

# LAKELAND VILLAGE COMMUNITY CLUB

## Board Meeting Minutes



Date: December 6, 2023 @ 5:30 pm

Board Members Present: Maureen Allen, Sylvia Banzon, James Byrne, Scott Horsfall, Don Huibregtse, and Micah Loucks.

Absent: Clint Fretz, Mark Murray, and Peter Nash

Others Present: Debbie Leslie, Leslie Foss, Dale Cummings, and Wayne Gripp (virtual- partially)

Welcome		
<b>Introduction</b>	<b>Welcome-</b> James Byrne	
TOPIC	DISCUSSION/VOTE	ACTION ITEM
<b>Approve Previous Minutes</b>	<p><b>October Board Meeting Minutes</b></p> <p><b>Motion:</b> Sylvia motioned to accept the October meeting minutes as written.</p> <p><b>Second:</b> Scott</p> <p><b>Ayes:</b> James, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> Maureen</p>	N/A
PUBLIC COMMENTS/ COMPLAINTS		
	<p><b>Concerns:</b> People in park after hours. Smoking, dogs off leash. Pete does not speak to violators; he just waits until they leave before putting up the chain.</p> <p><b>LLVCC Response:</b> The Board is aware of this situation, and it is working with the employees.</p>	
	<p><b>Concern:</b> Trees down across street, driveway, broke neighbor's name sign in Lakeshore Dr.</p> <p><b>LLVCC Response:</b> The homeowner was contacted immediately, and the trees were removed from the street.</p>	
	<p><b>Concern:</b> Dogs let loose at night, pooping indiscriminately. Trash cans left out.</p> <p><b>LLVCC Response:</b> The complainant was given the homeowner's information to reach out to them about their tenants. The office is following up with the homeowner about their tenants. Fines will be imposed if the homeowner ignores the complaints.</p>	

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	<p><b>Concern:</b> Improper fence installation. Over property line.</p> <p><b>LLVCC Response:</b> This is a neighbor dispute and does not pertain to the HOA.</p>	
	<p><b>Concern:</b> Questionable trees around the golf course and homeowner’s property. Who is responsible?</p> <p><b>LLVCC Response:</b> Homeowners are advice to reach out to the Golf course folks for answers.</p>	
	<p><b>Concern:</b> In the newsletter under Safety says that Pedestrian needs to yield the right of way to drivers. According to WA law this is wrong information. Pedestrians have the right of way.</p> <p><b>LLVCC Response:</b> The statement was mis-stated in the July to September newsletter. Pedestrians need to be aware of traffic and walk facing traffic. Drivers need to be aware of pedestrians and move over whenever possible.</p>	
	<p><b>Concern:</b> Playground equipment broken.</p> <p><b>LLVCC Response:</b> Out of order sign is not the right thing. Homeowner fixed equipment as is his grandkids favorite.</p>	
<p><b>LETTERS TO THE BOARD</b></p>		
	<p><b>Concern:</b> Please go read the plot maps for Lakeland Village to understand who owns the road. Roads are not owned by adjacent property owners. It is not an easement. Lakeland cannot enforce maintenance for the shoulders nor any other thing that happens on the road/shoulders. It's frustrating seeing the HOA put out false information (again) - this is just another example of bullying. Additionally, the HOA is misleading members on tree cutting - Homeowners are empowered by Washington State law to provide fire buffers around their homes. This means essentially it is the homeowners decision to remove any tree within 200 feet of their home. Btw there are new proposed build codes that will require a 30 foot buffer from all new homes. The HOA will get better cooperation if they are honest with members and knock off the bullying especially when some board members aren't complying with our covenants and bylaws.</p>	

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I went to the county hearing on vacating Island Place Road and spoke against this proposal based on safety concerns. But more disappointing is I learned that someone representing Lakeland village participated in the petition to do this. As far as I know there was no input from the community. This decision for Lakeland to participate in this disappointing. Besides the safety concerns, this makes no sense from a business standpoint.

1. We already have use of the property.
2. We will lose the ability to put in the cul-de-sac in the future.
3. We will have to pay about \$5000 and pay property taxes forever.
4. We will reduce the safety on the road. - two driveways on a curve of a collector road - people backing out into traffic.

What was the benefit?

**LLVCC Response:** About the roads, you are correct that the roads are not owned by the homeowners; however here is what we received from the county and when asked about responsibility of maintaining the easement in front of the homeowner's property.

As a rule, a city or county right-of-way is an easement for public travel. (An easement is a privilege or a right, distinct from ownership, to use in some way the land of another.) So, typically, a city or county does not own the fee title to the property underlying the public right-of-way; the abutting property owners have that fee title, and that title usually extends to the centerline of the right-of-way.

About cutting trees empowered by the WA state law. Firewise standards work in harmony with tree preservation. These new rules are not retroactive and will not surpass HOA covenants in existing developments.

About the vacation of the Island Place Rd. The petition for vacating the road was initiated by the new homeowners of lot 65. The Board voted to join in their petition, and this was discussed at Board meetings and documented in multiple minute meetings earlier this year.

About your points in the email:

1. The county does not have any intention to

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	<p>build a cul-de-sac now or in the future.</p> <ol style="list-style-type: none"> <li>2. Any new driveway approach as part of new construction will require a public works permit from Mason County which would assess the safety. This is not an HOA issue.</li> <li>3. The HOA has not made a firm decision to purchase the extra square footage.</li> </ol>	
<p><b>Vacation Island Place</b></p>	<p>Letter received from Mason County Department of Public Works          "Public Works reviewed the subject road vacation at East Lakeshore Dr and the entering and stopping sight distances at the existing cul-de-sac. A field review indicated the vacation will have no safety impacts on drivers or pedestrians crossing the road. Further, after the development of adjoining lots, no sight distance safety problems were identified. Please contact David Smith, PE- Engineering &amp; Construction Manager at 360-427-9670 ext. 523 if you have any questions."</p>	
<b>OFFICER REPORTS</b>		
<p><b>President</b></p>	<p><b>President's Report-</b> James Byrne</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</p> <p><b>Assets:</b></p> <ul style="list-style-type: none"> <li>- <b>Checking:</b> \$21,800.37</li> <li>- <b>Savings:</b> \$91,735.32</li> <li>- <b>Litigation:</b> \$91,821.72</li> <li>- <b>Reserve:</b> \$108,463.00</li> <li>- <b>MM:</b> \$52,589.19</li> <li>- <b>CD:</b> \$61,157.38</li> </ul> <p><b>Budget 2023-2024</b>          Total Revenue: 105.3%          Total Expenses: 55.1%</p> <p><b>Open Purchase Orders April- December 2023</b></p> <ul style="list-style-type: none"> <li>- No new purchase orders.</li> </ul> <p><b>Notary Services</b></p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Motion:</b> James motioned to start charging \$10 per signature for notary services starting in January 2024.  <b>Second:</b> Scott  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None</p>	<p><b>Office to send email to the community with the new service.</b></p>

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	<p><b>Abstain:</b> James</p> <p><b>Kitsap Bank STP</b> - Discussion</p> <p><b>Motion:</b> James motioned to transfer funds from the savings account at 0.05% to a money market at 0.6%. <b>Second:</b> Don <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah <b>Oppose:</b> None <b>Abstain:</b> James</p> <p><b>Motion:</b> James motioned to open a CD account with \$20,000 from the funds at Kitsap Bank for 13 months at 4.65%. <b>Second:</b> Don <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah <b>Oppose:</b> None <b>Abstain:</b> James</p> <p><b>Budget Draft for FY 24-25</b> - Discussion</p>	<p><b>Treasurer to work with bank setting up new account.</b></p> <p><b>Treasurer to work with bank setting up new account.</b></p>
<b>OPERATIONS</b>		
<b>Office</b>	<p><b>Cyber Monday Sale-</b> Mary Helton - Earnings: \$53.00. Two items were returned to the owners. - The remaining items were donated.</p>	
<b>Patrol/Compliance</b>	<p><b>Incident Tracking Log</b> <b>Motion:</b> Micah motioned to accept the log and the actions taken <b>Second:</b> Scott <b>Ayes:</b> James, Sylvia, Scott, Don, and Micah <b>Oppose:</b> <b>Abstain:</b> Maureen</p> <p><b>Complaint Tracking Log</b> <b>Motion:</b> James motioned to accept the log and the actions taken <b>Second:</b> Sylvia <b>Ayes:</b> James, Sylvia, Scott, Don, and Micah <b>Oppose:</b> <b>Abstain:</b> Maureen</p>	
<b>COMMITTEES</b>		
<b>Architectural Control (ACC)</b>	<p><b>Chairman’s Report- ACC Logs Approval-</b> Don Huibregtse <b>Motion:</b> Don motioned to approve the ACC logs.</p>	

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	<p><b>Second:</b> Micah  <b>Ayes:</b> James, Sylvia, Scott, Don, and Micah  <b>Oppose:</b>  <b>Abstain:</b> Maureen</p> <p><b>Rules and Regs- Arborist Requirement-</b> Don Huibregtse          - Review language?  <b>Discussion:</b> Can we investigate the arborist requirement? Covenants and resolutions are not in-sync. We received legal advice that if the arborist certifies a tree as dangerous, we need to allow the homeowner to take it down to ensure the HOA is not liable for damages. Need to review documents.</p> <p><b>Metal Roofs-</b> James Byrne          Discussion: We have numerous requests for metal roofs. To make a change or amend all Division covenants it would require a one-page addendum that will include all divisions.</p> <p><b>Motion:</b> Micah motioned to send an email to the community to assess their interest in adding metal roofs to the covenants.  <b>Second:</b> Don  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	<p><b>James and Don to research discrepancies and bring them back to the next meeting.</b></p> <p><b>Office to send survey email to the community to assess their interest.</b></p>
<p><b>Lake Management</b></p>	<p><b>Chairman’s Report-</b> Peter Nash          One lake update:          Talked to AquaTechnex about the large leaf pond weed that we're seeing. And as expected they confirmed we cannot treat it until water temperatures are above 60 degrees.          I'll discuss further with them on how we balance that with our usual curly leaf pond weed treatment in April. Ideally, we can have just one treatment.</p>	
<p><b>Hearing</b></p>	<p><b>Chairman’s Report-</b> Scott Horsfall          - 301 E Rainier Ct  <b>Motion:</b> Scott motioned to the board approve committee recommendations to rescind the fine and ask for follow up August 2023  <b>Second:</b> Sylvia  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None  <b>Abstain:</b> None</p> <p>- 180 E Lakeland Way</p>	<p><b>Office to send letters to homeowners.</b></p>

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	<p><b>Motion:</b> Scott motioned to the board to approve committee recommendation to rescind the fine and review in March 2024  <b>Second:</b> Micah  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None  <b>Abstain:</b> None</p> <p>- 920 E. Soderberg Rd</p> <p><b>Motion:</b> Scott motioned to the board to approve committee recommendation to vacate the penalty for 4 months to review permits has been obtained.  <b>Second:</b> Mo  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None  <b>Abstain:</b> None</p>	
	<p><b>James returned to the meeting.</b></p> <p>The Hearing Committee will meet on Wednesday at 5:30 pm two weeks prior to the board meeting.</p>	
<p><b>Reinstatement</b></p>	<p><b>Email Vote November 29, 2023</b>  <b>Motion:</b> To reinstate Maureen Allen to the Hearing Committee starting December 6, 2023.  <b>Second:</b> Scott  <b>Ayes:</b> Sylvia, James, Don, Micah, Mark, and Peter  <b>Oppose:</b> None  <b>Abstain:</b> Mo and Clint</p>	
<p><b>Safety</b></p>	<p><b>Sheriff's Report-</b> Maureen Allen  Detectives presented a new armored SWAT vehicle.</p> <p><b>Pacific Automation Cameras Proposal-</b> Don Huibregtse  Discussion: A quote was presented to the Board to add surveillance cameras to the common areas and to the entrances to the Village as a response to multiple requests from the community. Prices seem to have come down a bit since it was previously researched. It was determined to have a workgroup to define what is needed and to collect three quotes before deciding. Members of the workgroup: Micah, Scott, James, Mo, Don, and Sylvia.</p>	<p><b>Set up meeting with workgroup.</b></p>
<p><b>WORK GROUPS</b></p>		
<p><b>Strategic Planning Work Group</b></p>	<p><b>Work Group Report-</b> Sylvia Banzon  - Survey Comments</p>	

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	<p><b>Motion: Scott</b> motioned to post survey comments after formatting them by category for easy reading by the community.</p> <p><b>Second:</b> James</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	<p><b>Office to format survey responses by category and post on the website.</b></p>
	<p align="center">- Strategic Plan Draft Proposal</p> <p><b>Motion: Sylvia</b> motioned to approve the plan as written</p> <p><b>Second:</b> James</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	<p><b>SPWG to come up with proposals for the recommended goals.</b></p>
<b>Resolution 26</b>	<p><b>Work Group Process-</b> Peter Nash</p> <p align="center">-Resolution draft</p> <p>No report or discussion</p>	
<b>Motion Adjourned</b>	<p><b>Motion: James</b> motioned to adjourn to executive session at 6:45 pm. Public and office staff were dismissed.</p> <p><b>Second:</b> Micah</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	
<b>OLD BUSINESS</b>		
	<b>No old business</b>	
<b>EXECUTIVE SESSION</b>		
<b>Board Discussions</b>	<p><b>Bankruptcy</b></p> <p><b>Lien Foreclosure</b></p> <p><b>MOU and fines</b></p> <p><b>Employee and Board Members Background Checks</b></p> <p><b>HR Handbook Amendment</b></p> <p><b>Trespassing a member</b></p> <p><b>Neighbor disputes</b></p> <p><b>Letter response</b></p>	



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	<p><b>Bank fees</b></p> <p><b>Employee Concern</b></p>	
<b>Adjournment Executive Session</b>	<p><b>Motion: James</b> motioned to adjourn from executive session at 7:37 pm.  <b>Second:</b> Micah  <b>Ayes:</b> Maureen, Sylvia, Scott, Don and Micah  <b>Oppose:</b> None  <b>Abstain:</b> None</p>	
<b>Resume Meeting</b>		
	<p><b>Bankruptcy</b>  Information. No actions needed.</p>	
	<p><b>Lien Foreclosure</b>  Information shared. No actions needed.</p>	<b>Don needs to sign an affidavit of service.</b>
	<p><b>MOU and fines</b>  Information shared. No actions needed.</p>	<b>Follow fine process as previously done.</b>
	<p><b>Employee and Board Members Background Checks</b></p> <p><b>Motion:</b> Sylvia motioned to perform backgrounds checks upon hire for employees and pre- appointment for Board members. Anything but a clean background check will be reviewed by the Board on a case-by-case basis prior to hiring or appointing a member.  <b>Second:</b> Don  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None  <b>Abstain:</b> None</p>	<b>Office staff to set up Process.</b>
	<p><b>HR Handbook Amendment</b></p> <p><b>Discussion:</b> There was a discussion about the appropriateness of having Sylvia and Don voting on this amendment. The Board members present did not feel there was a conflict of interest as the amendment came from James and employees were not involved.</p> <p><b>Motion:</b> James motioned to add drafted language to the employee handbook defining PTO balances at separation of employment. This amendment will decrease variances in the budget.  <b>Second:</b> Micah  <b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah  <b>Oppose:</b> None  <b>Abstain:</b> None</p>	<b>Update employee handbook and provide a new copy to all employees.</b>

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	<p><b>Trespassing a member</b></p> <p><b>Motion:</b> James motioned to contact the sheriff to find out process on trespassing a member from the common areas.</p> <p><b>Second:</b> Scott</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	<p><b>Mo to talk with the sheriff and let the office know about the next steps.</b></p>
	<p><b>Neighbor disputes</b></p> <p><b>Motion:</b> James motioned that the complaints presented are neighbor to neighbor disputes and not HOA purview.</p> <p><b>Section G-4 bylaws</b></p> <p><b>Second:</b> Scott</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	<p><b>Sent letters to complainants.</b></p>
	<p><b>Letter response</b></p> <p><b>Motion:</b> Scott motioned to send letter to homeowner with responses as written.</p> <p><b>Second:</b> Don</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	<p><b>Sent letter to homeowner and place on the next agenda.</b></p>
	<p><b>Bank Fees</b></p> <p>Information shared. No action needed. Included in the budget.</p>	
	<p><b>Employee Concern</b></p> <p><b>Motion:</b> James motioned to buy a dash cam for Patrol truck not exceeding \$400 to track Patrol's whereabouts and to ensure employees safety.</p> <p><b>Second:</b> Don</p> <p><b>Ayes:</b> Maureen, Sylvia, Scott, Don, and Micah</p> <p><b>Oppose:</b> None</p> <p><b>Abstain:</b> None</p>	<p><b>Office to research dash cams and purchase as approved.</b></p>
<b>PRIOR ACTION ITEMS</b>		
<b>DISCUSSION</b>	<b>Action Item List-</b> James Byrne Discussion	

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<b>UPCOMING MEETINGS</b>		
<b>January 24th</b>	5:30 pm Board Meeting	
<b>UPCOMING EVENTS</b>		
<b>December 15</b>	7:00 pm Holiday Lights Judging Contest	<b>Judges: Micah, Mo, LeAnne, and Don, with their spouses. James if needed.</b>
<b>December 25- January 1</b>	Office Closure	
<b>ADJOURNMENT</b>		
<b>Motion to Adjourn</b>	<b>Motion:</b> James motioned to adjourn the meeting at 7:57 pm. <b>Second:</b> Don <b>Ayes:</b> Maureen, Sylvia, Don, Micah, Mark, and Peter <b>Oppose:</b> None <b>Abstain:</b> James	