

LAKELAND VILLAGE COMMUNITY CLUB
Board Meeting Minutes
May 2022

Date: May 25, 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, Madison Barnard

Others Present: Laurie Swetkovich, Caitlin Traub, Mark Armstrong, Craig Chase, Jake Kusman

Absent: Les Dennis, Jason Ilarraza

April Board Meeting minutes

Motion: Don Huibregtse moved to approve minutes as written.

Second: Peter Nash

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

Opposed: 0

Abstained: 1 James

Management Company – Associa

Mark Armstrong Director of Business Development and Caitlin Traub Associa EMB President spoke about the benefits of hiring a management company to manage LLVCC. Over 43 years of experience, located in Redmond, WA. \$6 million fidelity bond; Strong Room for Board access; Town Square functions for homeowner access. Members can pay assessments online; interaction with community will be on-going.

Platinum level service level recommended. The LLVCC Board will consider engaging the services of Associa as our property management company.

Board Member Nomination

Motion: Don Huibregtse moved to elect Maureen Allen as a Board Member

Second: Peter Nash

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

Opposed: 0

Abstained: 1 (James)

Motion: Don Huibregtse moved to elect Madison Barnard as a Board Member

Second: Sylvia Banzon

Aye: 5 (Peter, Sylvia, Cindy, Maureen, Don)

Opposed: 0

Abstained: 1 (James)

Officer Reports

Treasurer's Report

Financial reports for May 2022:

Balance Sheet as of May 24, 2022

Checking	\$ 9,607.25
Savings	\$204,013.34
Cap Imp Reserve	\$ 63,000.09
Litigation	\$ 61,215.08
Money Market	\$ 66,965.47 (general funds)
Money Market Ck.	\$ 5.00
Accounts Receivable	\$ 39,752.03
Prepaid Insurance	\$ 3,321.00
Undeposited Funds	\$ 4,894.70
Total	\$ 452,773.96

Statement of Activities (Accrual method) as of May 24, 2022

Total Expenses	\$ 32,729.96
Total Income	\$ 237,474.84
Net Ordinary Income	\$ 204,744.88
Net Income	\$ 204,744.88

President's Report

James Byrne greeted and thanked the new board members for volunteering to serve our community. James suggested that the Board consider forming a committee to review member letters, forms, etc. Running LLVCC requires a lot of the Board's volunteer time in addition to the time of paid staff. Official documents are now undergoing a more thorough review before formal adoption.

The LLVCC Office Manager, Laurie Swetkovich will be resigning soon and moving to California with her husband as soon as he has accepted a new job that requires relocation.

Vice-President's Report

N/A

Public Comments

N/A

Committee Member Reports

Maintenance

Don Huibregtse reported that Jim Stracener, the LLVCC maintenance employee suggests that we remove/close the restroom located at the playground and replace with portable restrooms. The reason Jim thinks this is wise is that the restroom and storage shed doors have been vandalized over the last year, and it takes employee time to maintain and clean the restroom. The Board decided to maintain the existing restroom, add sturdier doors to both the restroom and the storage shed, and to look into security measures that will help thwart and identify vandals.

Laurie Swetkovich will get at least two bids to replace the doors and to add other security measures at the restroom and storage shed.

The condition of the leased tennis courts is concerning, as the court surface appears to be in below average condition. The members of the ACC will go to the tennis courts and determine the needs. If the costly repairs are needed, the lease agreement with the Anderson family may be discontinued.

Compliance/Patrol

Don Huibregtse reported that he will conduct about 20 home inspections to ensure that items approved on project permit have been completed. Patrol is getting busier since the weather is getting nicer with more people are outside enjoying the community common areas, working in their yards and are beginning to start home improvement projects. Residents will begin to have RVs and boats temporarily parked at their homes for several days, which requires monitoring.

Architectural Control (ACC)

Don Huibregtse reported that Pioneer Builders has one year to complete four homes under construction on Olympic View.

Progress has been made with shielding propane and trash cans.

Lake Management

Peter Nash reported:

- Peter met with Dennis Floyd to learn more about exercising the valve.
- The back side of the dam needs mowed, and weeds removed.
- The county will be contacted again about the sewer pump.
- An additional noxious weed treatment will be completed in late summer.

Recreation

Cindy Ross reported that the Fishing Derby was a success. There were fewer participants than last year, and the fish caught were between 1.4 and 1.8 pounds.

Hearing Committee

Hearing regarding barking dogs didn't take place, as James Byrne was late due to traffic. James was apologetic for his tardiness. Hearing will be rescheduled.

Old Business

Audit Update

James Byrne reported that most requested documents have been uploaded for the CPA to review. The accounting firm is prepping documents for review.

Employee Leave Policy

Attorney, Bryce Dille reviewed the Leave Policy and suggested a sentence be added. The suggested sentence was added to the final document.

Motion: Cindy Ross moved to adopt the Leave Policy.

Second: Sylvia Banzon

Aye: 5 (Maureen, Madison Peter, Sylvia, Cindy)

Opposed: 0
Abstained: 2 (Don, James)

Resolution 16

Attorney, Bryce Dille reviewed policy and it is good as written, with this change: 5.C.7. add "per applicable covenant".

Motion: Cindy Ross moved to adopt Resolution 16 with the change to 5.C.7.

Second: Don Huibregtse

Aye: 6 (Peter, Don, Cindy, Sylvia, Maureen, Madison)

Opposed: 0

Abstained: 1 (James)

New Business

Management Company/Office Coordinator

Discussion about engaging a management company verse hiring an Office Coordinator to replace Laurie Swetkovich when she leaves the employment of LLVCC. Olympic Tax to provide payroll and bookkeeping services for at least the remainder of 2022.

It was determined that LLVCC would advertise for an Office Coordinator for 20-30 hours a week at \$18 - \$23 an hour based on experience.

Craig Chase – Sheriff Patrol Letter

Mr. Chase proposed that the Compliance/Patrol budget be used to hire Mason County Sheriff deputies to patrol LakeLand's roads for speeding violations, etc. for 445 hours during budget year 2022-2023. This proposal would require eliminating Compliance and Patrol staff to use those budgeted dollars to pay for increased Sheriff office patrols. The Board believes the Compliance and patrol staff are valuable assets to the community, as their primary objective is to help ensure members are compliant with covenants, rules and regulations.

A letter will be written by the Board President to Mr. Chase informing him that the Board is appreciative of his proposal, yet it will not be adopted. Reasons: 1) minimal hours that deputies would patrol the county roads in LakeLand do not justify the expense; 2) and the Board is not willing to eliminate the current Compliance/Patrol team.

Cloud for Fire Storage

N/A

Directory

The community directory will not be distributed since personal membership information should not be shared.

Upcoming Meetings

Board of Directors Meeting – June 21, 2022, at 5:30pm

LLVCC Community Meeting – June 21, 2022 at 7:00pm

Upcoming Events

Garage Sale, August 6, 2022 beginning at 8:00am

Community Picnic, August 21, 2022 4:00pm to 6:00pm

Executive Session

Executive Session – entered into 8:50pm

Re-entered regular Board Meeting at 8:50pm

Meeting Adjournment

Meeting Adjournment: 8:53pm

Motion: Peter Nash motioned to adjourn the meeting.

Second: Maureen Allen

Aye: 6 (Don, Peter, Cindy, Sylvia, Maureen, Madison)

Opposed: 0

Abstained: 1 (James)

Respectfully submitted,

Cindy Ross

Cindy Ross, Treasurer/Secretary