

LAKELAND VILLAGE COMMUNITY CLUB

Board Meeting Minutes



Date: June 20, 2023

James Byrne, President called to order the regular meeting of the Board of Directors at 5:35 pm.

Board Members Present: Maureen Allen, Sylvia Banzon(virtual), James Byrne, Diane Clevenger, Clint Fretz (joined at 6:02 pm), Don Huibregtse, Peter Nash (virtual), and Scott Horsfall.

Absent: Dave Engman

Others Present: Mary Helton, Debbie Leslie, Tim Averitt (virtual joined at 6:30 pm).

Topic	Discussion/Vote	Action Assignee
Approve Previous Minutes	<p>April Board Meeting Minutes</p> <p>Motion: Don motioned to accept meeting with the added VP report.</p> <p>Second: Maureen</p> <p>Aye: Mo, Sylvia, Diane, Clint, Don, Peter and Scott.</p> <p>Oppose: None</p> <p>Abstain: James</p>	N/A
PUBLIC COMMENTS		
	<p>Concern: Loud barking dog at all hours. Dog is left in exterior porch/kennel and barks all the time. This disturbance keeps us awake, distracts us from being able to work effectively from home and disturbs the peace and quiet that we assume to have in this community. We are new to the neighborhood.</p> <p>LLVCC response: Verbal conversation with homeowner to restrain dog from barking. The homeowner has her parents staying at the house with their dog to prevent from barking.</p>	
	<p>Concern: Inoperable vehicle and failure to maintain yard.</p> <p>LLVCC response: Verbal conversation with homeowner and will have vehicle removed from property.</p>	
	<p>Concern: Homeowner has not cut their grass and fence needs repair.</p> <p>LLVCC response: Grass was cut by homeowner, and they are working on a way to fix their fence.</p>	
	<p>Concern: Neighbor is overwatering my plants. Damaging property by putting excess surface water onto</p>	

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	<p>the neighboring property.</p> <p>LLVCC response: This is a neighbor-to-neighbor issue. HOA is not involved in this.</p>	<p>Contact Complainant of Board's decision.</p>
OFFICER REPORTS		
President	<p>President's Report- James Byrne No report</p>	
Vice President	<p>VP Report- Peter Nash No report</p>	
Treasurer	<p>Treasurer's Report- Sylvia Banzon See Community Meeting Minutes.</p> <p>Property Liens- Sylvia Banzon Letters to homeowners owing over two years were sent on June 6th. We had two homeowners' response and planned to pay in full. The letter included a deadline of July 5th for payment or to make arrangements for payments. Next steps will include sending a letter from the attorney.</p> <p>Motion: James motioned to continue the process of sending letters from the attorney to those homeowners that have not responded to the first letter by July 5th.</p> <p>Second: Don Aye: Mo, Sylvia, Diane, Clint, Don, Peter, and Scott. Oppose: None Abstain: James</p>	<p>Contact Attorney to draft and send letters.</p>
OPERATIONS		
Office	<p>Olympic Tax Contract- James Byrne - Meeting with Olympic Tax We have not been able to set up a meeting. Postpone until next meeting.</p> <p>Virtual Meetings-</p> <ul style="list-style-type: none"> - Cancellation of GoToMeeting account- Canceled on June 15, 2023. - We are using TEAMS which is not an extra cost for the HOA. <p>Employee Background Checks- James Byrne Discussion: Board member suggested background checks for employees when hiring for the Beach Authority. This has not been our practice before. There is a cost involved for performing background checks. This will also require an addendum to the Employee Handbook and a change to our hiring policy.</p>	<p>Mo will investigate the different types of background checks and the cost to the HOA. She will create a policy to bring forward.</p>

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	<p>Homeowner Difficult Financial Situation- Mary Helton Discussion: We have a homeowner that is having a difficult financial situation. The homeowner is not able to pay dues. A community member paid for their dues last year. The same member paid their dues this year.</p> <p>Motion: Scott motioned to waive the late fees for this homeowner as he is not able to pay, and another member is paying for them.</p> <p>Second: James Aye: Mo, Sylvia, Diane, Clint, Don, Peter, and Scott. Oppose: None Abstain: James</p>	
<p>Maintenance</p>	<p>Cleaning Maintenance Agreement- James Byrne Discussion: Contractor management responsibilities.</p> <p>Motion: James motioned to remove tennis and basketball court line items from the maintenance management contract. There is no need to clean this twice per week. Recommend cleaning as needed.</p> <p>Second: Diane Aye: Mo, Sylvia, Diane, Clint, Don, Peter, and Scott. Oppose: Abstain: James</p> <p>Playground Clean up- Don Huibregtse Don presented three bids to the Board for the following:</p> <ul style="list-style-type: none"> - Bids for Approval <p>The bids for subject job include:</p> <ol style="list-style-type: none"> 1. Limbing 17 trees 30 feet up 2. Layer of new chips in the play area 3, Removal of small trees and brush immediately adjacent to the play area 4. Removal of all underbrush on either side of the driveway 5. Landscape fabric and beauty bark on either side of the driveway 6. General cleanup of the entire playground and surrounding area 7. Hauling away of all yard waste <p>Bids will not include painting of restrooms (interior and exterior) or the cost of the baby changing station and installation. Bids ranged from \$4900 to \$11,500.</p> <p>Question: There was a question about the maintenance of the stairs. Answer: Safety committee will address.</p>	<p>Change Contract, obtain signatures.</p>

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	<p>Motion: Don motioned to approve the bid for \$5400 (second bid) as maintenance budgeted expense. Second: James Aye: Mo, Sylvia, Diane, Clint, Don, Peter, and Scott. Oppose: None Abstain: James</p>	<p>Don will let approved vendor know and schedule work to be done.</p>
<p>Patrol/Compliance</p>	<p>Resignation of Patrol Member- Don Huibregtse Gary Fermstad has resigned position. We will reach out to the Beach Authority staff to see if they are interested in covering when needed for vacations.</p>	<p>Don will reach out to Beach Authority staff.</p>
<p>Beach Authority</p>	<p>Welcome New Employees - James Byrne We have hired the following new staff members. They are working 7 days a week from 12-6 pm.</p> <ul style="list-style-type: none"> - Sherry - Jason - Michelle - Cortley 	
<p>COMMITTEES</p>		
<p>Architectural Control (ACC)</p>	<p>Chairman’s Report- James Byrne</p> <p>Dumpster Extended Parking- Don Huibregtse Discussion: We have a request for extended parking for a dumpster. Normally we give a week for parking. Currently is parked on the road and it may obstruct traffic/parking.</p> <p>Eyesore/Trash in Allynview- Don Huibregtse Discussion: Homeowner has a lot of trash in the yard. Don is requesting for Board members to send letter to this homeowner.</p> <p>Motion: James motioned to send the template letter for eyesore to the property owner. Peter motioned that the letter template needs to be amended to include language from Resolution 16. Second: Diane Aye: Mo, Sylvia, Diane, Clint, Don, Peter, and Scott. Oppose: None Abstain: James</p> <p>ACC Logs Approval Motion: James motioned to approve the ACC logs of permits issued in the past month. Second: Clint Aye: Mo, Sylvia, Diane, Clint, Don, and Scott. Oppose: Peter Abstain: James</p>	<p>Don to follow up. County approval is needed.</p> <p>Office to amend letter template and send letter to homeowner.</p>

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	Gazebo Reservation Occupancy- James Byrne Discussion: The county has not determined an occupancy limit for the gazebo.	Office: Remove limit from gazebo reservation form.
Lake Management	Chairman’s Report- Peter Nash No report	
Hearing	Chairman’s Report- James Byrne No hearings this month.	
Safety	Sheriff Report- Maureen Allen Tabled to the Community Meeting	
Strategic Planning Work Group	Work Group Report- Sylvia Banzon Tabled to next meeting.	
NEW BUSINESS		
Reserve Study	Discussion of report- James Byrne Tabled to next meeting.	
Covenants Amendment	Division 8 Covenants Amended per homeowner’s request- James Byrne Notice: Division 8 covenants will be amended to include other materials for fences per ACC approval. Homeowners collected the required signatures to amend the covenant.	Office: Record amended Covenants with County.
OLD BUSINESS		
Resolution 11	Protection of View Rights Revision- James Byrne Tabled for next meeting.	Dig for more information.
ACC/board required compliance	Motion: James motioned to discuss two issues brought forward by Board member Nash. The rest of the items will be discussed at a Special meeting. Second: Clint Ayes: Mo, Sylvia, Diane, Clint, Don, Peter and Scott. Oppose: Peter Abstain: James Hearing Committee: Motioned: Don motioned to appoint Diane and Scott to the hearing committee as the required Board members. Second: Clint Ayes: Mo, Sylvia, James, Clint, Don, and Peter. Oppose: none Abstain: Diane and Scott	

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	<p>Hearing Committee Chair Motioned: James motioned Scott to Chair the hearing committee. Second: Don Ayes: Mo, Sylvia, James, Clint, Don, and Peter. Oppose: None. Abstain: Diane and Scott</p> <p>Notification: <u>The rest of the ACC Committee issues will be discussed at a special meeting on July 5th at 5:30 pm. The meeting will be at the HOA office in person with a remote option.</u></p> <p>ACC Committee: Resolution 26 and Covenants of Div 1,3,4.</p> <p>RCW 64.38.020 and our governing documents- Peter Nash Discussion: Tabled for special meeting.</p> <p>Governing documents regarding trees- Peter Nash Discussion: Tabled for special meeting.</p>	
Resolutions	<p>Resolution 26- ACC Committee- Peter Nash - Proposed changes to drafted amendment. Motion: Tabled for next meeting</p>	
EXECUTIVE SESSION		
Board Discussions	None	
PRIOR ACTION ITEMS		
Discussion		
UPCOMING MEETINGS		
June 20	7:00 pm Annual Community Meeting	
July 26	5:30 pm Board Meeting	
Aug 23	5:30 pm Board Meeting	
UPCOMING EVENTS		
July 3rd	Office Closure	
Aug 5	Garage Sale	
Aug 19	Community Picnic	
ADJOURNMENT		
Motion to Adjourn	<p>Motion: James motioned to adjourn the meeting at 6:39 pm. Second: Clint Aye: Mo, Sylvia, Diane, Clint, Don, Peter, and Scott. Oppose: none.</p>	

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	Abstain: James	