

LAKELAND VILLAGE COMMUNITY CLUB

Board Meeting Agenda



Date: May 24, 2023

James Byrne, President called to order the regular meeting of the Board of Directors at 5:31 pm.

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

Absent: David Engman

Others Present: Kathleen Taylor, Howard Honsey, Pat Hymas, Char Newsome, Krista Kilmer, Jodi Littlefield, Beth Drumlake, Jerry Cloyd, Bob and Laura Finley, Paul Stark, Kristin Schonberg, Debbie Leslie, Leslie Foss, Matt Graham, Anne and Marvin Peterson, Claudia Martin, and Lynn Pardo.

Topic	Discussion/Vote	Action Assignee	Action Due Date
Approve Previous Minutes	<p><u>April Board Meeting Minutes</u> Motion: Peter motioned to approve minutes with date correction for the financial report. Second: Maureen Allen Aye: Maureen, Sylvia, James, Diane, Scott, and Don. Oppose: none Abstain: James, Peter.</p>	N/A	N/A
PUBLIC COMMENTS			
Speeding Lakeland Dr.	<p>Concern: Homeowner's dog companion escaped the yard, and the dog was hit by a car on Lakeland Dr. that was speeding. The concern is that people are speeding over 25 mph limit.</p> <p>The homeowner created signs in memory of her dog for people to slow down.</p> <p>LLVCC Response: There was a discussion on where to put the sign. The signs will require a permit from the Board to be placed in people's properties. Two homeowners volunteered to place the sign in their yard.</p> <p>Discussion on speed bumps- This issue has been visited previously. The sheriff's department would not do speed bumps in our community because ambulances and fire trucks need to get to homeowners as fast as they can when needed.</p>		

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	<p>Concern: Tree Removal- Corner of Village View and Lakeshore Dr. How it happened? The trees protected their house and the neighbors' yard.</p> <p>LLVCC response: There is a liability when it comes to denying a permit for tree removal. The process requires an arborist certification for the tree removal. The trees in this property were certified by an arborist as dead or needed to be removed as the trees have no buffer to the weather after eliminating the dead trees. The homeowner explained how they got approval. There is a need for a tree replacement plan for this property.</p>	<p>Send letter to homeowner to share their tree replacement plan.</p>	
	<p>Concern: Neighbor's car parked in our yard for nearly six months.</p> <p>LLVCC response: Homeowner was told to call neighbor and make them aware that they need to move the car. If this fails, the homeowner should call the sheriff's department and make a report. This is consider trespassing into the property. The sheriff may remove the car after warning.</p>		
	<p>Concern: Drainage on the boat launch from the street to the lake. Is there a concern with the water draining on the lake? Can the trench be cleaned up from debris, so the water drains properly?</p> <p>LLVCC response: It is recommended for the homeowner to reach out to county and the utilities company for advice to figure out who is responsible for the cleanup. HOA will clean and maintain property as usual.</p>		
	<p>Concern: Can we reinstate the phone directory?</p> <p>LLVCC response: It is an issue of privacy and logistics. Homeowners are constantly changing throughout the neighborhood to keep up with the list. Homeowners were advised to visit the link below to access information. https://gis.masoncountywa.gov/Mason/</p>		
OFFICER REPORTS			
President	President's Report- James Byrne		

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	No report																														
Vice President	<p>VP Report- Peter Nash ACC and how it operates. I did a bit of digging. We are bound by title 14..... ???</p> <p>Motion: James motioned to table the discussion on this subject until a special meeting and/or to next Board meeting.</p> <p>Second: Scott</p> <p>Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: James, Peter</p>	Need report from Peter																													
Treasurer	<p>Treasurer's Report- Sylvia Banzon</p> <p><u>Balance Sheet as of May 24, 2023</u></p> <table border="0"> <tr><td>Checking</td><td>\$ 8,986.21</td></tr> <tr><td>Savings</td><td>\$ 211,648.02</td></tr> <tr><td>Money Market Savings</td><td>\$ 32,215.28</td></tr> <tr><td>KCU CD 6 mo. 3.3%</td><td>\$ 50,000.00</td></tr> <tr><td>Cap Imp Reserve</td><td>\$ 106,836.55</td></tr> <tr><td>Litigation Fund</td><td>\$ 90,407.65</td></tr> <tr><td>Accounts Receivable</td><td>\$ 34,474.73</td></tr> <tr><td>Prepaid Insurance</td><td>\$ 5,520.49</td></tr> <tr><td>Undeposited Funds</td><td>\$ 12,556.80</td></tr> <tr><td>Total</td><td>\$ 552,625.73</td></tr> </table> <p><u>Statement of Activities (Accrual method) as of May 24, 2023</u></p> <table border="0"> <tr><td>Total Income</td><td>\$ 250,874.00</td></tr> <tr><td>Total Expenses</td><td>\$ 31,817.43</td></tr> <tr><td>Net Ordinary Income</td><td>\$ 219,056.57</td></tr> <tr><td>Net Income</td><td>\$ 219,056.57</td></tr> </table> <p>Budget 2023-2024 Total Revenue: 92.9% Total Expenses: 12.1%</p> <p>Open Purchase Orders March-April 2023</p> <ul style="list-style-type: none"> - PO #2 Speed Sign (\$1495 Not budgeted)- Total spent \$1740.78 Postage paid to send sign \$245.78. Waiting for billing statement Allocated to Maintenance. - PO#4 Web Training for Mary (\$85) Allocated to Contracted Services (Website Host). Waiting for billing. - PO #9 Networking Computers (\$3713 reserve budget)- Total spent in equipment \$1291.19. Estimated cost for networking 	Checking	\$ 8,986.21	Savings	\$ 211,648.02	Money Market Savings	\$ 32,215.28	KCU CD 6 mo. 3.3%	\$ 50,000.00	Cap Imp Reserve	\$ 106,836.55	Litigation Fund	\$ 90,407.65	Accounts Receivable	\$ 34,474.73	Prepaid Insurance	\$ 5,520.49	Undeposited Funds	\$ 12,556.80	Total	\$ 552,625.73	Total Income	\$ 250,874.00	Total Expenses	\$ 31,817.43	Net Ordinary Income	\$ 219,056.57	Net Income	\$ 219,056.57		
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	<p>and application updates is \$500.00. Waiting for billing.</p> <ul style="list-style-type: none">- PO #10- Fishing Derby (\$300 Budgeted)- \$311.60 prizes and the rest for snacks and supplies. Paid and closed.- PO #11- Truck Maintenance (\$1,500 Budgeted)-\$1386.26. Paid and closed.- PO #12- Herbicide application (\$10,000 budgeted)- Total proposed was \$5,750. Billed for \$2,842.70. Paid and closed? <p>Motion: James motioned to close PO #12. Second: Don Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don. Oppose: none Abstain: James, Peter</p> <ul style="list-style-type: none">- PO #13- Vacation of county road- (Not budgeted)- Total spent \$500. Paid and closed. Should we allocate to Miscellaneous under Revenue? This is a variance to budget. <p>Motion: James motioned to add this expense under Miscellaneous as a variance and close purchase order. Second: Sylvia Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don. Oppose: None Abstain: James, Peter</p> <p>HOA Dues Fines- Sylvia Banzon We have 10 homeowners and one Company owning 6 properties that have not paid for last year's dues. The HOA fine for last year was \$5 per month, this year we have increased it to \$15 per month. The question starting this fiscal year should we charge \$15 or should it be compounded fee of \$20. Motion: Sylvia motioned to charge only \$15 starting April 1st for the homeowners owing over 1 year on HOA dues. Second: Don Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don. Oppose: none Abstain: James, Peter</p> <p>Property Liens- Sylvia Banzon Letters to homeowners owing over two years will be sent in June for either to pay in full or to make arrangement for payments. To recap the process: Letter provides the homeowner with 30 days to comply. If not, the next step is to have our</p>		
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	<p>attorney issue a letter and ultimately a lien will be placed on their property. Motion: Motion to send letters by June 25th to all property owners with a deadline of 30 days for payment. Second: James Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don. Oppose: Abstain: Peter</p> <p>Credit Card Authorization- Sylvia Banzon The current credit cards have a limit of \$2000 and do not provide any benefits. This month, with the truck maintenance and a few supplies, one of the credit cards was maxed out and the other was close to being maxed out. The treasurer would like to search for a business credit card with cash back rewards. The credit cards will be used by office personnel (Sylvia Banzon and Mary Helton) and patrol (Don Huibregtse). Motion: James motioned to increase the limit to \$5000 per credit card and to add a credit card for Don to use for maintenance and expenses. Second: Mo Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don. Oppose: None Abstain: Peter, Don</p> <p>Motion: Sylvia motioned to the Board to allow the application of a new business credit card that provides cash back rewards for passive income. Second: James Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don. Oppose: None Abstain: Peter</p> <p>QuickBooks Subscription QuickBooks is increasing from \$1156 to \$1318 annually. Variance of \$162.00 not budgeted. Motion: James motioned to continue with QuickBooks subscription. Second: Scott Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don. Oppose: Abstain: Peter</p> <p>Homeowner requesting refund- Homeowner</p>	<p>Note: Add non-refundable to forms for boat storage</p>	
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	<p>sold their boat and it is requesting a refund for the boat storage fee. The sticker was returned to the office.</p> <p>Discussion: A concern was brought up about setting a precedence. Members of the public agree with this.</p> <p>Motion: Don motioned that we do not refund the boat storage fee.</p> <p>Second: Maureen</p> <p>Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don.</p> <p>Oppose: None</p> <p>Abstain: Peter</p>		
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OPERATIONS

<p>Office</p>	<p>Constant Contact emails</p> <ul style="list-style-type: none"> - Draft policy- Peter Nash <p>Motion: James motioned to pass the policy as written.</p> <p>Second: Scott</p> <p>Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: James, Peter</p> <p>Olympic Tax Contract- James Byrne</p> <ul style="list-style-type: none"> - Meeting with Olympic Tax- James needs to make another appointment with Olympic as they didn't make the last one. <p>Virtual Meetings-</p> <ul style="list-style-type: none"> - Explore feasibility and liability. We have tested using the Teams application for virtual meetings. We will have a long HDMI cable and PA system for the next meeting. The meeting will mute the public but allow the chat for communication. Board members and guest speakers will be allowed to participate as needed. - Cancellation of GoToMeeting account- Mary is working on this. She has not been able to connect with someone. Table to next meeting. <p>Petty Cash</p> <ul style="list-style-type: none"> - The office would like to have \$100 cash in small bills to provide change to homeowners paying cash or any other needs in the office. 	<p>Add policy to office procedures.</p> <p>WD money and set up account</p>	
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	<p>Motion: Sylvia motioned to add a line item for Petty cash to our books and keep \$100 cash in small bills to use as needed.</p> <p>Second: Don</p> <p>Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: James</p> <p>Note: June 20th office opening at 2 pm due to evening meetings. We will keep the schedule for Wednesday as scheduled.</p>		
<p>Maintenance</p>	<p>Contract for 23-24- James Byrne - Cleaning Maintenance Agreement</p> <p>Motion: James motioned to accept as maintenance provider as needed for \$20 per hour. Peter requested that the dam needs to be mowed and the weir must be cleared.</p> <p>Second: Scott</p> <p>Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: James</p> <p>Contract payment- PO #14 Maintenance work for two days</p> <p>Motion: James motioned to pay for the two partial days he worked</p> <p>Second: Don</p> <p>Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: Peter</p>	<p>Peter to send schedule to the office</p>	
<p>Patrol/Compliance</p>	<p>Speed Sign License- Don Huibregtse</p> <p>Speed sign is up and updated. It is solar so provides more flexibility for location. The sign collects a lot of information such as number of cars, speeds, time of day, etc. The speed sign application requires a lifetime license agreement to get the data.</p> <p>Motion: James motioned to pay \$275 for the lifetime license agreement.</p> <p>Second: Scott</p> <p>Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: James, Peter</p> <p>Discussion on having another sign. The cost is 5 to 6 K. This is something that can be</p>		

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	<p>entertained at a later time. This is not budgeted for this year.</p>		
COMMITTEES			
<p>Architectural Control (ACC)</p>	<p>Chairman’s Report- James Byrne - Tree Removal Discussion- Don Huibregtse Discussion: Liability on denying a tree removal. If an arborist certified that the trees need to be removed, the ACC needs to approve permits. Discussion: The ACC should check on the license to ensure it is current.</p> <p>Don is requesting clarification if he can make a call on dead trees or do we need an arborist to make a recommendation.</p> <p>We need to ensure we create a re-planting plan.</p> <p>ACC Logs Approval Motion: Sylvia motioned to approve ACC logs for April and May. Second: Peter Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don. Oppose: none Abstain: James, Peter</p> <p>Gazebo Reservation Occupancy- Don Huibregtse Request of how many guests is allowed for gazebo reservation. Discussion: There is no sign of maximum occupancy in the gazebo area. The area is open so there are no fire restrictions. We will check with the county to find out what was permitted originally. Once we get the information, we will make a sign.</p> <p>Question: Who is to enforce the rules at the beach area and over occupancy of reservation? It was brought up by a homeowner’s concern about foul language or not following the rules.</p> <p>Question: Can patrol do a two-minute walk whenever there is a reservation?</p> <p>Responses: The HOA does not have the resources to enforce the rules. Patrol relies on Beach authority personnel to call them when needed. We encourage homeowners to do the same if you witness the behavior. Beach Authority personnel will be starting soon and whenever there is an issue, they will call Patrol. This is a work in progress.</p>	<p>Peter to check on how to verify a license.</p> <p>James to find in the law if we can request them using recommended arborist or if we can get an arborist to verify the initial certification.</p> <p>James to check with the county to find out what is was permitted originally</p>	

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<p>Lake Management</p>	<p>Chairman's Report- Peter Nash Scott and Peter got together. The timing of the fish plant was an issue, specifically concerns about the otters. Staying on top of the otters is a tricky thing. USDA trappers will not trap the otters. The otters migrate from one lake to another lake via streams. The fishing derby was awesome. We need to mow and clear the weir and dam. The Lake Management Committee will tour the lake to learn what needs to be done. The committee will provide a calendar of lake events for the year.</p> <p>Note: Maureen wants to thank Scott for helping with the Fishing Derby. She also wants to send a thank you to all the volunteers that helped with the Fishing Derby.</p>	<p>Need report and calendar from Peter</p>	
<p>Hearing</p>	<p>Chairman's Report- James Byrne No hearings this month.</p>		
<p>Safety</p>	<p>Sheriff Report- Maureen Allen Main subjects for the meeting were scams and fraud. The object of scams is to acquire information and money from contacts. Scammers are looking for subjects to respond to their contact. Always look at the return address to match us with who they say they are. If there is a response by you, then they know they have contacted a REAL person. Delete, Delete, Delete, DO NOT OPEN. Some baits are: "your account has been cancelled, fake Amazon Orders, tracking package information." NEVER give anyone an Amazon Account Number. All collected information from those who innocently respond is sold on the Black Market. A new sophisticated scam is voice cloning. If able to get a target to talk to on the phone, they will then search for your computer contacts and pretend that they are you and ask for financial help. He suggested that a code word is mandatory to establish for personal contacts. Gift Card fraud, especially around holidays asking for a target to pick up a card or more because too busy, sick, unable to leave house, etc. to do it themselves. Do not fall for that without contacting the impersonated person first for validation. The best passwords for log-in are one capitalized letter, a hash tag like #, _, ?, and numbers for best security. Criminals know how to protect</p>		

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	<p>themselves, obviously. They are proficient at opening fake accounts with fake ID. He suggested that all three agencies, like Experian, be contacted for a review of your free credit report. He also suggested freezing all associated accounts and unfreeze when large purchases are needed.</p> <p>Unfortunately, even Sheriff Spurling has been spoofed by cloning him regarding a DUI situation. It CAN happen to anyone!!</p> <p>The huge fire at HWY 3 and Anthony Road was discussed. The Sheriff was in Olympia at the time and saw the smoke clear down there. Since HWY 3 was totally shut down, he was stalled in Olympia until late evening and could not return home. It was a 3 alarm fire.</p> <p>There were 6 shootings in Shelton. 2 outside city, 4 in a "Rotating Situation", some gang related. Still searching for a permanent Public Defender; currently contracting for coverage.</p> <p>Always call the Sheriff's Office if you become a victim of fraud. There are 18 cases of Title Fraud in Grace Harbor by an out-of-state source. Keep your computer up to date.</p>		
NEW BUSINESS			
Resolutions	<p>Resolution 26- ACC Committee- Peter Nash - Proposed changes to drafted amendment. Motion: tabled for next meeting</p>		
ACC/board required compliance	<p>RCW 64.38.020 and our governing documents- Peter Nash Motion: Peter motioned that the discussion is tabled until further meeting. Second: Scott Aye: Maureen, Sylvia, Diane, Clint, Scott, and Don. Oppose: none Abstain: James, Peter</p> <p>Governing documents regarding trees- Peter Nash Motion: Tabled until next meeting</p>		
STPs	<p>Playground STP- Don Huibregtse Don presented STP for cleaning and beautifying the playground. He will get bids to make the playground area more enjoyable.</p>	Get bids	
Bylaws	<p>Added amended language- Sylvia Banzon Proposing new language for Article III- Records and Article IX- The amended language will make</p>	Sent letter to the community	

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	<p>Article III in compliance with state law and improve office organization. Article IX amended language will facilitate electronic voting which flexibility for members to vote either in person or electronically. Motion: Sylvia motioned to approve the new language for Article III and Article IX. Second: James Aye: Maureen, Sylvia, Peter, Diane, Clint, Scott, and Don. Oppose: none Abstain: James</p> <p>Letter to the community- Sylvia Banzon Letter to the community is included on the packet for your review. Motion: James wants to amend the proposed letter to the community to include the votes required for the amendment to pass. Letter to be sent as soon as possible. We need a majority of members in good standing. Second: Sylvia Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don. Oppose: none Abstain: Peter</p>	explaining amendments.	
Reserve Study	Scheduled for June 5th Invitation coming from office.		
Strategic Planning Work Group	Community Satisfaction Survey- May 11–21. 205 responses. Survey was intended to get information from our community.		
OLD BUSINESS			
Resolution 11	Protection of View Rights Revision- James Byrne Tabled for next meeting. Dig for more information.		
Safety Committee	Fence Swing Area STP Approval- Clint Fretz Received the STP and will have the committee working on the issues. The Chair will email the members announcing the next meeting.	Next meeting announcement	
Summer Season	Open for Summer Season - Honey Bucket Discussion Discussion: People that walk around the lake may use it. This is a large expense for three months. People live here and they should use their home facilities and/or the restrooms at the Playground		

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	<p>when walking around the lake. Discussion of changing the location of the placement. Discussion that it is mostly used by drivers making deliveries.</p> <p>Decision: No motion required. The vote stands as per the last meeting.</p> <p align="center">- Beach Authority Waiver</p> <p>Motion: James motioned to approve the proposed waiver as written.</p> <p>Second: Don</p> <p>Aye: Maureen, Sylvia, James, Diane, Clint, Scott, and Don.</p> <p>Oppose: none</p> <p>Abstain: Peter</p> <p align="center">- Bathroom Cleaning and Maintenance</p> <p>Discussion: Don and Beach Authority personnel will take care of bathroom cleaning and ensure paper products are supplied.</p>		
EXECUTIVE SESSION			
Board Discussions	None		
PRIOR ACTION ITEMS			
UPCOMING MEETINGS			
June 20	5:30 pm Board Meeting		
June 20	7:00 pm Community Meeting	Bring the sewer commissioner as a guest for the community meeting.	
July 26	5:30 pm Board Meeting		
UPCOMING EVENTS			
June 9th	Office Closure		
July 3rd	Office Closure		
Aug 5	Garage Sale		
Aug 19	Community Picnic		
MEETING ADJOURNMENT			
Motion to Adjourn	Motion: Don motioned to adjourn at 8:04 pm.		

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	Second: Mo second. Ayes: Maureen, Sylvia, James, Diane, Clint, Scott, and Don. Oppose: none Abstain: Peter		