

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Agenda  
January 2023

Date: January 25, 2023

James Byrne, President called to order the regular meeting of the Board of Directors at \_5:30\_ pm.

Board Members Present: Dave Engman, James Byrne, Sylvia Banzon, Maureen Allen, Don Huibregtse, and Craig Chase (on the phone)

Absent: Peter Nash

Others Present: Mary Helton, Jodi Littlefield, Dan and Debbie Leslie, Gary Shirbish, Therese Morgan, Bruce Jackson, Tina Urlacher, Mike and Mara Bannon, Toni and Shelly Duren, Diane Clevenger, Mike and Kim Cain, Mike and Sue Rhodes, Clint Fretz, Hailee Avocado, Kevin Horsfall and Scott Horsfall.

<b>Topic</b>	<b>Discussion/Vote</b>	<b>Action Assignee</b>	<b>Action Due Date</b>																												
<b>Approve Previous Minutes</b>	<u>December Board Meeting minutes</u> Motion: Don Second: Maureen Aye: 5- Sylvia, Dave, Mo, Don, Craig Oppose: Abstain: James	<b>N/A</b>	<b>N/A</b>																												
<b>OFFICER REPORTS</b>																															
<b>President</b>																															
<b>Vice President</b>																															
<b>Treasurer</b>	<p><b><u>Financial Report:</u></b></p> <p><u>Balance Sheet as of January 23, 2022</u></p> <table> <tr><td>Checking</td><td>\$ 1,604.86</td></tr> <tr><td>Savings</td><td>\$108,658.99</td></tr> <tr><td>Cap Imp Reserve</td><td>\$ 96,687.35</td></tr> <tr><td>Litigation</td><td>\$ 58,327.47 (KCU+Key)</td></tr> <tr><td>Money Market</td><td>\$ 81,712.81 (general funds)</td></tr> <tr><td>Money Market Ck.</td><td>\$ 5.00</td></tr> <tr><td>Accounts Receivable</td><td>\$ 87,756.52</td></tr> <tr><td>Prepaid Insurance</td><td>\$ 5,520.49</td></tr> <tr><td>Undeposited Funds</td><td>\$ 230.00</td></tr> <tr><td>Total</td><td>\$ 440,043.49</td></tr> </table> <p><u>Statement of Activities</u> (Accrual method) as of January 23, 2022</p> <table> <tr><td>Total Expenses</td><td>\$ 212,049.51</td></tr> <tr><td>Total Income</td><td>\$ 333,267.33</td></tr> <tr><td>Net Ordinary Income</td><td>\$ 121,217.82</td></tr> <tr><td>Net Income</td><td>\$ 119,401.07</td></tr> </table>	Checking	\$ 1,604.86	Savings	\$108,658.99	Cap Imp Reserve	\$ 96,687.35	Litigation	\$ 58,327.47 (KCU+Key)	Money Market	\$ 81,712.81 (general funds)	Money Market Ck.	\$ 5.00	Accounts Receivable	\$ 87,756.52	Prepaid Insurance	\$ 5,520.49	Undeposited Funds	\$ 230.00	Total	\$ 440,043.49	Total Expenses	\$ 212,049.51	Total Income	\$ 333,267.33	Net Ordinary Income	\$ 121,217.82	Net Income	\$ 119,401.07		
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	<p><b>Reserve Study update:</b> New study will be secured in 2023. Office computer upgrades are in the current study for replacement in 2023; a desktop computer is going to be replaced. As of today, less than \$1300 was used in the computer upgrade of the \$3,713 budgeted.</p> <p><b>Olympic Tax Update:</b> Mary and Alex, for the past month, worked many hours in standardizing and ensuring the accuracy of the financial account activities entries per audit recommendation.</p> <p><b>Key Bank Account Opening:</b> A money Market account was opened at Key Bank with \$25,000 from the KCU Litigation Fund. The annual yield interest on the new account is 2.02%. The goal is to close the KCU Litigation Fund to leave room to grow in the KCU accounts without going over the \$250,000 limit for FDIC. (per audit recommendation).</p> <p><b>Credit card – Kitsap Bank</b> The LLVCC Kitsap Bank credit card(s) needs to be updated to identify a person that will be able to authorize the issue of cards and credit limit. <b>Motion:</b> Sylvia Banzon motioned that James Byrne-President, will be the designated authorized signer for LLVCC when it comes to applying for credit or issuing cards in the community club’s name. This will enable James to be able to sign the credit card applications for office staff (Sylvia and Mary) with credit limits of \$2,000 each. Second: Dave Aye: Don, Dave, Mo, Sylvia, Craig Oppose: Abstain: James</p> <p><b>Annual Financial Audit:</b> There were no issues identified. There were two observations and/or recommendations.</p> <ul style="list-style-type: none"><li>• There are some inconsistencies between the financial statements and the entries on QuickBooks. The office staff has worked diligently with Olympic Tax Services in correcting the inconsistencies.</li><li>• The accounts at KCU and KB are close to the FDIC limit and it is recommended that a new bank account will be open to move the</li></ul>		
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	<p>litigation funds. A new account was opened at Key Bank this month.</p> <p><b>Motion:</b> Sylvia motioned that the Board approve the draft financial audit for 2021-2022 fiscal year from Clarke Whitney.                  Second: Dave                  Aye: James, Dave, Don, Maureen, Sylvia                  Oppose:                  Abstain: Craig</p> <p><b>Budget</b>                  The board discussed the amended draft for the 2023-2024 operating budget.  <b>Motion:</b> Sylvia motioned the Board to approve the proposed 2023-2024 fiscal year budget.                  Second: Maureen Allen                  Aye: Sylvia, Don, Dave, Mo, Craig                  Oppose:                  Abstain: James</p> <p><b>Procurement Policy</b>  <b>Motion:</b> Sylvia motioned that the Board approve the proposed Procurement policy.                  Second: Dave                  Aye: Sylvia, Don, Dave, Mo, Craig                  Oppose:                  Abstain: James</p>		
<b>OPERATIONS</b>			
<b>Office</b>	<p><b>Christmas Light Contest</b>                  5 judges participated. There were 18 entries and 5 categories. The winners got \$50 and the best overall got \$100.</p>		
<b>Maintenance</b>	<p><b>Water leak at gazebo-</b> After the freeze in December the water spigot was broken and we have a water leak. The water leak cost us \$11 extra in the water bill. The water was shut down by the resident who notified us. We are scheduling this to be fixed before the new spring/summer season.</p> <p><b>Restroom door-</b> We are working on getting a statement for the security doors.</p> <p>The restroom door has been kicked in many times in the male bathroom and the door is out of alignment. Fixing the door is not going to be safe on itself as it can be kicked in again. This door has been repaired 4 times. The current door will be replaced with a steel door and an accordion security door over it.</p>		

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	<p>James Byrne has volunteered to work with Craig Chase on installing the safety doors. The women's bathroom was not affected but a safety door will be installed as a preventative.</p> <p><b>Question: Who does the maintenance at LLVCC?</b></p> <p>Currently we have an employee doing the maintenance but he only works 6 months out of the year. The Board has decided that we need someone all year around. We are looking into either getting a contractor that can do the work for us in a part time basis or employing someone to cover the rest of the year.</p> <p><b>Question: Who does the maintenance for the playground swings? They are too high (30 inches)</b></p> <p>Currently nobody is as our employee does not work in the winter. We would look into the height of the swings. According to the information provided the swings should be 12 inches for pre-school kids and 16" for school age kids. This was added as an action item.</p> <p><b>Word of Caution:</b></p> <p>Spring and Summer is coming we will have more contractors and vehicles in the road. We also have people that do not belong in the area. Be aware of your surroundings.</p>		
<p><b>Patrol/Compliance</b></p>	<p><b>Boat Auction Grievance-</b> tabled as an action item to do a hearing with the complainant vs. HOA.</p> <p><b>Speed Sign</b></p> <p>Our speed sign is not working. The current model is no longer serviced. We contacted the company and the speed sign needs to be upgraded.</p> <p><b>Motion:</b> Don H. motioned the Board to approve \$300 for a total of \$1499 to purchase the upgrade kit for the speed sign.</p> <p>Second: Maureen Allen  Aye: Sylvia, Don, Dave, Maureen, Craig  Oppose:  Abstain: James</p> <p><b>Question: Would we be able to obtain data from the speed sign?</b> Yes, the new upgrade will provide data that the office will be sending to the sheriff's office. The sheriff's office has agreed to look at the data and identify times where the speed limit is</p>		

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	<p>not being followed to possibly assign patrols to that area and time.</p> <p><b>Question: When do we call the sheriff and when do we call patrol?</b>          Anything that is an immediate threat to self or property, please call the sheriff for other issues call patrol for assistance.</p> <p>James offered that a Safety Committee is in the plans and a resolution will be voted today to form this meeting. This committee will address safety concerns for the community.</p> <p><b>Question: Is Anderson Lake private?</b> Anderson Lake is a private access lake. Non-residents should not be fishing or be on the lake unless escorted by a homeowner member. If you observe someone in the lake that you know should not be there, call patrol; we will escort them out.</p>		
<b>Lake Management</b>	<p><b>Committee Resolution discussion/approval</b>          The current proposed draft is too detailed. The draft should be simply to create the committee. The details should be left to the committee and follow up proposals. This item was tabled until next meeting. The Board will request the author to re-write resolution. Add to action items.</p>		
<b>COMMITTEES</b>			
<b>Architectural Control (ACC)</b>	<b>We are starting to get busy with project permits.</b>		
<b>Hearing</b>	<p><b>Hearing over fence</b>  <b>Motion:</b> James motioned that the Board approve adding the word "suggestion" to the hearing recommendation          Second: Don          Aye: Sylvia, Don, Dave, Maureen, Craig          Oppose:          Abstain: James</p>		
<b>Safety</b>	<p><b>Committee Resolution discussion/approval</b>          Discussion of the resolution.          Motion: Craig motioned that the Board approve the proposed Resolution 28.          Second: Don          Aye: Sylvia, Don, Dave, Maureen, Craig          Oppose:          Abstain: James</p>		

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	<p><b>Craig and Maureen have volunteered to participate in the Safety Committee</b>                  Motion: James motioned that the Board approve the two Board members to participate in the committee.                  Second: Dave                  Aye: Sylvia, Don, Dave, Maureen, Craig                  Oppose:                  Abstain: James</p> <p>Motion: James motioned that the Board appoints Craig Chase as the Chair for the Safety Committee.                  Second: Sylvia                  Aye: Sylvia, Don, Dave, Maureen, Craig                  Oppose:                  Abstain: James</p> <p><b>Sheriff's Report- Maureen Allen</b>                  The first and the second Thursday of the month. The first Thursday happens at Spencer Lake Bar and Grill @ 0830 and the Second happens at the Burger Claim @ 0730.                  The Sheriff wants this to happen as a Community Meeting and has asked to Mo to lead this morning. They have 39 officers and 20 are new. Proposed for a new jail with animal housing.</p>		
<b>NEW BUSINESS</b>			
<b>Challenge to Boat Auction</b>	<b>Jeremy Jones</b>		
<b>Streetlight</b>	<p><b>Westlake Way and Westlake Place</b>                  Residents have requested a street light in the corner of the streets mentioned above. The requestor has contacted all neighbors and they all agreed on the installation of the streetlight. PUD has scoped the area and agreed on the location. PUD will install and maintain the streetlight. The cost to the HOA is an additional \$13.00 per month for the new street light. The cost is within the budgeted amount for the new fiscal year 2023-2024.                  Motion: James motioned to approve a street light in the corner of Westlake Way and Westlake Place.                  Second: Don                  Aye: Sylvia, Don, Dave, Maureen, Craig                  Oppose:                  Abstain: James</p>		
<b>RCW 64.90.525</b>	In the February community meeting we will discuss this RCW.		
<b>OLD BUSINESS</b>			
<b>STP Process</b>	The board discussed the draft STP proposal.		

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<p><b>Proposal for Decision Making</b></p>	<p><b>Motion:</b> Don motioned the Board to approve the proposed STP process proposal.                  Second: Maureen                  Aye: Sylvia, Don, Dave, Maureen, Craig                  Oppose:                  Abstain: James</p>		
<p><b>BOD On boarding documents</b></p>	<p>The board discussed the draft BOD on-boarding documents.  <b>Motion:</b> James motioned the Board to approve the proposed On-Boarding documents.                  Second: Maureen                  Aye: Sylvia, Don, Dave, Maureen, Craig                  Oppose:                  Abstain: James</p>		
<p><b>HR Employee Handbook</b></p>	<p>The board discussed the draft employee handbook for 2023-2024.  <b>Motion:</b> James motioned the Board to approve the proposed HR Employee Handbook.                  Second: Dave                  Aye: Sylvia, Don, Dave, Maureen, Craig                  Oppose:                  Abstain: James</p>		
<p><b>Resident Directory</b></p>	<p>The community continues to request a resident directory. As an HOA we are not able to provide resident phone numbers. Given our staffing, we cannot take on this project to call all members and identify who wants to opt in, let alone the maintenance of the list as people come and go. This is also a liability for the HOA as if we publish a phone number in error we can get sued. At this time, this is not a project we can afford to take on. If a member wants to do this for their street or for the community, we welcome that, but the HOA cannot be part of it.</p>		
<p><b>PUBLIC COMMENTS</b></p>			
	<p><b>Concern: No concerns were brought up</b></p> <p><b>LLVCC response:</b></p>		
	<p><b>Concern:</b></p> <p><b>LLVCC response:</b></p>		

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<b>EXECUTIVE SESSION</b>			
	<p><b>Executive Session</b>                      Motion: James motioned to enter into Executive Session at 0700                      Second: Sylvia                      Aye: Sylvia, Don, Dave, Maureen, Craig                      Oppose:                      Abstain: James                      Items were discussed, and regular meeting resumed at 0730 pm.</p>		
<b>PRIOR ACTION ITEMS</b>			
	<b>See attachment</b>		
<b>UPCOMING MEETINGS</b>			
<b>Tues., Feb 21<sup>st</sup></b>	<b>5:30 pm Board Meeting</b>		
	<b>7:00 pm Community Meeting – Budget/Election</b>		
<b>Wed. Mar. 22<sup>nd</sup></b>	<b>5:30 pm Board Meeting</b>		
<b>UPCOMING EVENTS</b>			
<b>April 8<sup>th</sup></b>	<b>Easter Egg Hunt-</b> LLVCC will participate in conjunction with Allyn Community Association.		
<b>MEETING ADJOURNMENT</b>			
	<p><b>Adjournment:</b>                      Motion: Sylvia motioned to adjourn the meeting.                      Time: 7:46 pm                      Second: Dave                      Aye: Sylvia, Don, Dave, Maureen, Craig                      Opposed:                      Abstained: James</p>		

*Sylvia Banzon*  
 Secretary/Treasurer