submitted to the county. Somehow, I had Al Hoffman sign as the contractor and unfortunately he also signed in the MMWD spot---which was not done deliberately; however, MMWD is a little upset

by my goof up . As we have developed the plans they have been shared with MMWD but they did not formally sign off on them. I will personally take full responsibility for that oversight and again it was not intentional. My apology for not catching this.

7. George did ask that the signs above the doors in the kitchen be put on the casings—would be placed 48" minimum and 60" maximum from the floor.
8. Overall, George was very pleased with our progress and signed all but the above items off.

#### Public Restroom Doors

They were completed, delivered and installed. They need to have the boots put on the doors and the round circle on the ADA public restroom door. The green ADA sign needs to go to the side of the door between 48" and 60". The round sign was picked up by Al and he will bring up when he comes.

My understanding is that the painting is bubbling on the bathroom door—that is because they were painted in moist weather and not given enough time to dry through and through. The issue is that we could not put the doors up as raw wood. The doors will need to be sanded down and repainted when the weather turns warmer.

#### Professional Painter

My recommendation is that you have a professional painter address the public restroom doors and clear coat the windows and doors of the Emig cabin (both inside and out). Please don't have the volunteers do this---they will make a mess of this and it needs to have a professional coating at least the first time.

#### Windows in Members Lounge

All the glass panes in the members lounge that was clear modern glass have been replaced with old glass. It took two days for the glass to be removed and replaced. The windows that I took to the subcontractor cut 40 panes of glass and we used around 30 of those. The remaining were left at the Inn in case a pane is broken in the future.

#### MMWD: Front Steps/Rock for Plaque/Plumbing/Gate Closer

MMWD workers will address the two bottom steps. The 2<sup>nd</sup> to the bottom step has a riser of 9.5" and code is 7". This is a safety hazard. Materials were brought up by me and stored on site so they can rebuild the bottom step and grade it out appropriately.

The road crew for MMWD moved the rock selected by Fred Runner and placed it at the bottom of the front steps for the plaque service held during Heritage night.

When Gordon moved the paint shed, he found a mess of plumbing. MMWD's plumber came and cleaned up all the plumbing including placing underground a section of the plumbing for the fire sprinkler plumbing for the Emig Cabin.

Gate Opener---efforts have been made by MMWD to address the closer at the gate. It is working great now.  
Thank you Water District Staff!