

LAKELAND VILLAGE COMMUNITY CLUB

Board Meeting Minutes



Date: October 25, 2023 @ 5:37 pm.

Board Members Present: Sylvia Banzon, James Byrne, Clint Fretz (arrived at 7 pm), Scott Horsfall, Don Huibregtse, Micah Loucks, Mark Murray, and Peter Nash.

Absent: Maureen Allen and Peter Nash.

Others Present: Debbie Leslie, Kristian Schonberg, Barb Campbell, Elizabeth Drumlake

Welcome		
Introduction	Welcome- James Byrne	
TOPIC	DISCUSSION/VOTE	ACTION ITEM
Approve Previous Minutes	<p>September Board Meeting Minutes Motion: Don motioned to accept the September meeting minutes as written. Second: Scott Ayes: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p> <p>Community Meeting Minutes Motion: Sylvia motioned to accept the Community meeting minutes as written. Second: Micah Aye: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p>	N/A
PUBLIC COMMENTS/ COMPLAINTS		
	<p>Concerns:</p> <ol style="list-style-type: none"> 26 trees were removed. Lot was clear cut w/o approval and in violation of Div I Covenants. Clear cutting property. ACC permit guidelines new home construction permit process. Project Permit application. No silt fence present at lake front. Clear cutting property. Division 1 Covenants, Resolution #8, Natural vegetation, Resolution #17, Evergreen tree recycling, Resolution #26, Architectural Control Committee. <p>LLVCC Response: 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</p>	

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	<p>them aware of their disregard to follow the covenants.</p>	
	<p>Concern: The 220 E Village View Dr. issues could have been avoided if the three people signing the permit had read the covenants. Handout for Division 5 Covenants was provided. See highlighted areas. Cedar fences and violation of fence close to the road. Want to have a set back from the road.</p> <p>LLVCC Response: A letter about the above concerns was sent to the concerned homeowner with the following:</p> <ul style="list-style-type: none"> • First, we want to state that the property located at 220 E. Village View Dr. is part of Division 1. You provided a highlighted copy of Division 5 covenants. • In reviewing the highlighted comments: The hog wire fence for this property is not restricted by the covenants of Division 1. • The ACC and the Board approved cutting of trees at this property per certified arborist letter indicating the trees were diseased. We cannot take the liability of denying a permit that is certified by an expert in the field. • When it comes to the fence and the setback, the setback refers to permanent structures; a fence is not considered a permanent structure. • The 8’ fence placed on the other side of the house had a permit and the permit was given for a 6’ fence. We are working with the homeowner on correcting the discrepancy. 	
	<p>Concern: Counting for quorum</p> <p>LLVCC Response: After conferring with past Presidents and seeking legal counsel, it was determined 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.</p>	
	<p>Concern: About being on the Board for 9 years. Why?</p> <p>LLVCC Response: Currently the bylaws do not have specified terms for serving as a Board member. Prior to the last election the past directors were having a hard</p>	

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	<p>time getting members to volunteer to participate on the Board. The term of nine years is the maximum one person may serve if the person was appointed at the beginning of a term and then re-elected twice. Otherwise, a Board member will serve a maximum of six years (two elections). The community must re-elect each Board member for each term.</p>	
	<p>We have a compliance officer that does not know how to do his job if he is allowing these things to happen.</p> <p>Concern: Compliance officer/Patrol competencies should be looked at for these positions. Compliance Officer should be seeing things instead of having neighbors calling on neighbors.</p> <p>Great inequity and favoritism. Some people can get away with something and not others.</p> <p>You people should be ashamed of what you have allowed to happen in our community.</p> <p>LLVCC Response: The compliance officer/Patrol are employees of LLVCC. They cannot always be everywhere, and it is not their responsibility to oversee what occurs in over 950 homes. We do rely on the community to be our eyes and ears as we are a community club. We do our best to ensure the covenants, resolutions, and R&Rs are followed. You may perceive that some people are getting away with something, but you are not aware of the countless hours that goes into conversations, hearings, letters written to homeowners violating the rules. Also, different divisions have different covenants and what is allowed in one division may not be allowed in others.</p> <p>About their competencies and responsibilities, the Board is always open to community input. Please feel free to provide recommendations.</p>	
	<p>Concern: We need to look at the expenses of Patrol and Compliance.</p> <p>LLVCC Response: The Patrol and Compliance expenses are looked at every year during budget times. If there are recommendations, please bring them forward at a meeting before the budget is approved.</p>	
	<p>Concern: A few days ago, I was had taken grandsons to the playground and noticed missing bolts at the base</p>	

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	<p>of the piece of equipment that could seat four children. I believe with those bolts missing that the other two bolts could break and if that were to happen with children on it, one or all on the equipment could get hurt. Strongly recommend repairs made before a child gets hurt using equipment.</p> <p>LLVCC Response: The piece of equipment in questions has been currently taken out of service until the bolts can be replaced. For the safety of your kids, please do not use this toy at this time.</p>	
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LETTERS TO THE BOARD

	<p>Concern: I cannot support what is in the documents, those documents being so poorly written. One example I will give is item 6 Quorum. A quorum is not composed of votes. It is composed of people. I think what is being said is:</p> <p>At least ten percent of the membership shall be required to make up a quorum for the transaction of business at any general meeting. The quorum will be composed of those voting at the meeting, those who previously voted by electronic communications on the matters being brought up at the meeting and those who responded by mail on the matters being brought up at the meeting. The matters being brought up at any general meeting shall be in good faith send to the members either by electronic communication or by US mail at least ten days before the meeting.</p> <p>The front page of the papers sent is very clear. Item 5 on that page says to reduce ambiguity. Then there are ambiguities in the next three pages. If something needs to be said, say it in a clear manner so we definitely know what is being presented.</p> <p>LLVCC Response: It is true the bylaws were written in 1972. Since then, they have been amended five times. The document is full of ambiguities and until the last revision the document reflected its age. The amendments presented to the public were to provide guidance on Board members elections and to provide tools to better serve our community. We agree with your assessment that the language on item 6 Quorum is very ambiguous as we had to seek legal counsel on the interpretation of this item. We appreciate your input on this.</p>	
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	<p>Concern: Nice that you have made the common areas smoke free. Will you address chimney smoke as well? One particle of wood smoke, PM2.5, is 1/8th the size of a human hair and you can't keep it out. Wood smoke causes cancer as much as secondhand smoke from cigarettes. It does no good to report it to the EPA. That just alienates the neighbors. There are over 900 residences here with houses close to each other. I can't be the only house impacted by wood smoke from chimneys. If you make common areas "smoke free" why can't you address this?</p> <p>LLVCC Response: LLVCC does not have the authority to regulate indoor burning. Air quality is regulated by the Olympic Region Clean Air Agency which monitors air quality and has the authority to restrict burning.</p>	
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OFFICER REPORTS		
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President	President's Report- James Byrne Not available	
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Vice President	VP Report- Peter Nash Not available	
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Treasurer	<p>Treasurer's Report- Sylvia Banzon</p> <p>Assets:</p> <ul style="list-style-type: none"> - Checking: \$23,030.25 - Savings: \$110,626.38 - Litigation: \$91,763.25 - Reserve: \$108,146.59 - MM: \$52,362.23 - CD: \$60,959.37 <p>One CD matured this month, and it was renewed at 4% for another 6 months.</p> <p>Budget 2023-2024 Total Revenue: 98.4% Total Expenses: 49.0%</p> <p>Open Purchase Orders March- June 2023</p> <ul style="list-style-type: none"> - PO # 18- Vacation of Island Place- Estimated cost to purchase land is \$4797. This is not a budgeted item; funds are available for this investment. Closed. <p>Motion: James motioned to close PO #18 as we do not know when the county will decide on the vacation.</p> <p>Second: Micah Aye: Sylvia, Scott, Don, Micah, and Mark Oppose: Abstain: James</p>	
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	<p>- PO #20- Technical Support- (\$1000 Budgeted) Recovering Computer after phishing attack. Total spent \$1993.69. Previous expense of 1,078.23 to network computers. Variance of 2071.92 over budget. Paid and closed.</p>	
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OPERATIONS

<p>Office</p>	<p>Bookkeeping and Accounting Discussion- James Byrne</p> <ul style="list-style-type: none"> - Terminate account? <p>Discussion: After having a couple of meetings with Olympic Tax we have been able to organize the work and we are starting to get caught up.</p> <p>Motion: James motioned to renew the contract with Olympic Tax for 2024 calendar year.</p> <p>Second: Micah</p> <p>Aye: Sylvia, Scott, Don, Micah, and Mark</p> <p>Oppose: None</p> <p>Abstain: James</p> <p>Outdoor Lighting Request</p> <ul style="list-style-type: none"> - Virgil Dr. <p>Discussion: This is a safety concern from the homeowners in Virgil Dr. The streetlight increases our electric bill by \$13.69 a month.</p> <p>Motion: James motioned to approve the streetlight request for Virgil Dr.</p> <p>Second: Don</p> <p>Aye: Sylvia, Scott, Don, Micah, and Mark</p> <p>Oppose: None</p> <p>Abstain: James</p> <p>Office Hours Change and Closure</p> <ul style="list-style-type: none"> - Wednesday, November 22- changing hours to 8am- 1 pm. - Office Closure- December 25- January 1 <p>Motion: James motioned to accept the proposed office hours change and closure for the upcoming holidays.</p> <p>Second: Scott</p> <p>Aye: Sylvia, Scott, Don, Micah, and Mark</p> <p>Oppose: None</p> <p>Abstain: James</p> <p>2024 Calendar- Mary Helton</p> <p>Discussion: Mary presented a draft of the event calendar for LLVCC.</p> <p>Motion: James motioned to approve draft calendar.</p> <p>Second: Scott</p> <p>Aye: Sylvia, Scott, Don, Micah, and Mark</p> <p>Oppose: None</p> <p>Abstain: James</p>	
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	<p>Board Directory- Mary Helton Updated and distributed.</p>	
<p>Patrol/Compliance</p>	<p>Helping your neighbor- <ul style="list-style-type: none"> - 41 E Westlake Way - Easement in front of home- Bottomline is the homeowner responsibility.</p> <p>This is a definition received from the county and when asked about responsibility of maintaining the easement in front of the homeowner's property.</p> <p>As a general rule, a city or county <u>right-of-way is an easement for public travel.</u> (An easement is a privilege or a right, <u>distinct from ownership,</u> to use in some way the land of another.) So, typically, a city or <u>county does not own the fee title</u> to the property underlying the public right-of-way; the <u>abutting property owners have that fee title,</u> and <u>that title usually extends to the centerline of the right-of-way.</u></p> <p>Landscaping Call Out- getting bids for service.</p> <p>Maintenance Call Out- need someone for the winter months.</p> <p>Incident Tracking Log- no incidents</p> <p>Complaint Tracking Log- for the record.</p>	
<p>COMMITTEES</p>		
<p>Architectural Control (ACC)</p>	<p>Chairman's Report-</p> <p>ACC Logs Approval- Don Huibregtse Discussion: No discussion. Motion: Don motioned to approve ACC logs for previous month. Second: Scott Aye: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p> <ul style="list-style-type: none"> - Paint color for new homeowner <p>Discussion: The color presented is way too dark. Motion: James motioned to not accept the color presented.</p>	

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	<p>Second: Don Aye: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p> <p>- Tree Removal (Deciduous) Discussion: Homeowner is requesting a permit to cut trees that were planted by the previous owner. The trees in question are not considered native trees. Motion: James motioned to approve the permit to cut the trees. Second: Micah Aye: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p> <p>Metal Roofs- Don Huibregtse - Covenants review? Discussion: We think we need to bring the covenants up to date. It was agreed to put the question out to the community and get their input on this.</p> <p>260 E Lakeshore Dr. Discussion: The Board discussed approving the post-action permit to clear the lot with the condition that the homeowner will include replanting 9 trees to their landscaping plan to meet the 60% clearing rule for new construction.25/225 Motion: James motioned to issue a post-action clearing permit with the caveat to include replanting 9 trees in their landscaping plan. Second: Scott Ayes: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p> <p>Motion: James motioned to issue a letter with a fine of \$500 for continuing to clear the lot without a permit. Second: Mark Ayes: Sylvia, Scott, Don, Micah, and Mark Oppose: None Abstain: James</p>	<p>Office to send email out to community to ask for interest.</p>
Lake Management	<p>Chairman’s Report- Peter Nash - No report</p>	
Hearing	<p>Chairman’s Report- Scott Horsfall - Tree Removal without Permit Discussion: Homeowner cut 6 trees without a permit. A fine was issued for \$3000. Homeowners were under</p>	

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	<p>the assumption that the HOA was only concerned about the front yard of the property. After hearing, the committee recommends \$2000 because two of trees were growing from other trees, technically there are a total of four trees cut.</p> <p>Motion: James motioned to accept the hearing committee recommendation.</p> <p>Second: Don</p> <p>Aye: Sylvia, Scott, Don, Micah, and Mark</p> <p>Oppose: None</p> <p>Abstain: James</p> <p align="center">- Tree Removal (over 60%) for Construction without Permit</p> <p>Discussion: Cutting 26 trees without a permit to cut the trees from the HOA or the county for the shoreline. A fine was issued for \$13,000. The committee is recommending reducing the fine to \$12,000 as two of the trees were less than 6 inches in diameter.</p> <p>Motion: James motioned to accept the recommendation from the hearing committee to reduce the fine if the homeowner signed an agreement of understanding that includes replanting nine trees.</p> <p>Second: Scott</p> <p>Aye: Sylvia, Scott, Don, Micah, and Mark</p> <p>Oppose: None</p> <p>Abstain: James</p>	
Safety	No Sheriff's Report- Maureen Allen	
WORK GROUPS		
Strategic Planning Work Group	<p>Work Group Report- Sylvia Banzon</p> <ul style="list-style-type: none"> - The group is working on a proposal for strategies for the next 5 years. 	
Resolution 26	<p>Work Group Process- Peter Nash</p> <ul style="list-style-type: none"> -Resolution draft 	
NEW BUSINESS		
Vacation File No 415 Hearing	<p>Vacation of Island Place- James Byrne</p> <p>Discussion: There is a hearing on November 8, 2023, on this at the county. Information was sent via email to homeowners.</p>	
OLD BUSINESS		
Volunteers	<p>Insurance Coverage- Mary Helton</p> <ul style="list-style-type: none"> - Coverage \$15,000- Under liability insurance - Coverage \$1,000,000- Umbrella insurance 	

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	<p>Volunteer Coverage- Mary Helton</p> <ul style="list-style-type: none"> - \$300 - \$100,000- Medical Expenses - \$50,000- Accidental Dismemberment, Death, Disability <p>Discussion: To include in the next years' budget.</p>	
<p>Meeting Adjournment</p>	<p>6:40 pm</p>	
<p>EXECUTIVE SESSION</p>		
	<p>Adjourn Executive Session 7:17 pm.</p>	
<p>Board Discussions</p>	<p>Replanting Plan Homeowner submitted amended replanting plan. Motion: James motioned to accept replanting plan with the caveat of receiving a copy of the county letter and ensuring trees are over 6 foot tall. Second: Scott Aye: Sylvia, Scott, Don, Clint, Micah, and Mark Oppose: None Abstain: James</p> <p>Wages and Performance Review Policy Discussion: Sylvia and Don recuse themselves from the discussion on this topic. Motion: Micah motioned to approve changes to Wages and Performance Review Policy presented by James. Second: Mark Aye: James, Scott, Clint, Micah, and Mark Oppose: None Abstain: Sylvia and Don</p> <p>Pay Increase for 2024-2025 fiscal year. Discussion: Sylvia and Don recuse themselves from the discussion on this topic. Motion: James motioned to approve proposed pay increases for the next fiscal year. Second: Scott Aye: James, Scott, Clint, Micah, and Mark Oppose: None Abstain: Don, Sylvia.</p> <p>Division 8 Covenant Revision Motion: James motioned to send a fine letter if covenants are not paid by Nov. 1. Second: Don Aye: Sylvia, Scott, Don, Clint, Micah, and Mark Oppose: None Abstain: James</p>	

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	<p>Incomplete Construction- Discussion: James recused himself from the discussion on this topic. Motion: Scott motioned to approve three letters for incomplete construction within one year and include fines. Second: Don Aye: Sylvia, Scott, Don, Clint, Micah, and Mark Oppose: None Abstain: James.</p>	
PRIOR ACTION ITEMS		
DISCUSSION	Action Item List- James Byrne	
UPCOMING MEETINGS		
November 15	4:30 pm Budget Committee Meeting	
December 6	5:30 pm Board Meeting	
UPCOMING EVENTS		
December 15	7:00 pm Holiday Lights Judging Contest	
ADJOURNMENT		
Motion to Adjourn	7:32 pm	