

LAKELAND VILLAGE COMMUNITY CLUB
Board Meeting Minutes
April 2022

Date: April 27, 2022

James Byrne, Interim President called to order the regular meeting of the Board of Directors at 5:30pm.

Board Members Present: James Byrne, Cindy Ross, Peter Nash, Don Huibregtse, Sylvia Banzon

Others Present: Laurie Swetkovich, Craig Chase, Blair Humes, Lesa Humes

Absent: Verne Poupitch, Les Dennis, Jason Ilarraza

Announcement: The meeting is being recorded. If at any time someone would like the recording to stop, please inform the board, otherwise it shall be deemed that we have consent to record.

March Board Meeting minutes

Motion: Don H moved to approve minutes as written.

Second: Peter Nash

Aye: 4 (James, Peter, Don, Cindy)

Opposed: 0

Abstained: 0

March Audit Waiver Meeting minutes

Motion: Don Huibregtse moved to approve minutes as written.

Second: Peter

Aye: 4 (James, Peter, Don, Cindy)

Opposed: 0

Abstained: 0

Nomination of Board Member

Motion: Cindy Ross moved to add Sylvia Banzon as a Board member, filling the position that Michael Pearce vacated, ending in 2023.

Second: Peter Nash

Aye: 4 (James, Peter, Don, Cindy)

Opposed: 0

Abstained: 0

Officer Reports

Treasurer's Report

Financial reports for April 2022:

Balance Sheet as of April 26, 2022

Checking	\$ 11,428.61
Savings	\$ 186,404.55
Cap Imp Reserve	\$ 62,992.32
Litigation	\$ 65,585.08
Money Market	\$ 66,927.72 (general funds)

Money Market Ck.	\$	5.00
Accounts Receivable	\$	71,586.78
Prepaid Insurance	\$	3,321.00
Undeposited Funds	\$	1,080.00
Total	\$	469,331.06

Statement of Activities (Accrual method) as of April 26, 2022

Total Expenses	\$	13,472.01
Total Income	\$	235,632.50
Net Ordinary Income	\$	222,160.49
Net Income	\$	222,160.49

Discussion occurred about the audit firm to use to conduct the annual financial audit. The lowest proposal received was \$8,200 from Clarke Whitney CPA, Inc. The Office Manager attempted to get three quotes from: Hearthstone CPA Group, Clarke Whitney CPA, Inc. and NR Smith. NR Smith did not respond, and Hearthstone’s proposal was \$12,000. Olympic Tax plans on wrapping up LLVCC’s books between May 4 – 6, 2022, after which the books will be ready for the audit firm to review.

Audit Firm Selection

Motion: Peter Nash moved to engage the services of Clarke Whitney CPA, Inc. to conduct the annual financial audit for LLVCC.

Second: Don Huibregtse

Aye: 4 (Sylvia, Peter, Don, Cindy)

Opposed: 0

Abstained: 1 (James)

(Interim) President’s Report

Les Dennis has some serious health issues, we wish him well. We have several hearings that will take place in the near future. Hearings committee is looking forward to updates on Resolution 16. Policies will be looked at by the LLVCC attorney prior to the board adopting. James clarified that all hiring of LLVCC staff will be completed by the Board (one Board member, minimum).

Vice-President’s Report

N/A

Public Comments

Not applicable.

Committee Member Reports

Maintenance

Laurie Swetkovich reported that the men’s restroom board was damaged by vandals. Swanson landscaping made a temporary repair, once the Maintenance employee returns from his winter hiatus, he will replace the door.

Compliance/Patrol

Don Huibregtse reported:

- Due to the damage/vandalism that has recently occurred in common areas, we should consider adding cameras.
- Suggested that we may want to begin wellness checks for households where the resident(s) hasn’t been seen for a while, or the exterior of the home looks as if the resident hasn’t been able to take care of normal/typical maintenance, etc.
- Eyesore property letters will go out with fines on May 6, 2022.

Don suggested that the next Newsletter reminds people to watch for pedestrians and kids playing.

Architectural Control (ACC)

Don Huibregtse reported that the Project Permit has been updated to include a statement that anyone who wants to update their property within 100 feet of lake, will be required to secure a county permit before the LLVCC permit can be approved.

Compliance will begin addressing air conditioner units in view from the street.

Lake Management

Peter Nash reported:

- The county was contacted again about the sewer pump.
- Lake mapping and noxious weed treatment was completed in March. Signs about treatment will be requested to be posted at every public access point.
- An additional noxious weed treatment will be completed in late summer.
- An emergency action plan – Peter will let us know when approved.
- Beavers have built dens on two private properties on lake. The state has been contacted to remove the beavers – the trapper cannot remove beavers until the end of June. Residents are concerned that the beavers will be euthanized, yet that is what the state will do if they trap them. Peter will talk to the state and monitor.

Recreation

Laurie Swetkovich reported that the Easter Egg event went well, and the fishing derby will be held soon.

Hearing Committee

James Byrne gave Board members time to read the hearings committee report about a light shining into a property owner’s windows. If the issue reoccurs, it will be a civil matter.

Motion: Sylvia Banzon moved to accept the hearing’s committee recommendation that a motion detector light will need to be installed, and that the other party should consider putting up window coverings.

Second: Peter Nash

Aye: 4 (Sylvia, Peter, Cindy, James)

Opposed: 0

Abstained: 1 (Don)

Old Business

Employee Leave Policy

Will be worded to say "Up to" 80 hours of leave.

Motion: Sylvia Banzon moved to send the draft Employee Leave Policy (with the "Up to" verbiage added) to the LLVCC attorney for review and comments.

Second: Cindy Ross

Aye: 4 (James, Peter, Sylvia, Cindy)

Opposed: 0

Abstained: 1 (Don)

Once the attorney opines, the Resolution will be voted on at the next Board meeting.

Resolution 16

Motion: Cindy Ross moved to send the draft of Resolution 16 to the LLVCC attorney for review and comments.

Second: Peter Nash

Aye: 4 (Peter, Don, Cindy, Sylvia)

Opposed: 0

Abstained: 1 (James)

Once the attorney opines, the Resolution will be voted on at the next Board meeting.

QuickBooks Merchant Account

The QuickBooks bank card merchant account is not being used, as the fee for using a bank card could not be charged to the customer.

Motion: Cindy Ross moved not to use Quick Books to process credit card payments, and to use our current credit processor.

Second: Sylvia Banzon

Aye: 4 (Peter, Don, Cindy, Sylvia)

Opposed: 0

Abstained: 1 (James)

Constant Contact software

James Byrne reported that some homeowners' service providers may be blocking the emails being sent by LLVCC. People that have opted out should be moved to the mail (U.S. Postal service) list.

Ground Authority/Beach Attendants

Laurie Swetkovich reported that zero applicants have responded to the open position emails.

New Business

Job Descriptions

Patrol, Compliance, Office Manager, Maintenance and Ground Authority job descriptions will be sent via email to Board members for review, and once ready, we will vote to send the Office Manager's job description to the LLVCC attorney.

Motion: Peter Nash moved that job descriptions of LLVCC employees will be sent around to Board members for review. Once the Office Manager's job description is final per the board, it will be sent to the LLVCC attorney for review and approval.

Second: Cindy Ross

Aye: 4 (James, Cindy, Sylvia, Peter)

Opposed: 0

Abstained: 1 (Don)

Check signers – two signatures required

Motion: Peter Nash motioned that James Byrne, Cindy Ross, Don Huibregtse, and Sylvia Banzon will be check signers for 2022-2023 Kitsap Bank and Kitsap Credit Union.

Second: Cindy Ross

Aye: 4 (Don, Cindy, Sylvia, Peter)

Opposed: 0

Abstained: 1 (James)

Board President

Motion: Cindy Ross motioned that James Byrne fill the role of Board President effective immediately to complete the 2022 board term.

Second: Sylvia Banzon

Aye: 4 (Don, Cindy, Sylvia, Peter)

Opposed: 0

Abstained: 1 (James)

Board Vice- President

Motion: Cindy Ross motioned that Peter Nash fill the role of Vice President effective immediately to complete the 2022 board term.

Second: Don Huibregtse

Aye: 4 (Don, Cindy, Sylvia, Peter)

Opposed: 0

Abstained: 1 (James)

June 21st Community Meeting Topic/Speakers

Potential speakers are County Commissioner and/or Mason Conservation District

- Laurie Swetkovich will reach out to Randy Neatherlin, County Commissioner
- Peter Nash will reach out to the Mason Conservation District

May Board Meeting

May 25, 2022, at 5:30pm

Upcoming Events

Fishing Derby May 7, 2022, at 7:00 am

Executive Session

Executive Session – entered into 7:13 pm

Re-entered regular Board Meeting at 7:42pm

Motion: Cindy Ross motioned that employee available leave is to reflect the following as of March 31, 2022: Pete Fischer 15.91 available hours; Jim Stracener 12.36 available hours; Sherry Martin 18.55 available hours; and Don Huibregtse 65.58 available hours.

Second: Peter Nash
Aye: 4 (James, Peter, Cindy, Sylvia)
Opposed: 0
Abstained: 1 (Don)

Meeting Adjournment

Meeting Adjournment: 7:46 pm
Motion: Peter Nash motioned to adjourn the meeting.
Second: Don Huibregtse
Aye: 4 (Don, Peter, Cindy, Sylvia)
Opposed: 0
Abstained: 1 (James)

Respectfully submitted,

Cindy Ross

Cindy Ross, Treasurer/Secretary