

# LAKELAND VILLAGE COMMUNITY CLUB

## Board Meeting Minutes



Date: September 27, 2023 @ 5:30 pm

Board Members Present: Sylvia Banzon, James Byrne, Clint Fretz (arrived at 6 pm), Scott Horsfall, Don Huibregtse, Micah Loucks, Mark Murray, and Peter Nash.

Absent: Maureen Allen

Others Present: Mary Helton, Caro Judd, Blair & Lesa Humes, Roger Debritz, Roger Ferren, Mike Kassin, Gary Shirbish, and Natasha Roof.

TOPIC	DISCUSSION/VOTE	ACTION ITEM
<p><b>Approve Previous Minutes</b></p>	<p><b>August Board Meeting Minutes</b>  <b>Motion:</b> James motioned to accept the August meeting minutes as written.  <b>Second:</b> Don  <b>Aye:</b> Sylvia, Scott, Don, Micah, Mark, and Peter.  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<p><b>PUBLIC COMMENTS/ COMPLAINTS</b></p>		
	<p><b>Concern:</b> Stairs to the playground are dangerous. Please consider taking them out and create a path instead or repairing them so they are safe for adults and children.</p> <p><b>LLVCC Response:</b> We replaced and secured the wood on the handrails to make them safer.</p>	
	<p><b>Concern:</b>  Two vehicles were speeding through LLV. The initial report was for kids slamming doors of complainant, which escalated to speeding and yelling by kids in cars.</p> <p><b>LLVCC Response:</b> Patrol called 911 to report the incident. Multiple 911 calls.</p>	
	<p><b>Concern:</b></p> <ol style="list-style-type: none"> <li>1. 26 trees were removed. Lot was clear cut w/o approval and in violation of Div I Covenants.</li> <li>2. Clear cutting property. ACC permit guidelines new home construction permit process. Project Permit application. No silt fence present at lake front.</li> <li>3. Clear cutting property. Division 1 Covenants, Resolution #8, Natural vegetation, Resolution</li> </ol>	

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	<p align="center">#17, Evergreen tree recycling, Resolution #26, Architectural Control Committee.</p> <p><b>LLVCC Response:</b> Homeowner was made aware that only 60% of the trees can be clear with permit from the HOA and the need of county permits for trees closer to the lake. A letter was sent to this homeowner making them aware of their disregard to follow the covenants.</p>	
<b>LETTERS TO THE BOARD</b>		
<p><b>Displeasure of Board Actions</b></p>	<p><b>Concern:</b> Displeasure with actions taken regarding the property at 220 E. Village View, which is a blight on our community. At the last Board meeting you said they would need to “have a plan that was acceptable” by next March. Then you stated it would all need to be completed by then. Which is it? If you haven’t seen a plan by now, you surely can’t expect it to be done within a few months, all of which are winter months! How is it possible for you to allow all those trees to be cut down, left lying on the property with no plan to fix it?</p> <p><b>LLVCC Response:</b> To ensure the privacy of the homeowners; not all the details on this property were discussed in public at the last meeting. The homeowners of this property have submitted a landscaping and re-planting plan to the Board. The first and second drafts of the re-planting plan were rejected by the Board with recommendations. The homeowners are seeking help from the Mason County Conservation District to help them with designing their re-planting plan that will meet our recommendations.</p>	
<p><b>Tree Removal Proposal</b></p>	<p><b>Concern:</b> I would ask that you add to the proposal that homeowners must remove dead trees.</p> <p><b>LLVCC Response:</b> We will take this under advisement.</p>	
<b>OFFICER REPORTS</b>		
<p><b>President</b></p>	<p><b>President’s Report-</b> James Byrne Nothing</p>	
<p><b>Vice President</b></p>	<p><b>VP Report-</b> Peter Nash</p>	
<p><b>Treasurer</b></p>	<p><b>Treasurer’s Report-</b> Sylvia Banzon = <b>See attached Budget Tracking Sheet.</b></p> <p><b>Budget 2023-2024</b></p>	

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	<p>Total Revenue: 97.1% Total Expenses: 66.2%</p> <p><b>Open Purchase Orders March- June 2023</b></p> <ul style="list-style-type: none"> <li>- <b>PO # 18- Vacation of Island Place-</b> Estimated cost \$4797. This is not a budgeted item; funds are available for this investment.</li> <li>- <b>PO #19- Community Picnic-</b> (\$1500 Budgeted) Total spent \$1840. <b>Paid and closed.</b></li> </ul> <p><b>Tax Return 2022-</b> Sylvia Banzon We received the revised tax return. The document was sent on September 13, 2023, meeting the deadline. The amount owed was \$364.</p> <p><b>Covenant Revisions Cost-</b> Sylvia Banzon</p> <ul style="list-style-type: none"> <li>- Grandfathering previous request?</li> </ul> <p><b>Motion:</b> Peter motioned to keep the previous vote as is. Homeowners requesting changes to covenants must be responsible for the cost of recording those covenants to ensure they are following the covenants.</p> <p><b>Second:</b> Mark <b>Aye:</b> Sylvia, Scott, Don, Micah, Mark, and Peter. <b>Oppose:</b> None <b>Abstain:</b> James, Don</p> <p><b>Late Fees Waived</b></p> <ul style="list-style-type: none"> <li>- wrong email address</li> <li>- create policy.</li> </ul> <p><b>Discussion:</b> Two homeowners are requesting late fees to be waived due to lack of communication. Both homeowners are long time homeowners. It was discussed as a long-term homeowner they should know dues are always due on April 1<sup>st</sup>.</p> <p><b>Motion:</b> Don motioned to not waive the fees for late fees as per last meeting vote. <b>Second:</b> Peter <b>Aye:</b> Sylvia, Scott, Don, Micah, Mark, and Peter. <b>Oppose:</b> None <b>Abstain:</b> James</p>	<p><b>Send letter to homeowner of need to pay.</b></p> <p><b>Communicate homeowners to pay late fees.</b></p>
<b>OPERATIONS</b>		
<b>Office</b>	<p><b>Olympic Tax Contract-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Meeting with Olympic Tax</li> <li>- Terminate account.</li> </ul> <p><b>Bookkeeping and Payroll:</b></p>	

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**Around the Sound Bookkeeping- Gig Harbor**  
- Start Service in November 2023

**Discussion:** We had two meetings with Olympic Tax since the last meeting. They seem to understand our frustration and acknowledge that they are behind on our books since tax season. They are promising to get caught up within the next few weeks. We would like to give OT an opportunity until the next meeting before we sign a contract with Around the Sound Bookkeeping. We would like to avoid the pain of transitioning our books if possible.

**Motion:** James motioned to keep OT until the end of the year and revisit progress at our next meeting.

**Second:** Don

**Aye:** Sylvia, Scott, Don, Micah, Mark, and Peter.

**Oppose:** None

**Abstain:** James

**Phishing Scam-** James Byrne

**Discussion:** James read the letter sent to the community.

“We sincerely apologize for any inconvenience or concern this may cause you. We recently learned that an unauthorized individual had access to our QuickBooks account while posing as an Intuit representative. We quickly closed the account and contacted Intuit and our bank to report the incident. We filed a fraud report with the Federal Trade Commission. We had our computer technician do a sweep for malware; none was found. We have taken all precautions necessary to ensure that our data was not compromised and will be monitoring it very closely. At this point, we have lost no information and have not detected any problems, other than corrupting the computer.

However, we cannot be certain if they were able to access data that may include your name, address, phone number, email, property information, and emergency contacts. **Our system does not keep your credit card information, Social Security Numbers, or your bank information.**

We want to make you aware of steps you can take to guard against identity theft or fraud. You should remain vigilant and continue to monitor your personal information activity going forward. We also recommend you carefully check your credit reports for accounts you

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	<p>did not open or for inquiries from creditors you did not initiate. If you see anything you do not understand, call the credit agency immediately. If you find any suspicious activity on your credit reports, call your local police or sheriff's office.”</p> <p><b>Office Hours-</b> Mary Helton  <b>Discussion:</b> Change office hours on Wednesday to 12-5 pm instead of having summer hours 12:30-5:30 pm and Winter hours 11:30- 4:30 pm.</p> <p><b>Motion:</b> Sylvia motioned change hours to 12-5 pm  <b>Second:</b> Scott  <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter.  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	<p><b>Send notice of new hours.</b></p>
<p><b>Maintenance</b></p>	<p><b>Activities performed in the past month:</b></p> <ul style="list-style-type: none"> <li>- Clean the Weir</li> <li>- Film on restrooms windows</li> <li>- Paint playground equipment</li> <li>- Clean Tennis and Basketball Courts</li> </ul>	
<p><b>Patrol/Compliance</b></p>	<p><b>Helping your neighbor</b></p> <ul style="list-style-type: none"> <li>- 41 E Westlake Way</li> </ul> <p>Neighbor helping neighbor. A group of homeowners are volunteering to clean up this coming Saturday.</p> <p><b>Incident Tracking Log</b>  <b>Discussion:</b> The office has created a tracking log with the incidents reported to Patrol or the office.</p> <p><b>Complaint Tracking Log</b>  <b>Discussion:</b> The office has created a complaint log with complaints reported to the office to ensure complaints are addressed in a timely manner.</p>	
<p><b>Beach Authority</b></p>	<p><b>End of Season-</b> September 4, 2023</p>	
<p><b>COMMITTEES</b></p>		
<p><b>Architectural Control (ACC)</b></p>	<p><b>Chairman’s Report:</b></p> <p><b>ACC Logs Approval-</b> Don Huibregtse  <b>Discussion:</b> Logs were sent out in the packet</p> <p><b>Motion:</b> Don motioned to approve the permit logs.  <b>Second:</b> Micah  <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter.  <b>Oppose:</b> None</p>	

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	<p><b>Abstain:</b> James <b>Overgrown weeds</b> - Orchard at 81 E. Lakeshore Dr. <b>Discussion:</b> We should make the owner clean it up. <b>Motion:</b> Don motioned to contact the lot owner and have them clean up the lot. <b>Second:</b> Scott <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter. <b>Oppose:</b> None <b>Abstain:</b> James</p> <p><b>Replanting Plan</b> <b>Discussion:</b> Homeowner requesting an extension to re-submit replanting plan. The homeowner has an appointment with County Conservation District for their opinion and needs to extend deadline for re-submission.</p> <p><b>Email Vote:</b> <b>Motion:</b> Sylvia motioned to extend replanting plan resubmission. <b>Second:</b> Peter <b>Aye:</b> Maureen, Sylvia, James, Scott, Don, Micah, Mark, and Peter <b>Oppose:</b> None <b>Abstain:</b> Clint</p> <p><b>New Construction – Don Huibregtse</b> - 260 E. Lakeshore Dr.- 60 % of trees approved. Twenty-six trees were taken down. <b>Discussion:</b> Homeowner was made aware that only 60% of the trees can be removed with a permit from the HOA. The homeowner was made aware that trees closer to the lake needed a county permit. <b>Motion:</b> James motioned to send a letter with a fine of \$500 per tree removed. <b>Second:</b> Clint <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter. <b>Oppose:</b> None <b>Abstain:</b> James</p> <p><b>Trees cut without permit- Don Huibregtse</b> - 21 Hofaker Rd. <b>Discussion:</b> Homeowner cut six trees in his backyard without a permit. The homeowner was unaware that he needed a permit for cutting trees in his backyard. It was discussed that all homeowners get a copy of the covenants when they buy their lots.</p>	<p><b>Office will communicate with the lot owner.</b></p> <p><b>Office to send letter.</b></p> <p><b>Office to send letter.</b></p>
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	<p><b>Motion:</b> James motioned to send a letter with a fine of \$500 per tree removed.  <b>Second:</b> Mark  <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter.  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>Metal Roofs-</b> Don Huibregtse          - Covenants review?  <b>Discussion: Tabled to next meeting.</b></p>	
<b>Lake Management</b>	<p><b>Chairman’s Report-</b> Peter Nash          Nothing pressing. About using stronger chemicals to control weeds; I spoke with AquaTechnex who treats our lake for weeds about using stronger herbicides, in response to homeowner inquiry.          Yes, it's possible, to use chemicals to kill weeds at the roots, but it's more expensive, would kill more native plants and still only temporary as weeds are often spread from boats and birds. We would also have to consult WDFW due to possible impact to the wild Coho salmon that spawn in our outflow creek.          This is the first time any homeowner has asked for stronger chemicals, and we consistently hear from others opposing the use of herbicides.          I personally believe we currently strike the right balance, and past conversations with WDFW confirm this.</p> <p>- Two new members for the Committee: Carolin Judd and Therese Montgomery.</p>	
<b>Hearing</b>	<p><b>Chairman’s Report-</b> Scott Horsfall          - None  <b>Motion:</b> James motioned to have Clint serve on the committee temporarily until Mo returns.  <b>Second:</b> Don  <b>Ayes:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter.  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<b>Safety</b>	<p><b>No Sheriff’s Report-</b> Maureen Allen</p>	
<b>WORK GROUPS</b>		
<b>Strategic Planning Work Group</b>	<p><b>Work Group Report-</b> Sylvia Banzon          - Meeting October 4, 2023, at 5:00 pm.          -</p>	
<b>Resolution 26</b>	<p><b>Work Group Process-</b> Peter Nash</p>	





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	<p><b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<b>OLD BUSINESS</b>		
<b>Resolution 11</b>	<p><b>Protection of View Rights Revision-</b> James Byrne  <b>Discussion:</b> No discussion</p>	
<b>Employee Background Checks</b>	<p><b>Research and Proposal-</b> Maureen Allen  <b>Discussion:</b> No discussion</p>	
<b>Volunteers</b>	<p><b>Insurance Coverage-</b> James Byrne  <b>Discussion:</b> Tabled to next meeting</p>	<b>Mary to follow up.</b>
<b>Division 14</b>	<p><b>New covenant language -</b> Don Huibregtse   <b>Discussion:</b> We clarified the new language with homeowner, covenants ready to be recorded with the County.</p>	<b>Office to make official changes and record it with the county.</b>
<b>Tree Assessment Qualification</b>	<p><b>Arborist Tree Risk Assessment Qualification</b>   <b>Background:</b>                  "The ISA Tree Risk Assessment Qualification (ISA TRAQ) is a voluntary qualification program designed to train and assess candidates in a specialized field of arboriculture. When a professional earns the ISA TRAQ credential, they should be recognized by their peers and the public as a tree care professional who has specialized knowledge in tree risk assessment."   <b>Motion:</b>                  For all future danger tree removal applications to be approved, the board and/or ACC will require the opinion of a certified arborist with a valid Tree Risk Assessment Qualification (TRAQ) on the ISA's Basic Tree Risk Assessment Form. Removal of trees that are obviously dead do not require an arborist or Basic Tree Risk Assessment Form but are still subject to all other applicable rules.   <b>Motion:</b> Peter motioned to add the above language to permit application guidelines and notify homeowners.  <b>Second:</b> Scott  <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	<p><b>Office revises Permit Application Guidelines.</b>   <b>Office to make the community aware of new policy via email and website.</b></p>

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<p><b>Frequently Asked Questions</b></p>	<p><b>FAQs-</b> Scott Horsfall  <b>Discussion:</b> Scott presented his FAQs document. The FAQs were reviewed by James, Peter and Sylvia and will be sent to the rest of the group for approval.  <b>Email Vote:</b>  <b>Motion:</b> To approve drafted FAQs document and post on the website for information to the members.  <b>Second:</b> Mark  <b>Aye:</b> Sylvia, James, Scott, Don, Mark, and Peter  <b>Oppose:</b> None  <b>Abstain:</b> Clint, Maureen, and Micah</p>	<p><b>Offices to post on the website.</b></p>
<p><b>Bylaws Amendments</b></p>	<p><b>Discussion:</b> After conferring with past Presidents and seeking legal counsel it was determine and understood that according to the bylaws Article II Section D #6 a quorum for a general membership meeting shall be 10% of the total number of votes of eligible voters, voting either in person, or by mail.  According to the bylaws Article X Section K Amendments- The bylaws may be amended by the majority vote of the members in good standing voting at a meeting with a quorum.   <b>Motion:</b> James motioned to disregard the previous interpretation and follow the quorum interpretation advice by our legal counsel.  <b>Second:</b> Sylvia  <b>Aye:</b> Sylvia, Clint, Scott, Don, Micah, Mark, and Peter  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<p><b>Adjournment to Executive Session</b></p>	<p>James motion to adjourn the meeting at 6:28 pm.</p>	
<p><b>EXECUTIVE SESSION</b></p>		
	<p><b>Adjourn executive session 6:32 pm</b></p>	
<p><b>Board Discussions</b></p>	<p><b>Motion:</b> Homeowner submitted replanting plan adding six Pacific Dogwood Trees. James makes a motion to reject the replanting plan and wait for the recommendation from the conservation office.  <b>Second:</b> Peter  <b>Aye:</b> Sylvia, James, Scott, Don, Mark, and Peter  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<p><b>PRIOR ACTION ITEMS</b></p>		
<p><b>DISCUSSION</b></p>	<p>No discussion</p>	

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<b>Dead Deer on the Lake</b>	Clint and James will take care of the dead deer in the lake reported this afternoon.	
<b>UPCOMING MEETINGS</b>		
<b>September 27</b>	7:00 pm Bylaws	
<b>October 25</b>	5:30 pm Board Meeting	
<b>November 16</b>	4:30 pm Budget Committee Meeting	
<b>UPCOMING EVENTS</b>		
<b>Fish Plant</b>	October 20, 2023	
<b>ADJOURNMENT</b>		
<b>Motion to Adjourn</b>	<b>Motion:</b> James motioned to adjourn meeting at 6:38 pm <b>Second:</b> Don <b>Aye:</b> Sylvia, James, Scott, Don, Mark, and Peter <b>Oppose:</b> None <b>Abstain:</b> James	