

LAKELAND VILLAGE COMMUNITY CLUB

Board Meeting Minutes December 2022

Date: December 7, 2022

James Byrne, President called to order the regular meeting of the Board of Directors at 5:34 pm.

Board Members Present: James Byrne, Peter Nash, Don Huibregtse, Maureen Allen, Sylvia Banzon, Cindy Ross, Craig Chase, Madison Barnard, David Engman

Absent: N/A

Others Present: M. Leslie Foss, Ken Johnson, Robert Littlefield, Jodi Littlefield, Lynda Haskell, Timothy Moloney, Dale Urlacher, Tina Urlacher, Debbie Leslie, Carolin Judd, Andrew Judd, Clint Fretz, Andrea Baber, Michael Baber, Murphy family

Consideration of David L. Engman to Board of Directors

Motion: Don Huibregtse moved to approve David Engman as a board member.

Second: Sylvia Banzon

Aye: 7

Oppose: 0

Abstain: 1 (James)

Topic	Discussion/Vote	Action Assignee	Action Due Date
Previous Minutes	<u>October Board Meeting minutes</u> Motion: Craig Chase moved to approve minutes as written. Second: Maureen Allen Aye: 8 Oppose: 0 Abstain: 1 (James)	N/A	N/A
OFFICER REPORTS			
President	Moment of silence for Pearl Harbor. James Byrne reported that the board will discuss the next fiscal year's budget, comments will be limited to 2 minutes per person. Financial audit results are still outstanding, yet the audit is expected to be received any day.		
Vice President	N/A		
Treasurer	<u>Balance Sheet as of December 5, 2022</u> Checking \$ 8,156.91 Savings \$ 129,980.38 Cap Imp Reserve \$ 87,797.89 Litigation \$ 58,327.47 Money Market \$ 91,786.14 (general funds) Money Market Ck. \$ 5.00		

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Accounts Receivable	\$ 152,799.57
Prepaid Insurance	\$ 5,520.49
Undeposited Funds	\$ 15.00
Total	\$ 534,388.85
 <u>Statement of Activities</u> (Accrual method) as of December 5, 2022	
Total Expenses	\$ 183,349.83
Total Income	\$ 331,735.39
Net Ordinary Income	\$ 148,385.56
Net Income	\$ 148,385.56
 Reserve Study update New study will be secured in 2023. Office computer upgrades are in current study for replacement in 2023, Jeff Samdahl confirmed we can proceed and purchase equipment now and he'll later adjust the schedule.	
 Secretary/Treasurer Cindy Ross has submitted her resignation from the Board effective Thursday, December 8, 2022. Therefore, a new Secretary/Treasurer needs to be voted in as her replacement, and check signers need to be appointed.	
 Vote in new Secretary/Treasurer Motion: Cindy Ross motioned for Sylvia Banzon to appointed as the new Secretary/Treasurer of LLVCC, effective December 8, 2022. Second: David Engman Aye: 7 Oppose: 0 Abstain: 2 (Sylvia, James)	
 Change signatories at banks Motion: Cindy Ross motioned for the following board members to have signature authority at Kitsap Bank, Kitsap Credit Union, and Key Bank. James Byrne, Sylvia Banzon, Don Huibregtse and Peter Nash. Second: Madison Barnard Aye: 5 Oppose: 0 Abstain: 4 (James, Don, Sylvia, Peter)	
 Credit card – Kitsap Bank The LLVCC credit card(s) need to be updated to identify people that will be issued cards and the credit limit.	

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	<p>Motion: Cindy Ross motioned to provide credit cards to Sylvia Banzon and Mary Helton with credit limits of \$2,000 each. Second: Don Huibregtse Aye: 6 Oppose: 0 Abstain: 3 (James, Sylvia, Craig)</p> <p>New Money Market Account Key Bank \$32,000 Money collected from litigation needs to be transferred from Kitsap Bank to a new money market account at Key Bank, as they have better rates.</p> <p>Motion: Cindy Ross moved to transfer \$32,000 from Kitsap Bank to open a new money market account at Key Bank. Second: James Byrne Aye: 9 Oppose: 0 Abstain: 0</p> <p>Close litigation Money Market at KCU The Kitsap Credit Union Litigation Money Market account funds should be moved to Key Bank due to better interest rates, and to better disperse LLVCC investments to remain under federal insurance levels.</p> <p>Motion: Cindy Ross moved to close the Kitsap Credit Union Litigation money market account and deposit the funds into the new Key Bank money market account. Second: Craig Chase Aye: 8 Oppose: 0 Abstain: 1 (James)</p> <p>Budget discussion The board discussed the draft operating budget for 2023-2024.</p> <p>Fee increases – fiscal year 4/1/23 to 3/31/24 Motion: Cindy Ross moved to increase the following fees for LLVCC's 4/1/23 – 3/31/24 fiscal year: Boat storage fees \$25; HOA late fees \$15; Property Walkaround fees \$25; Transfer fees \$375. Second: Don Huibregtse Aye: 8 Oppose: 0 Abstain: 1 (James)</p>		
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OPERATIONS			
Office	<p>Request to purchase – computer equipment The LLVCC office has been challenged with computer speed, networking, software, etc. The router was purchased in 2018. Proposing to upgrade one computer to a laptop and purchase a new router.</p> <p>Motion: David Engman moved to purchase a laptop, projector, and router, \$1,700; software upgrades \$550. Total cost of \$2,250. Second: Maureen Allen Aye: 7 Oppose: 0 Abstain: 2 (James, Craig)</p>		
Maintenance	<p>Restroom doors Craig Chase reported that security doors have been purchased. When weather permits, the doors will be installed to the restrooms at the public playground.</p>	Craig	
Patrol/Compliance	<p>Boat auction, speed sign Don Huibregtse reported that there will be an auction on 12/15/22 for five boats at the storage area that are not registered. Don Huibregtse will research whether a bill of sale will be needed.</p> <p>The speed sign will be repaired and updated. Data generated can be shared with members and the Sheriff’s office.</p>	Don	Before 12/15
Lake Management	<p>Peter Nash reported that Anderson Lake currently has several otters on the lake right now. If trapped, they will be euthanized by a USDA licensed trapper. LLVCC is looking for a trapper to remove the otters.</p> <p>Lake trivia - some lakes (Spencer, Island, Long) in the area have had serious problems with algae blooms.</p> <p>Peter informed meeting participants that he was recruited by past President Dennis Floyd to monitor Anderson Lake, and that his focus as an LLVCC board member is to care for the lake and talk to those that have questions about lake management and care.</p>		
COMMITTEES			

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Architectural Control (ACC)	Permits James Byrne reported that the board needs to vote on whether a project permit is needed to plant trees on members' lots. Motion: Don Huibregtse moved to approve the planting of trees on members' lots, without a project permit. The exception is when trees are planted as a hedge or natural fence, then a project permit is needed. Second: David Engman Aye: 7 Oppose: 0 Abstain: 2 (Peter, James)		
Recreation	Pictures with Santa in Allyn Cindy Ross reported that the event with the ACA was very nice. It was a snowy and cold day with approximately 50 children participating.		
Public Affairs	Sheriff's report Maureen Allen reported that the last Sheriff's meeting was a farewell to the current Sheriff, Casey Salisbury.		
Hearings	N/A		
NEW BUSINESS			
Resolution	Safety/Security Committee Discussion occurred about forming a Safety/Security Committee. The office will draft a Resolution. Motion: Craig Chase moved to create a Resolution for a Safety/Security committee. Second: Sylvia Banzon Aye: 8 Oppose: 0 Abstain: 1 (James)		
Resolution	Lake Management N/A		
Training Documents	Board Member onboarding An on-boarding document was drafted and presented to board members. The document cites LLVCC By-laws and clarifies board member responsibilities. Motion: Peter Nash moved to add that all board members commit to reading the covenants, resolutions, and By-laws. Second: Maureen Allen Aye: 6 Oppose: 0 Abstain: 3 (James, Madison, Craig)		

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<p>Decision-Making</p>	<p>STP Proposals Decision making process to help ensure that decisions are captured.</p> <p>Board members will review the STP and vote on its adoption at the next board meeting.</p> <p>Strategic Plan Sylvia Banzon discussed creating a strategic plan. She used the STP form to capture the processes.</p> <p>Motion: James Byrne moved to form the strategic planning workgroup with three board members and community members. Second: Craig Chase Aye: 8 Oppose: 0 Abstain: 1 (Sylvia)</p>		
<p>2023 Calendar</p>	<p>Motion: David Engman moved to accept the calendar Second: Maureen Allen Aye: 8 Oppose: 0 Abstain: 1 (James)</p>		
<p>OLD BUSINESS</p>			
<p>Resolution 16</p>	<p>Rewritten/rerecorded Resolution 16 as written did not follow the By-Laws regarding the Hearing committee. Addendum to the Resolution distributed.</p> <p>Motion: Sylvia Banzon moved to approve the amended Resolution 16 so that we are in compliance with the By-laws. Second: Craig Chase Aye: 8 Oppose: Abstain: 1 (James)</p>		
<p>PUBLIC COMMENTS</p>			
	<p>None</p>		
<p>EXECUTIVE SESSION</p>			
	<p>Motion: Sylvia Banzon moved to enter Executive Session to discuss a homeowner in collections at 7:58pm. Second: Don Huibregtse Aye: 8</p>		

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	Oppose: Abstain: 1 (James)		
General Session	Resumed 8:08 pm		
Resident Account	Motion: James moved to write off balance of \$1816.75 of resident's account to bring balance to zero. Second: Craig Aye: 9 Oppose:0 Abstain: 0		
PRIOR ACTION ITEMS			
Review chart	Review of action items from October meeting. Most completed, five items continued.		
UPCOMING MEETINGS			
January 25, 2023	Monthly Board Meeting, 5:30 pm		
February 21, 2023	Monthly Board Meeting, 5:30 pm		
February 21, 2023	Budget/Election Community Meeting 7:00 pm		
UPCOMING EVENTS			
December 22, 2022	Christmas Lights Contest Judging		
MEETING ADJOURNMENT			
	Motion: Dave Engman moved for adjournment of meeting Time: 8:24 pm Second: Madison Barnard Aye: 8 Opposed: 0 Abstained: 1 (James)		

Respectfully submitted,

Cindy Ross

Cindy Ross, Treasurer/Secretary