

# LAKELAND VILLAGE COMMUNITY CLUB

## Board Meeting Agenda



Date: January 28, 2026

Attendance:

EXECUTIVE OFFICERS SESSION		
	<p><b>Maintenance Issues</b></p> <ul style="list-style-type: none"> <li>- Shed</li> </ul> <p><b>Playground Improvement</b></p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>- Review and Sign</li> </ul> <p><b>Past due payments</b></p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul>	
Welcome		
<b>Open Meeting</b>	<p><b>Welcome-</b> James Byrne</p> <p><b>Call for New Business-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Add topics</li> </ul> <p><b>Board Director Openings-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Call out for volunteers</li> </ul>	
TOPIC	DISCUSSION/VOTE	ACTION ITEM
<b>Approve Previous Minutes</b>	<p><b>December Board Meeting Minutes –</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion and Approval</li> </ul>	
PUBLIC COMMENTS/ COMPLAINTS- Old Business		
<b>Piles of Dirt in Park</b>	<p><b>Question:</b> Why is there a pile of dirt in the park? When are you planning to remove it?</p> <p><b>Response:</b> We will remove that when we start working on the playground project.</p>	
<b>Beach Trespassers</b>	<p><b>Question:</b> Who do we call when there are people at the beach after hours?</p>	

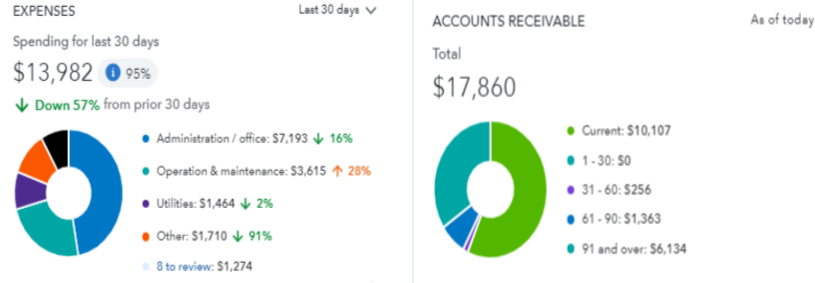
# LAKELAND VILLAGE COMMUNITY CLUB

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	<p><b>Response:</b> At this time, we do not have someone or the means to pay for someone that can be on-call 24 hours. We are adding a No Trespassing sign to the chain, so it is more visible as a deterrent.</p>	
<b>Dock Boards</b>	<p><b>Question:</b> Why were dock boards replaced with treated wood instead of cedar?</p> <p><b>Response:</b> We were not aware of this until it was pointed out. The boards will be replaced in the spring with untreated cedar or fir boards. The executive officers realized there is a lack of supervision of contractors since we lost Don, and this will be corrected in the upcoming year.</p>	
<b>LETTERS TO THE BOARD</b>		
<b>OFFICER REPORTS</b>		
<b>President</b>	<p><b>President's Report-</b> James Byrne</p> <p><b>Attorney Search-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul>	
<b>Vice President</b>	<p><b>VP Report-</b> Mark Murray</p>	
<b>Treasurer</b>	<p><b>Treasurer's Report January 21, 2026-</b> Sylvia Banzon</p> <p><b>Assets:</b></p> <ul style="list-style-type: none"> <li>- <b>Checking:</b> \$21,602</li> <li>- <b>Litigation:</b> \$46,348</li> <li>- <b>Reserve:</b> \$166,969</li> <li>- <b>MM:</b> \$222,453</li> <li>- <b>CD:</b> \$58,163</li> </ul> <p><b>Budget 2025-2026</b></p> <ul style="list-style-type: none"> <li>- Total Revenue: 114%</li> <li>- Total Expenses: 73%</li> </ul> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><b>PROFIT &amp; LOSS</b> <span style="float: right;">Last month ▾</span></p> <p>Net profit for December 2025</p> <p style="font-size: 1.2em;">-\$24,403 <span style="font-size: 0.8em;">100%</span></p> <p style="font-size: 0.8em;">↓ Down 254% from prior month</p> <p>\$5,486 Income <span style="display: inline-block; width: 30px; height: 10px; background-color: #28a745; margin-left: 5px;"></span></p> <p>\$29,889 Expenses <span style="display: inline-block; width: 60px; height: 10px; background-color: #17a2b8; margin-left: 5px;"></span></p> </div> <div style="width: 45%;"> <p><b>INVOICES</b></p> <p>\$16,394 Unpaid <span style="font-size: 0.8em;">Last 365 days</span></p> <p style="font-size: 1.2em;"><b>\$6,287</b> Overdue</p> <p style="font-size: 1.2em; text-align: right;"><b>\$10,107</b> Not due yet</p> <div style="width: 100%; height: 15px; background: linear-gradient(to right, orange 50%, gray 50%);"></div> <p>\$2,146 Paid <span style="font-size: 0.8em;">Last 30 days</span></p> <p style="font-size: 1.2em;"><b>\$0</b> Not deposited</p> <p style="font-size: 1.2em; text-align: right;"><b>\$2,146</b> Deposited</p> <div style="width: 100%; height: 15px; background-color: #28a745;"></div> </div> </div>	

# LAKELAND VILLAGE COMMUNITY CLUB

## Board Meeting Agenda



### Proposed and/or Approved Expenditures for New 25-26 Fiscal Year

- Fishing Derby \$350- **Completed**
- Gazebo and Playground Landscaping- **Completed**
- Gazebo Water Leak Repair- \$13,650- **Completed**
- Replace Playground Set- \$43,000 (Reserves)- In progress
- Replace Fence in Playground- \$7,000 (Reserves)
- Lake Weed Treatment- \$14,000 **Completed**
- Lake Water Testing- \$600 **Completed**
- Tennis Courts Maintenance- \$750 **Completed**
- Shredding Event- Old Documents- \$925- **Completed**
- Background Checks- \$150- **Completed**
- Training/CPR Class- \$800 **Completed**
- Community Picnic- \$1,850- **Completed**
- Garage Sale Ads- \$75 **Completed**
- July 4<sup>th</sup> Americana Décor- \$50 **Completed**
- Boat Launch Upkeep- \$1,500 In progress
- Slide Gate Inspection and Underwater Inspections of Docks- Reserves- \$4,700 – **Completed**
- Fish Plant- \$3,200- **Completed**
- Halloween Décor- \$50- **Completed**
- Christmas Events- \$650- **Completed**

### HOA Payment Plans and Liens:

- One homeowner in payment plan.
- LLVCC has a total of five property liens.
- There is one property in foreclosure proceedings. Two payments received.

### Open Purchase Orders:

- **PO #49 Playground Playset Removal/Installation-** Budget \$43,000. Current Expenses: 19,991.00. **Open.**
- **PO #50 Website Additions-** Budget \$375. Current Expenses: \$0. **Open.**

### Reserve Study Proposal- Sylvia Banzon

- Discussion and Approval

## NEW BUSINESS

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Agenda

<b>PUBLIC COMMENTS/QUESTIONS- New Business</b>		
<b>OPERATIONS</b>		
<b>Maintenance</b>	<p><b>Maintenance Shed-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Weeds and Sod replacement in the Gazebo Area-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Boat Launch Gravel-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Playground Fence-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul>	
<b>Office</b>	<p><b>Website changes-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Upcoming Office Closures-</b> Sylvia Banzon</p> <ul style="list-style-type: none"> <li>- February 26-27</li> <li>- April 2-3</li> </ul> <p><b>Website Updates-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul>	
<b>Patrol/Compliance</b>	<p><b>Incident Tracking Log-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Complaint Tracking Log-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Eyesore Log-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Truck Issues and Repairs-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul>	
<b>COMMITTEES</b>		
<b>Architectural Control (ACC)</b>	<p><b>Chairman's Report-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Report</li> </ul> <p><b>ACC Logs Approval-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>New Construction Permits Log-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul>	

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Agenda

	<p><b>Replanting Log-</b> Mark Murray - Review and approval</p> <p><b>Project Completion Log-</b> Mark Murray - Review and approval</p> <p><b>Resolution 26-</b> Mark Murray - Discussion and Approval</p> <p><b>ACC Guidelines-</b> Mark Murray - Discussion and Approval</p>	
<b>Building</b>	<p><b>Chairman’s Report-</b> Dale Leaman - Discussion</p>	
<b>Lake Management</b>	<p><b>Chairman’s Report-</b> Scott Horsfall - Discussion</p> <p><b>Lake Anderson Log-</b> Scott Horsfall - Discussion</p> <p><b>Lake Weeds-</b> Scott Horsfall - Discussion</p>	
<b>Hearing</b>	<p><b>Chairman’s Report-</b> Dale Leaman - No hearings</p>	
<b>Safety</b>	<p><b>Safety Committee - James Byrne</b> - <b>Report</b></p> <p>The Safety Committee met on January 16, 2026. Attending: James Byrne, Dale Leaman, Maureen Allen, Randy and Deb Wallace</p> <p>Discussion included:</p> <ol style="list-style-type: none"> <li>1. The area between the docks and shore in the gazebo area needs to be addressed. There is 5-6 inches of water that needs to be filled in with concrete wall blocks.</li> <li>2. The fence in the playground needs to be removed and replaced. We are going to reach out for volunteers to help with this project.</li> <li>3. The playground is under construction, and it is closed until April when the new playground equipment is completed.</li> <li>4. The shed is in the process of being repaired or replaced due to failure of the roof.</li> </ol> <p><b>Chairman’s Report-</b> Deb Wallace - No meeting</p>	

## LAKELAND VILLAGE COMMUNITY CLUB

### Board Meeting Agenda

	<p><b>Sheriff's Report-</b> Maureen Allen</p> <ul style="list-style-type: none"><li>- Sheriff's Meeting Report</li><li>• A detective from the Mason County Sheriff's Department gave a report on the process of finding and arresting Sean Gregory Harris for the murder of Mallory Barbour, whose nude body was found close to the Park &amp; Ride off Pickering Rd. The report in the Shelton Mason County Journal left out the most important detail in the investigation. While researching Mallory's computer, the screen showed her refrigerator. On the door of the fridge was a Post-It note with a single address and cell phone number, which led to the arrest of Mr. Harris. During the arrest, Mallory's purse, with numerous items including her identification inside, were found along with gun shell casings found in the apartment, which matched those found next to her body. The Post-It note became a hero!!</li><li>• An organized burglar group has been found and broken up. The search extended to many counties.</li><li>• Mason County became a county in 1854. The first sheriff was established by appointment. At the time, only 25 men over 21 could vote. State Patrol was established in 1921. At that time, no drivers' licenses were required because they weren't needed for a horse and buggy!</li><li>• Currently, the jail is not crowded. Folks are being arrested and released back on the streets.</li><li>• Mental health issues are the majority of help calls to the Sheriff's office.</li><li>• New gun license permits and renewals to carry are being handled at the State Patrol office.</li><li>• The auditor's website now has information regarding House Bill 2298 to lock and protect private property.</li><li>• The Dare Program is only in one school now. Recently 2 12-year-olds have overdosed in Mason County.</li><li>• An attendee asked the Sheriff to post all Sheriff Meetings, location, and dates. He will address that issue as he thought the information was already available.</li><li>• By law, all Fire Department vehicles cannot speed.</li><li>• Currently, there are typically two deputies and supervisors in the north and south end of the county. On a good day. There are four assigned in the north and south. Need more qualified</li></ul>	
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**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Agenda

	prospects for law enforcement. Many cannot pass testing and requirements.	
<b>OLD BUSINESS</b>		
<b>MEETING ADJOURNMENT</b>		
<b>Motion to Adjourn</b>		
<b>CLOSED EXECUTIVE SESSION</b>		
<b>Board Discussions</b>	<b>New Issues:</b> <ul style="list-style-type: none"> <li>- Weekends Calls</li> <li>- Executive Officers Meeting</li> <li>- Survey Communication</li> <li>- New Construction</li> <li>- Lot 66</li> <li>- Tennis courts</li> </ul>	
<b>PRIOR ACTION ITEMS</b>		
<b>DISCUSSION</b>	<b>Action Item List-</b> James Byrne	
<b>UPCOMING MEETINGS</b>		
<b>February 11, 2026</b>	6:00 PM Town Hall Meeting	
<b>February 25, 2025</b>	6:00 PM Board of Directors	
<b>February 25,2025</b>	7:00 PM Budget/Election Meeting	
<b>UPCOMING EVENTS</b>		
<b>TBD</b>	Easter Bunny Comes to Allyn	
<b>MEETING ADJOURNMENT</b>		
<b>Motion to Adjourn</b>		

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes



Date: December 3, 2025 @ 5:30 pm

Attendance: Maureen Allen, Sylvia Banzon, James Byrne, Scott Horsfall, Dale Leaman, Carol Low, Mark Murray, and Deb Wallace.

Not Present: Mike Columbus

Others Present: Mary Helton, Jerry Cloyd, Becky Anderson, Anne Peterson, Bob?? (virtual), Terry & Nancy Cavanaugh (virtual), Howard Honsey (virtual)

EXECUTIVE OFFICERS SESSION		
	<p><b>Maintenance Issues</b></p> <ul style="list-style-type: none"> <li>- We have a leak in the storage shed at the Playground. Office will get quotes.</li> </ul> <p><b>ACC Logs Verification</b></p> <ul style="list-style-type: none"> <li>- Office will send logs a week prior to Board meeting. The President will validate logs with the Compliance Officer.</li> </ul> <p><b>Budget Draft</b></p> <ul style="list-style-type: none"> <li>- Deferred to new business</li> </ul> <p><b>Foreclosure</b></p> <ul style="list-style-type: none"> <li>- Deferred.</li> </ul> <p><b>Patrol Job Duties</b></p> <ul style="list-style-type: none"> <li>- Deferred.</li> </ul> <p><b>Playground Improvement</b></p> <ul style="list-style-type: none"> <li>- Deferred to closed session</li> </ul> <p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>- Deferred</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>- Reviewed and Signed</li> </ul> <p><b>Adjusting Winter Hours for Patrol</b></p> <ul style="list-style-type: none"> <li>- Discussed and deferred to new business</li> </ul>	
<b>Welcome</b>		
<b>Open Meeting</b>	<p><b>Welcome-</b> James Byrne</p> <p><b>Call for New Business-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Tennis Courts- Becky Anderson</li> <li>- Patrol Rounds- Jerry Cloyd</li> </ul>	

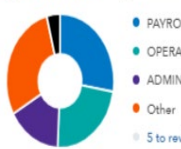
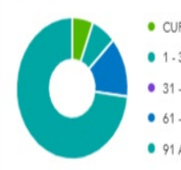
**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

	<ul style="list-style-type: none"> <li>- After hours call for beach trespassers- Jerry Cloyd</li> <li>- Dock boards removed and replaced- cedar vs treated wood- why? - Jerry Cloyd</li> <li>- Draft Budget Approval- James Byrne</li> </ul>	
<b>TOPIC</b>	<b>DISCUSSION/VOTE</b>	<b>ACTION ITEM</b>
<b>Approve Previous Minutes</b>	<p><b>October Board Meeting Minutes – James Byrne</b>  <b>Motion:</b> Dale motioned to approve the minutes as presented.  <b>Second:</b> Deb  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Carol, Mark and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<b>PUBLIC COMMENTS/ COMPLAINTS- Old Business</b>		
<b>LETTERS TO THE BOARD</b>		
<b>OFFICER REPORTS</b>		
<b>President</b>	<p><b>President’s Report-</b> James Byrne</p> <p><b>Wages and Performance Review Policy-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- We have decided to change how we do performance reviews going forward. The President will meet with employees in March to complete the reviews by the end of the month. Salaries adjustment will be done on April 1 according to cost of living and performance</li> </ul> <p><b>Motion:</b> James motioned to approve the Wages and Performance Review policy  <b>Second:</b> Mark  <b>Ayes:</b> Mo, James, Scott, Dale, Carol and Mark  <b>Oppose:</b> None  <b>Abstain:</b> Sylvia and Deb</p> <p><b>Employee Handbook Updates for 2025-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Discussion and Approval</li> </ul> <p><b>Motion:</b> James motioned to approve the Employee Handbook updates for 2025.  <b>Second:</b> Dale  <b>Ayes:</b> Mo, James, Scott, Dale, Carol and Mark  <b>Oppose:</b> None  <b>Abstain:</b> Sylvia and Deb</p> <p><b>New Employee Evaluations-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Employee evaluations were reviewed to accurately evaluate job performance.</li> </ul>	

# LAKELAND VILLAGE COMMUNITY CLUB

## Board Meeting Minutes

	<p><b>Motion:</b> James motioned to approve new employee evaluations.  <b>Second:</b> Mo  <b>Ayes:</b> Mo, James, Scott, Dale, Carol and Mark  <b>Oppose:</b> None  <b>Abstain:</b> Sylvia and Deb</p>	
<b>Vice President</b>	<b>VP Report-</b> Mark Murray	
<b>Treasurer</b>	<p><b>Treasurer's Report-</b> Sylvia Banzon</p> <p><b>Assets:</b></p> <ul style="list-style-type: none"> <li>- <b>Checking:</b> \$17,124</li> <li>- <b>Litigation:</b> \$46,716</li> <li>- <b>Reserve:</b> \$181,841</li> <li>- <b>MM:</b> \$264,243</li> <li>- <b>CD:</b> \$57,723</li> </ul> <p><b>Budget 2025-2026</b></p> <ul style="list-style-type: none"> <li>- Total Revenue: 113%</li> <li>- Total Expenses: 59%</li> </ul> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>PROFIT &amp; LOSS</b> <span style="float: right;">Last month ▾</span></p> <p>Net profit for October</p> <p>-\$10,976 <span style="color: blue;">📈 100%</span></p> <p>📈 Up 32% from prior month</p> <p>\$12,238 Income <span style="display: inline-block; width: 100px; height: 10px; background-color: green; margin-left: 20px;"></span></p> <p>\$23,213 Expenses <span style="display: inline-block; width: 100px; height: 10px; background-color: blue; margin-left: 20px;"></span></p> </div> <div style="width: 48%;"> <p><b>INVOICES</b></p> <p>\$9,219 Unpaid <span style="float: right;">Last 365 days</span></p> <p><b>\$8,494</b> <span style="float: right;"><b>\$725</b></span></p> <p>Overdue <span style="float: right;">Not due yet</span></p> <div style="display: flex; justify-content: space-between; width: 100px;"> <div style="width: 80%; height: 10px; background-color: orange;"></div> <div style="width: 20%; height: 10px; background-color: gray;"></div> </div> <p>\$6,825 Paid <span style="float: right;">Last 30 days</span></p> <p><b>\$0</b> <span style="float: right;"><b>\$6,825</b></span></p> <p>Not deposited <span style="float: right;">Deposited</span></p> <div style="display: flex; justify-content: space-between; width: 100px;"> <div style="width: 80%; height: 10px; background-color: green;"></div> <div style="width: 20%; height: 10px; background-color: gray;"></div> </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;"> <p><b>EXPENSES</b> <span style="float: right;">Last 30 days ▾</span></p> <p>Spending for last 30 days</p> <p>\$20,404 <span style="color: blue;">📈 94%</span></p> <p>📉 Down 10% from prior 30 days</p> <div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> <li>● PAYROLL-GROSS</li> <li>● OPERATION &amp; MAINTENANCE</li> <li>● ADMINISTRATION / OFFICE</li> <li>● Other</li> </ul> </div> <p style="font-size: x-small;">🔄 5 to review</p> </div> <div style="width: 48%;"> <p><b>ACCOUNTS RECEIVABLE</b> <span style="float: right;">As of today</span></p> <p>Total</p> <p>\$11,930</p> <div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> <li>● CURRENT</li> <li>● 1 - 30</li> <li>● 31 - 60</li> <li>● 61 - 90</li> <li>● 91 AND OVER</li> </ul> </div> </div> </div> <p><b>Proposed and/or Approved Expenditures for New 25-26 Fiscal Year</b></p> <ul style="list-style-type: none"> <li>- Fishing Derby \$350- <b>Completed</b></li> <li>- Gazebo and Playground Landscaping- <b>Completed</b></li> <li>- Gazebo Water Leak Repair- \$13,650- <b>Completed</b></li> <li>- Replace Playground Set- \$33,000 (Reserves)- In progress</li> <li>- Replace Fence in Playground- \$7,000 (Reserves)</li> <li>- Lake Weed Treatment- \$14,000 <b>Completed</b></li> <li>- Lake Water Testing- \$600 <b>Completed</b></li> <li>- Tennis Courts Maintenance- \$750 <b>Completed</b></li> <li>- Shredding Event- Old Documents- \$925- <b>Completed</b></li> <li>- Background Checks- \$150- <b>Completed</b></li> </ul>	

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

- Training/CPR Class- \$800 **Completed**
- Community Picnic- \$1,850- **Completed**
- Garage Sale Ads- \$75 **Completed**
- July 4<sup>th</sup> Americana Décor- \$50 **Completed**
- Boat Launch Upkeep- \$1,500 In progress
- Slide Gate Inspection and Underwater Inspections of Docks- Reserves- \$4,700 – **Completed**
- Fish Plant- \$3,200- **Completed**
- Halloween Décor- \$50- **Completed**
- Christmas Events- \$650- In progress

**HOA Payment Plans and Liens:**

- One homeowner in payment plan.
- LLVCC has a total of six property liens.
- There is one property in foreclosure proceedings. The homeowner is making payments.

**Open Purchase Orders:**

- No open purchase orders

**Audit Funds CD expiring in December-** Sylvia Banzon

- Review and Approval

Plan: To transfer funds to a 5-month CD at 3.5% to generate interest until election results. The new account will be opened using the current signers James Byrne, Mark Murray, and Sylvia Banzon.

**Motion:** Sylvia motioned to approve plan for expiring CD.

**Second:** Scott

**Ayes:** Mo, Sylvia, Scott, Dale, Mark, Carol and Deb

**Oppose:** None

**Abstain:** James

**Salary increases-** James Byrne

- Deferred.

**Payment Plan Fee-** Sylvia Banzon

- It was discussed that homeowners would like to have the option to pay for dues or fines by making monthly payments. Changing to a monthly option will add extra work to our office staff. It was decided that a flat fee of \$60 will be added to the balance amount for the payment plan option starting April 1, 2026.

**Motion:** Carol motioned to approve the payment plan fee.

**Second:** Dale

**Ayes:** Mo, Sylvia, Scott, Dale, Mark, Carol and Deb

**Oppose:** None

**Abstain:** James

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

NEW BUSINESS		
<b>Tennis Courts</b>	<p><b>Question:</b> Why is one side of the tennis courts closed and why are we not taking care of them?</p> <p><b>Response:</b> We took the net off one side of the tennis court because the ground is uneven and we were concerned about a fall. We have a ground lease for the tennis courts until April 1, 2026. We are not sure if we will be able to renew the lease at this time.</p>	
<b>Patrol Rounds</b>	<p><b>Question:</b> How many rounds do you do per day? Closing the park at dusk.</p> <p><b>Response:</b> Patrol does three rounds per day. We are going to add a round at dusk that would include closing the bathrooms and the beach area.</p> <p><b>Motion:</b> James motioned to add a 4<sup>th</sup> round to the Patrol schedule to include closing the restrooms and the park area.</p> <p><b>Second:</b> Carol</p> <p><b>Ayes:</b> Mo, Sylvia, Scott, Mark, Carol and Deb</p> <p><b>Oppose:</b> Dale</p> <p><b>Abstain:</b> James</p>	
<b>Piles of Dirt in Park</b>	<p><b>Question:</b> Why is there a pile of dirt in the park? When are you planning to remove it?</p> <p><b>Response:</b> We will investigate this.</p>	
<b>Beach Trespassers</b>	<p><b>Question:</b> Who do we call where there are people at the beach after hours?</p> <p><b>Response:</b> At this time, we do not have someone or the means to pay for someone that can be on-call 24 hours. We are adding a No Trespassing sign to the chain, so it is more visible as a deterrent.</p>	
<b>Dock Boards</b>	<p><b>Question:</b> Why were dock boards replaced with treated wood instead of cedar?</p> <p><b>Response:</b> We were not aware of this until it was pointed out. The boards will be replaced in the spring with cedar boards. The executive officers realized there is a lack of supervision of contractors since we lost Don, and this will be corrected in the upcoming year.</p>	
<b>Budget Draft</b>	<p><b>Motion:</b> James motioned to increase the proposed draft budget dues by \$1.</p> <p><b>Second:</b> Dale</p> <p><b>Ayes:</b> Mo, Sylvia, Scott, Mark, Carol, Dale and Deb</p>	

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

	<p><b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<b>PUBLIC COMMENTS/QUESTIONS- New Business</b>		
<b>OPERATIONS</b>		
<b>Maintenance</b>	<p><b>Picnic Tables-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Picnic tables were turned upside down by someone a couple of weeks ago. We are not sure why or who did it.</li> <li>- It was discussed to lock the tables down to ensure this doesn't happen again.</li> <li>- James will get a quote for concrete and locks</li> <li>- James and Mark will look into securing them.</li> </ul>	
<b>Office</b>	<p><b>Holiday Closures-</b> Sylvia Banzon</p> <ul style="list-style-type: none"> <li>- December 24- Jan 2</li> <li>- December 29-30 administrative days for invoices and end of year stuff. We will not be open to the public.</li> </ul> <p><b>HOA Calendar-</b> Mary Helton</p> <ul style="list-style-type: none"> <li>- January Meeting Discussion</li> <li>- Approval</li> </ul> <p><b>Motion:</b> James motioned to the meeting calendar for next year as originally presented without changes.  <b>Second:</b> Carol  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<b>Patrol/Compliance</b>	<p><b>Incident Tracking Log-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Motion:</b> Carol motioned to approve log as presented  <b>Second:</b> Deb  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>Complaint Tracking Log-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Motion:</b> Mark motioned to approve log as presented  <b>Second:</b> Carol  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

	<p><b>Eyesore Log-</b> James Byrne</p> <ul style="list-style-type: none"> <li>- Review and approval- We are starting a new process. Deferred.</li> </ul>	
<b>COMMITTEES</b>		
<p><b>Architectural Control (ACC)</b></p>	<p><b>Chairman’s Report-</b> Mark Murray</p> <p><b>ACC Logs Approval-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Motion:</b> Mark motioned to approve log as presented  <b>Second:</b> Sylvia  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>New Construction Permits Log-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Motion:</b> Mark motioned to approve log as presented  <b>Second:</b> Deb  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>Replanting Log-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Motion:</b> Mark motioned to approve log as presented  <b>Second:</b> Scott  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>Project Completion Log-</b> Mark Murray</p> <ul style="list-style-type: none"> <li>- Review and approval</li> </ul> <p><b>Motion:</b> Mark motioned to approve log as presented  <b>Second:</b> Carol  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<p><b>Building</b></p>	<p><b>Chairman’s Report-</b> Dale Leaman</p> <p><b>Building Committee Update-</b> Dale Leaman</p> <ul style="list-style-type: none"> <li>- Nothing new at this time.</li> </ul>	
<p><b>Lake Management</b></p>	<p><b>Chairman’s Report-</b> Scott Horsfall</p>	

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

	<p><b>Dam and Weir Inspection Log-</b> Scott Horsfall</p> <ul style="list-style-type: none"> <li>- Discussion</li> </ul> <p><b>Motion:</b> Scott motioned to approve the log as presented.  <b>Second:</b> Deb  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>Question from Jerry Cloyd:</b> Weeds continue to grow around my dock and other places. Requesting another weed treatment.</p> <p><b>Response:</b> Please send an email to the office with your request for consideration. We will discuss it at the next meeting.</p>	
<b>Hearing</b>	<p><b>Chairman’s Report-</b> Dale Leaman</p> <ul style="list-style-type: none"> <li>- No hearing</li> </ul>	
<b>Safety</b>	<p><b>Chairman’s Report-</b> Deb Wallace</p> <ul style="list-style-type: none"> <li>- No meeting</li> </ul> <p><b>Sheriff’s Report-</b> Maureen Allen</p> <ul style="list-style-type: none"> <li>- No Report</li> </ul>	
<b>OLD BUSINESS</b>		
<b>MEETING ADJOURNMENT</b>		
<b>Motion to Adjourn</b>	<p><b>Motion:</b> Mark motioned to adjourn meeting at 6:22 pm  <b>Second:</b> Deb  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	
<b>CLOSED EXECUTIVE SESSION</b>		
<b>Board Discussions</b>	<p><b>New Issues:</b></p> <ul style="list-style-type: none"> <li>- <b>Fence without permit-</b> Homeowner made a presentation of the circumstance around his actions. The Board discussed the situation.</li> </ul> <p><b>Motion:</b> Mark motioned to reduce the imposed fine with the condition of completing a permit application for our records  <b>Second:</b> Scott  <b>Ayes:</b> Mo, Sylvia, Scott, Mark, Carol and Deb  <b>Oppose:</b> Dale  <b>Abstain:</b> James</p> <ul style="list-style-type: none"> <li>- <b>RVs – Division 7 and 8</b></li> <li>- <b>Covenants-</b> Discussion</li> </ul>	

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

- **Boat Violation-** Discussion
- **Weekends Calls-** Discussion
- **Revised RCWs-** Deferred
- **Board Member Attendance**

Board member has missed three meetings in a row without a reason for missing meetings.

**Motion:** James motioned to remove Mike Columbus from the Board as he became disqualified per Bylaws Article IV, D-Removal.

**Second:** Dale

**Ayes:** Mo, Sylvia, Scott, Dale, Mark, Carol and Deb

**Oppose:** None

**Abstain:** James

This leaves a Board member seat open for the Lake Management Committee.

**Motion:** James motioned to add Deb Wallace as the second Board member for the Lake Management Committee

**Second:** Carol

**Ayes:** Mo, Sylvia, Scott, Dale, Mark, and Carol

**Oppose:** None

**Abstain:** James, Deb

- **Safety Committee**

The safety committee has dwindled to the two Board members due to lack of participation from the community. To continue their work, other board members will be participating as community members to ensure we continue the work. If community members want to join, please call the office. The committee is composed of Deb Wallace, Mo Allen, Dale Leaman, Carol Low and James Byrne. The last three will participate as community members until volunteers come forward.

- **Tree Removal-** Deleted. This issue was resolved prior to meeting.

- **Playground**

**Motion:** James motioned to accept the Left Coast Recreation bid for the playset.

**Second:** Deb

**Ayes:** Mo, Sylvia, Scott, Dale, Mark, Carol and Deb

**Oppose:** None

**Abstain:** James

**LAKELAND VILLAGE COMMUNITY CLUB**

Board Meeting Minutes

	<p><b>Motion:</b> James motioned to add a Budget Variance up to \$10,000 for the playground project.  <b>Second:</b> Dale  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p> <p><b>Closed Section ended at 7:51 pm.</b></p>	
<b>PRIOR ACTION ITEMS</b>		
<b>DISCUSSION</b>	<b>Action Item List-</b> James Byrne	
<b>UPCOMING MEETINGS</b>		
<b>January 21, 2026</b>	5:30 PM Board of Directors Meeting	
<b>UPCOMING EVENTS</b>		
<b>December 6, 2025</b>	<b>Santa Comes to Allyn Town-</b> Waterfront Park 11am-2pm	
<b>MEETING ADJOURNMENT</b>		
<b>Motion to Adjourn</b>	<p><b>Motion:</b> Scott motioned to adjourn @ 7:59 pm.  <b>Second:</b> Carol  <b>Ayes:</b> Mo, Sylvia, Scott, Dale, Mark, Carol and Deb  <b>Oppose:</b> None  <b>Abstain:</b> James</p>	

# Balance Sheet

## LAKELAND VILLAGE COMMUNITY CLUB

As of January 26, 2026

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
Biller Genie ACH Sweep Account	0.00
Biller Genie CC Sweep Account	0.00
KCU 5-month CD 004	20,923.09
KCU 5 month CD 005	15,364.15
KCU Business Checking #0007	17,691.38
KCU Business MM #0001	16,420.25
KCU Employee Checking #0008	687.04
KCU MM Diamond #0006	82,661.08
KCU PremMM 002	99,000.00
KCU Savings #0000	0.00
Key Bank Checking #9554	1,023.03
Key Bank Litigation #9709	46,348.58
Key Bank MM #9422 -Cap Reserves	166,969.52
Kitsap Bank CD #1828	21,876.57
Kitsap Bank Checking #1596	1,107.55
Kitsap Bank Holding MM #1818	35,435.15
<b>Total for Bank Accounts</b>	<b>\$525,507.39</b>
Accounts Receivable	
ACCOUNTS RECEIVABLE	1,469.70
<b>Total for Accounts Receivable</b>	<b>\$1,469.70</b>
Other Current Assets	
Payroll Corrections	0.00
Payroll Refunds	174.84
Petty Cash	502.63
PREPAID INSURANCE	7,084.01
QuickBooks Tax Holding Account	1,591.59
UNDEPOSITED FUNDS	2,850.00
<b>Total for Other Current Assets</b>	<b>\$12,203.07</b>
<b>Total for Current Assets</b>	<b>\$539,180.16</b>
Fixed Assets	
2009 FORD RANGER	10,500.00
ACCUM DEPRECIATION	-198,602.99
FURNITURE & FIXTURES	0.00
IMPROVEMENTS	150,584.20
NAVY EASEMENT LAND	3,980.00
OFFICE EQUIPMENT	2,355.45
PROPERTY & EQUIPMENT	48,335.87
<b>Total for Fixed Assets</b>	<b>\$17,152.53</b>

# Balance Sheet

## LAKELAND VILLAGE COMMUNITY CLUB

As of January 26, 2026

DISTRIBUTION ACCOUNT	TOTAL
Other Assets	
<b>Total for Assets</b>	<b>\$556,332.69</b>
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE	672.24
<b>Total for Accounts Payable</b>	<b>\$672.24</b>
Credit Cards	
T-MOBILE REBATE CC 1885	0.00
<b>Total for Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
6560 TAXES & INSURANCE	
PAYROLL TAXES-EMPLOYER	-539.15
<b>Total for 6560 TAXES &amp; INSURANCE</b>	<b>-\$539.15</b>
ASSOC. TAXES PAYABLE	0.00
CHECKS HELD	0.00
CONTRACT LIABILITIES	0.00
Direct Deposit Liabilities	197.65
Direct Deposit Payable	0.00
PAID TIME OFF PAYABLE	2,307.03
PAYROLL LIABILITIES	3,585.26
PREPAID MEMBER DUES	0.00
<b>Total for Other Current Liabilities</b>	<b>\$5,550.79</b>
<b>Total for Current Liabilities</b>	<b>\$6,223.03</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$6,223.03</b>
Equity	
RETAINED EARNINGS	470,391.82
Net Income	79,717.84
Opening Bal Equity	0.00
<b>Total for Equity</b>	<b>\$550,109.66</b>
<b>Total for Liabilities and Equity</b>	<b>\$556,332.69</b>

# LAKELAND VILLAGE COMMUNITY CLUB

Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

April 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
CAPITAL FUNDS		45,000.00	-45,000.00	
INTEREST REVENUE				
C/D INTEREST INCOME	2,519.46	2,500.00	19.46	100.78 %
MONEY MARKET ACCOUNT INTEREST	5,565.16	4,800.00	765.16	115.94 %
SAVINGS ACCOUNT INTEREST	12.48	20.00	-7.52	62.40 %
<b>Total INTEREST REVENUE</b>	<b>8,097.10</b>	<b>7,320.00</b>	<b>777.10</b>	<b>110.62 %</b>
Returned Check Charges	0.00		0.00	
REVENUE				
A-MEMBERSHIP DUES	270,336.99	273,458.00	-3,121.01	98.86 %
BOAT STORAGE FEES	1,721.19	1,750.00	-28.81	98.35 %
COVENANT VIOLATION FINES	26,752.06	3,000.00	23,752.06	891.74 %
FINANCE CHARGES / LATE FEES	12,501.35	2,500.00	10,001.35	500.05 %
LIEN COLLECTIONS	22,543.18	2,000.00	20,543.18	1,127.16 %
LIEN FEES CHARGED	433.18	2,000.00	-1,566.82	21.66 %
LLVCC RECORDS REQUEST FEE		6.00	-6.00	
MISC. DEPOSITS	26.10	100.00	-73.90	26.10 %
NOTARY SERVICES	360.00	400.00	-40.00	90.00 %
PROPERTY TRANSFER FEES	18,036.16	24,000.00	-5,963.84	75.15 %
PROPERTY WALKAROUNDS	370.94	925.00	-554.06	40.10 %
RETURNED CHECK FEES	126.82	30.00	96.82	422.73 %
SIGN FEES-ADDITIONAL	886.19	750.00	136.19	118.16 %
<b>Total REVENUE</b>	<b>354,094.16</b>	<b>310,919.00</b>	<b>43,175.16</b>	<b>113.89 %</b>
Technology_Fees_BG	131.60		131.60	
Unapplied Cash Payment Income	759.03		759.03	
<b>Total Income</b>	<b>\$363,081.89</b>	<b>\$363,239.00</b>	<b>\$ -157.11</b>	<b>99.96 %</b>
GROSS PROFIT	<b>\$363,081.89</b>	<b>\$363,239.00</b>	<b>\$ -157.11</b>	<b>99.96 %</b>
<b>Expenses</b>				
ADMINISTRATION / OFFICE				
ACCOUNTING & TAX SERVICES	418.01	6,000.00	-5,581.99	6.97 %
ADMINISTRATION MILEAGE	103.81	160.00	-56.19	64.88 %
ADVERTISING		200.00	-200.00	
BACKGROUND CHECKS	39.90	150.00	-110.10	26.60 %
BANK FEES & SERVICE CHARGES	731.34	3,750.00	-3,018.66	19.50 %
CAMERAS SERVICE	216.00		216.00	
CELLPHONE SERVICE	3,514.19	1,800.00	1,714.19	195.23 %
CLUBHOUSE CARPET CLEANING	1,207.98	1,250.00	-42.02	96.64 %
COMPUTER SUBSCRIPTIONS				
ADOBE	173.68	320.00	-146.32	54.28 %
CONSTANT CONTACT	660.28	800.00	-139.72	82.54 %
EXTERNAL ACCESS		200.00	-200.00	
INTUIT-QUICKBOOKS	3,026.79	2,500.00	526.79	121.07 %
MICROSOFT OFFICE 365	594.01	100.00	494.01	594.01 %

# LAKELAND VILLAGE COMMUNITY CLUB

Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

April 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total COMPUTER SUBSCRIPTIONS</b>	<b>4,454.76</b>	<b>3,920.00</b>	<b>534.76</b>	<b>113.64 %</b>
CONVENIENCE FEES	652.83	500.00	152.83	130.57 %
LEGAL FEES	1,420.00	6,000.00	-4,580.00	23.67 %
LEGAL FEES-LIENS & FORECLOSURE	12,375.05	8,000.00	4,375.05	154.69 %
MASON COUNTY AUDITOR	1,880.62	2,000.00	-119.38	94.03 %
NON PROFIT REPORT	20.00	125.00	-105.00	16.00 %
OFFICE RENT	1,750.00	3,000.00	-1,250.00	58.33 %
OFFICE SUPPLIES				
COPIER LEASE	3,278.21	4,200.00	-921.79	78.05 %
GENERAL OFFICE SUPPLIES	858.77	1,000.00	-141.23	85.88 %
OFFICE EQUIPMENT	408.85	500.00	-91.15	81.77 %
POSTAGE & DELIVERY	261.67	1,500.00	-1,238.33	17.44 %
PRINTING	727.72	800.00	-72.28	90.97 %
<b>Total OFFICE SUPPLIES</b>	<b>5,535.22</b>	<b>8,000.00</b>	<b>-2,464.78</b>	<b>69.19 %</b>
PAYROLL OFFICE COORDINATOR	45,169.14	58,200.00	-13,030.86	77.61 %
RESERVE STUDY		0.00	0.00	
TECHNICAL SUPPORT	1,094.67	1,500.00	-405.33	72.98 %
WEBSITE	340.00	1,000.00	-660.00	34.00 %
<b>Total ADMINISTRATION / OFFICE</b>	<b>80,923.52</b>	<b>105,555.00</b>	<b>-24,631.48</b>	<b>76.66 %</b>
BAD DEBT	25,096.29		25,096.29	
CAPITAL RESERVES				
CAPITAL EXPENSES	30,778.41	45,000.00	-14,221.59	68.40 %
FUNDING RESERVES		40,000.00	-40,000.00	
<b>Total CAPITAL RESERVES</b>	<b>30,778.41</b>	<b>85,000.00</b>	<b>-54,221.59</b>	<b>36.21 %</b>
COMMUNITY EVENTS				
CHRISTMAS LIGHT CONTEST	250.00	300.00	-50.00	83.33 %
CHRISTMAS- KIDS	361.95	350.00	11.95	103.41 %
CPR TRAINING	595.00	800.00	-205.00	74.38 %
EASTER	179.00	325.00	-146.00	55.08 %
FISHING DERBY	267.45	350.00	-82.55	76.41 %
GARAGE SALE	79.46	75.00	4.46	105.95 %
HALLOWEEN DECOR	50.00	50.00	0.00	100.00 %
JULY 4TH AMERICANA DECOR	50.00	50.00	0.00	100.00 %
PICNIC	1,810.10	1,850.00	-39.90	97.84 %
SHREDDING EVENT	618.00	625.00	-7.00	98.88 %
<b>Total COMMUNITY EVENTS</b>	<b>4,260.96</b>	<b>4,775.00</b>	<b>-514.04</b>	<b>89.23 %</b>
DEPRECIATION		6,970.84	-6,970.84	
INSURANCE	-0.86		-0.86	
BOARD OF DIRECTOR INSURANCE	5,343.13	5,500.00	-156.87	97.15 %
PROPERTY LIABILITY INSURANCE	15,015.00	12,250.00	2,765.00	122.57 %
UMBRELLA POLICY	5,149.00	6,500.00	-1,351.00	79.22 %
VEHICLE INSURANCE	2,524.00	2,300.00	224.00	109.74 %

# LAKELAND VILLAGE COMMUNITY CLUB

Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

April 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
VOLUNTEER INSURANCE	300.00	350.00	-50.00	85.71 %
<b>Total INSURANCE</b>	<b>28,330.27</b>	<b>26,900.00</b>	<b>1,430.27</b>	<b>105.32 %</b>
OPERATION & MAINTENANCE	-304.14		-304.14	
COMMON AREA IMPROVEMENTS				
BEACH/GAZEBO	1,878.58	1,800.00	78.58	104.37 %
BOAT STORAGE	130.68	1,500.00	-1,369.32	8.71 %
PLAYGROUND/BATHROOMS		1,200.00	-1,200.00	
<b>Total COMMON AREA IMPROVEMENTS</b>	<b>2,009.26</b>	<b>4,500.00</b>	<b>-2,490.74</b>	<b>44.65 %</b>
COMMON AREA LANDSCAPING	6,464.80	8,600.00	-2,135.20	75.17 %
PORTABLE RESTROOM	713.80	725.00	-11.20	98.46 %
TENNIS COURTS				
TENNIS COURT LEASE	25.00	25.00	0.00	100.00 %
TENNIS COURT MAINTENANCE	72.14	750.00	-677.86	9.62 %
<b>Total TENNIS COURTS</b>	<b>97.14</b>	<b>775.00</b>	<b>-677.86</b>	<b>12.53 %</b>
<b>Total COMMON AREA LANDSCAPING</b>	<b>7,275.74</b>	<b>10,100.00</b>	<b>-2,824.26</b>	<b>72.04 %</b>
COMPLIANCE/PATROL				
PATROL SUPPLIES	177.99	200.00	-22.01	89.00 %
VEHICLE FUEL	2,488.36	2,800.00	-311.64	88.87 %
VEHICLE MAINTENANCE	1,730.67	2,300.00	-569.33	75.25 %
VEHICLE REGISTRATION	96.25	125.00	-28.75	77.00 %
<b>Total COMPLIANCE/PATROL</b>	<b>4,493.27</b>	<b>5,425.00</b>	<b>-931.73</b>	<b>82.83 %</b>
LAKE MAINTENANCE				
DEPT. OF ECOLOGY-DAM FEES	1,208.00	2,500.00	-1,292.00	48.32 %
FISH	3,200.00	3,200.00	0.00	100.00 %
NOXIOUS WEEDS	13,322.50	14,000.00	-677.50	95.16 %
REPAIRS & OTHER MAINTENANCE	7,669.11	11,000.00	-3,330.89	69.72 %
WATER TESTING	225.00	600.00	-375.00	37.50 %
<b>Total LAKE MAINTENANCE</b>	<b>25,624.61</b>	<b>31,300.00</b>	<b>-5,675.39</b>	<b>81.87 %</b>
MAINTENANCE				
CONTRACT HOURS	3,950.00	4,500.00	-550.00	87.78 %
MAINTENANCE SUPPLIES	1,318.11	1,500.00	-181.89	87.87 %
MISC	9,436.93	18,500.00	-9,063.07	51.01 %
SPEED SIGNS		500.00	-500.00	
<b>Total MAINTENANCE</b>	<b>14,705.04</b>	<b>25,000.00</b>	<b>-10,294.96</b>	<b>58.82 %</b>
PAYROLL-GROSS				
BEACH AUTHORITY	7,872.15	9,000.00	-1,127.85	87.47 %
COMPLIANCE/PATROL	14,404.43	20,725.00	-6,320.57	69.50 %
MAINTENANCE	1,295.77	2,060.00	-764.23	62.90 %
<b>Total PAYROLL-GROSS</b>	<b>23,572.35</b>	<b>31,785.00</b>	<b>-8,212.65</b>	<b>74.16 %</b>
TREE REMOVAL		5,000.00	-5,000.00	
<b>Total OPERATION &amp; MAINTENANCE</b>	<b>77,376.13</b>	<b>113,110.00</b>	<b>-35,733.87</b>	<b>68.41 %</b>
Payroll Expenses	-482.35		-482.35	

# LAKELAND VILLAGE COMMUNITY CLUB

Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

April 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Taxes	526.51		526.51	
<b>Total Payroll Expenses</b>	<b>44.16</b>		<b>44.16</b>	
PAYROLL-GROSS				
COMPLIANCE/PATROL	565.07		565.07	
MAINTENANCE	19.21		19.21	
Reimbursements	2.32		2.32	
<b>Total PAYROLL-GROSS</b>	<b>586.60</b>		<b>586.60</b>	
TAXES				
FEDERAL INCOME TAX	3,261.75	2,500.00	761.75	130.47 %
PAID LEAVE	1,367.57	2,500.00	-1,132.43	54.70 %
PAYROLL TAXES-EMPLOYER	11,749.13	16,000.00	-4,250.87	73.43 %
<b>Total TAXES</b>	<b>16,378.45</b>	<b>21,000.00</b>	<b>-4,621.55</b>	<b>77.99 %</b>
TAXES (deleted)				
PAID LEAVE (deleted)	153.68		153.68	
<b>Total TAXES (deleted)</b>	<b>153.68</b>		<b>153.68</b>	
TRANSFER FEE EXPENSES				
NAME SIGNS & POSTS	5,684.13	4,400.00	1,284.13	129.18 %
<b>Total TRANSFER FEE EXPENSES</b>	<b>5,684.13</b>	<b>4,400.00</b>	<b>1,284.13</b>	<b>129.18 %</b>
UTILITIES				
Garbage	1,165.21	1,500.00	-334.79	77.68 %
INTERNET & PHONE	1,932.39	2,400.00	-467.61	80.52 %
PUD 3	10,625.50	14,100.00	-3,474.50	75.36 %
SEWER	1,080.81	1,500.00	-419.19	72.05 %
WATER	637.15	600.00	37.15	106.19 %
<b>Total UTILITIES</b>	<b>15,441.06</b>	<b>20,100.00</b>	<b>-4,658.94</b>	<b>76.82 %</b>
<b>Total Expenses</b>	<b>\$285,053.66</b>	<b>\$387,810.84</b>	<b>\$ -102,757.18</b>	<b>73.50 %</b>
NET OPERATING INCOME	<b>\$78,028.23</b>	<b>\$ -24,571.84</b>	<b>\$102,600.07</b>	<b>-317.55 %</b>
Other Expenses				
Reconciliation Discrepancies-1	354.22		354.22	
<b>Total Other Expenses</b>	<b>\$354.22</b>	<b>\$0.00</b>	<b>\$354.22</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -354.22</b>	<b>\$0.00</b>	<b>\$ -354.22</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$77,674.01</b>	<b>\$ -24,571.84</b>	<b>\$102,245.85</b>	<b>-316.11 %</b>



## **Option 2**

### **Lakeland Village Community Club**

**Estimate 10/28/2025**

**Allyn, WA**

**Sylvia 360-275-3508**

**boardmembers@llvcc.com**

**Presented By:**

**Christina Rogers, CPSI**

**253-313-4234**

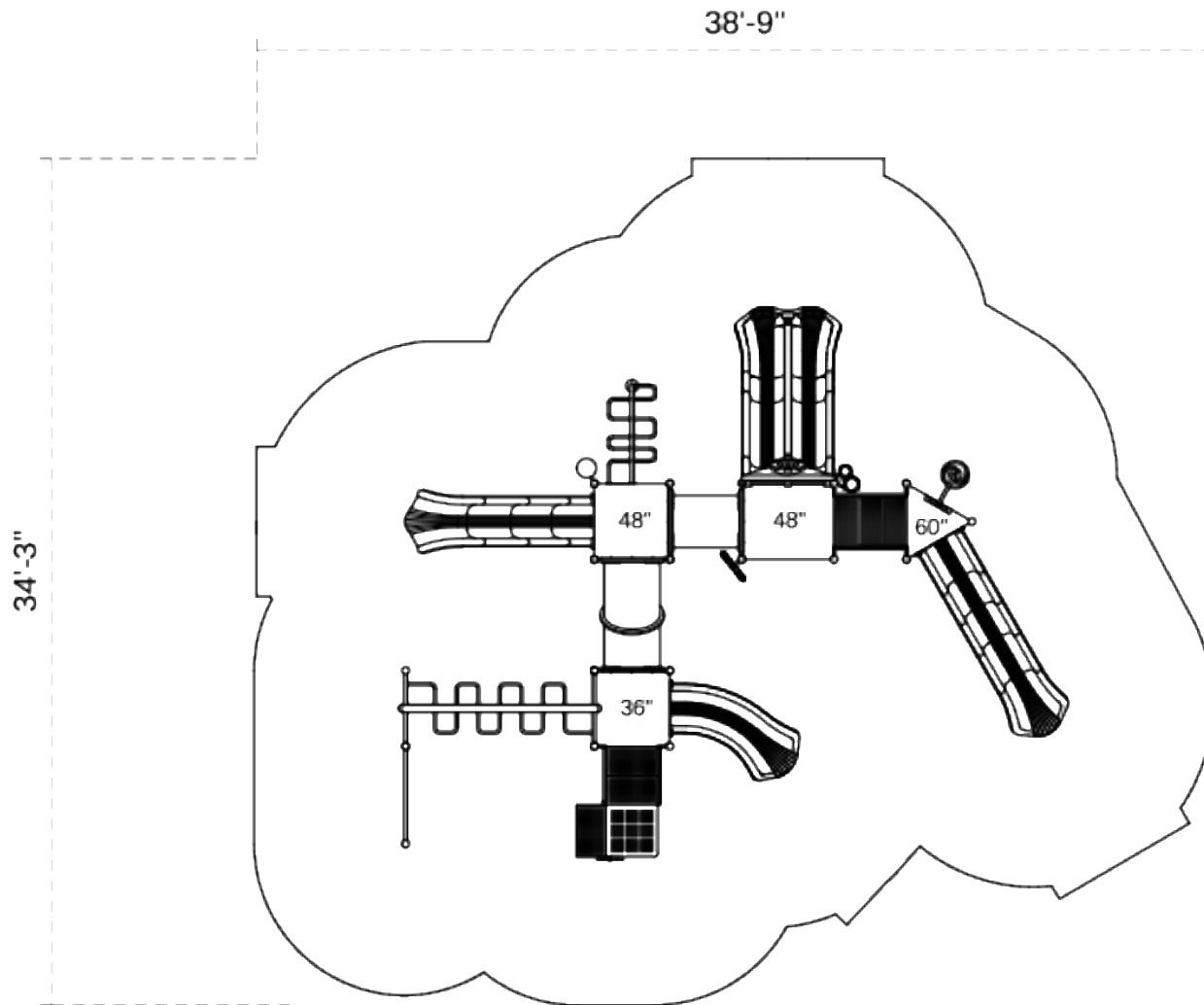
**leftcoastrecreation@gmail.com**

Grand Venetian  
Neutral Color





# Grand Venetian





- **Existing Swingbeam Parts Pricing:**
- 3.5" Clamps for top rail \$35 each x 8=\$280
- Belt swings with chains and clevises \$105 each x 2= \$210
- Bucket swings with chains and clevises \$179 each x 2= \$358
- Installation \$500
- Freight to LCR warehouse \$200
- Sales tax code 2300 8.6% \$115.93
- **Total \$1,663.93**
- **QUOTE VALID UNTIL 11/31/2025**



# LEVEL 2 RESERVE STUDY

## Professional Services Proposal



### LakeLand Village

470 East Country Club Drive, Allyn, WA 98524

For:  
**LakeLand Village Community Club**  
c/o Mary Helton, Office Manager  
P.O. Box 184  
Allyn, WA 98524  
(360) 275-3508

Prepared By:  
**Jeff Samdal, PE, RS, PRA**  
jeff@samdalassoc.com  
(206) 412-4305

Date Prepared:  
January 13, 2026  
Valid Through:  
April 13, 2026



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## INTRODUCTION

Samdal & Associates, Inc. is pleased to present this professional services proposal for a **Level 2 Reserve Study** to **LakeLand Village Community Club**. These services will be performed at LakeLand Village Community Club, located at: 470 East Country Club Drive, Allyn, WA 98524. This proposal is based on our understanding of the property and the desires of you, the Client. This understanding comes from our correspondence with Mary Helton on October 30, 2025 and the previous Reserve Studies that we have prepared for this study.

The following proposal is intended to provide you with knowledge about our company, our approach, our proposed services and deliverables. We believe that we are the best choice to provide these services based on:

- **Significant experience** as a company evaluating properties of all varieties.
- **Our reserve study approach that begins with association members** and their experience as property owners.
- **Jeff Samdal, PE, RS, PRA, is the Project Manager** selected to evaluate your property. He is expertly qualified, rivaling the most experienced and best credentialed in the industry.

Our evaluation of the property will also provide you with items that many of our competitors will not provide such as:

- **Meeting with the Board** for review of the Reserve Study report, including:
  - Assistance presenting/interpreting Reserve Study findings
  - Your Association's Board will have direct influence over many of the reserve items and the replacement schedule (contact us for further explanation)
  - We are available to participate in one Board meeting during business hours (8 AM to 5 PM) in person if the property is in King, Pierce, or Snohomish County. We will be available to participate in evening meetings and meetings with properties outside those 3 counties via conference call.
- **A complimentary round of edits** that may result from Board review.
- **Two annual updates** (Level 3 Studies) are INCLUDED in our fee for Level 2 Reserve Studies. This will keep the property in compliance with State of Washington RCW 64.90.545-64.90.560 for three years.
- **Up to three funding plan alternatives** for associations currently under funded
- Results derived from proprietary financial planning tools
- Integrated color photography, charts and graphs illustrating pertinent information

## PROPOSED SERVICES / SCOPE OF WORK

### PROPERTY DESCRIPTION

LakeLand Village Community Club is responsible for maintaining an earthen dam, a 44-acre lake, 7 private lots, 1 playground, 1 basketball court, 1 gazebo, a barbecue and picnic tables. There is a storage building and a brick bathroom house. There are 6 docks on the lake that are maintained by the community. Finally, the community club owns a Ford Ranger.

### PROPOSED SERVICE: FULL LEVEL 2 RESERVE STUDY

The purpose of this Reserve Study is to provide the Client with an understanding of their property and to bring to light current or future maintenance issues that may need to be addressed. This study is intended to be a planning and budgeting tool to adequately maintain the property 30 years into the future, significantly decreasing the possibility of unexpected special assessments.

Our reserve study approach begins with association members and their experience as property owners. We will listen to homeowners' maintenance desires, participate in a Board meeting to answer questions, and extend our service with complementary Level 3 annual updates. While we use proprietary tools to create reports, each is custom crafted for the property and homeowners at hand.

### PROJECT SCOPE OF WORK

#### Phase I – Information Gathering

Our initial task will be information gathering. We will need to speak with a representative of the owners and/or the Property Manager to gain a sense of the general status of the property. Please provide copies of any of the following documents that are available:

- Association financials (required)
- Drawings of the property
- Maintenance records
- Capital maintenance invoices
- Previous reports on the property including previous reserve studies
- Any other information regarding existing or on-going problems with the property

#### Phase II – On-site Inspection and Analysis

Following the initial correspondence regarding the property, we will perform a complete inspection of the property to provide our opinion of the current condition of the common building components and the anticipated capital needs that the Association will be responsible for over the next 30 years. This is a visual inspection and no invasive or destructive testing will be performed unless otherwise agreed to. If construction of the property has yet to be completed, a complete drawing set and product specifications are required.

We consider anticipated capital needs to be major expenses that can be reasonably predicted. Anticipated capital needs are not considered routine maintenance such as routine landscaping or touch-up paint; routine maintenance should be taken care of through an operating budget. Nor do we

consider anticipated capital needs to be expenditures that result from an accident or an unpredictable event, such as flood damage or earthquake damage; these items should be paid for by insurance.

### **Phase III – Completed Reserve Study**

We will provide the client with a Reserve Study that:

- Forecasts the anticipated capital expenditures of the property over the next 30 years.
- Analyzes the existing funding program for adequacy.
- Provides at least three funding alternatives that will adequately keep an appropriate reserve balance.

This completed reserve study will be provided electronically along with our final invoice.

### **Phase IV – Review Period**

For a period of 30 days the client has the opportunity to review the report and to request changes. It is during this review period that we are available for participation in one Board meeting to discuss the Reserve Study and to respond to questions and comments that may arise (this meeting is optional).

We are available to participate in one Board meeting during business hours (8 AM to 5 PM) in person if the property is in King, Pierce, or Snohomish County. We will be available to participate in evening meetings and meetings with properties outside those 3 counties via conference call.

### **Phase V – Incorporation of Feedback and Delivery of Final Report**

We will incorporate one round of appropriate changes that arise from correspondence during the review period. If there is no feedback during this period (and the Client is unresponsive to requests for feedback), we will assume that there are no changes and will consider the project completed.

An electronic copy of our final report will be sent to our client contact. Upon request, we will create up to two official bound reports that will be mailed or delivered to the requested address. Additional copies requested (beyond 2) will be charged an additional fee (see Standard Terms and Conditions).



## **PROJECT SCHEDULE**

We will coordinate with our designated contact person at the beginning of the project for a more defined timeline; including gathering appropriate information and arranging an on-site property inspection that includes gaining access to all appropriate areas of the property.

Most reserve studies are completed within 4 weeks of the start date. Time fluctuations most often occur as a result of delays in gathering pertinent information and/or prolonged review periods.

### **Start Date:**

We will consider the start date of this project the day that we have received (1) a completed Agreement for Professional Services and (2) Project Retainer, and (3) a completed Property Input Sheet.

### **Phase I – Information Gathering:**

In most instances we are able to meet with the appropriate property representative to begin information gathering within two weeks of the start date.

### **Phase II – On-site Inspection and Analysis:**

The on-site inspection is most often scheduled for the same day as the meeting with the property representative. In instances where this is not practical, we are typically available within one week of the meeting with the property representative.

### **Phase III – Completed Reserve Study:**

After we have received all pertinent information and we have completed the on-site inspection, we will present a completed Reserve Study within two weeks for your review.

***Please note: Our final invoice will come at this point.***

### **Phase IV – Review Period:**

For a period of 30 days the Board and/or Property Manager has the opportunity to review the report and to request changes.

### **Phase V – Incorporation of Feedback and Delivery of Official Bound Report:**

We will incorporate any necessary changes and deliver a final report within one week of receiving all feedback.



## ABOUT RESERVE STUDIES

### BENEFITS OF RESERVE STUDIES

Associations have a responsibility to their members to adequately maintain their properties and our Reserve Studies provide our clients with a financial planning tool to help implement proper capital maintenance plans.

Additional benefits of a properly implemented Reserve Study include:

- Problems are taken care of before growing into larger, more expensive problems.
- Property values are higher when properly maintained.
- Properly funded reserves are reflected in a well stated reserve study report, and many financial institutions (including FHA) are beginning to require them for approval (which is very helpful in selling or refinancing individual units).
- Compliance with State of Washington RCW 64.90. View the rules regarding Reserve Studies and Reserve Accounts here:

<http://app.leg.wa.gov/RCW/default.aspx?cite=64.90> - Sections 535, 540, 545, 550, 555, and 560

### STATE OF WASHINGTON RCW 64.90.550

As of July 1, 2018, WA State RCW 64.90.550 defined a Reserve Study in WA State as the following:

(1) Any reserve study is supplemental to the association's operating and maintenance budget.

(2) A reserve study must include:

(a) A reserve component list, including any reserve component, the replacement cost of which exceeds one percent of the annual budget of the association, excluding contributions to the reserves for that reserve component. If one of these reserve components is not included in the reserve study, the study must explain the basis for its exclusion. The study must also include quantities and estimates for the useful life of each reserve component, the remaining useful life of each reserve component, and current major replacement costs for each reserve component;

(b) The date of the study and a disclosure as to whether the study meets the requirements of this section;

(c) The following level of reserve study performed:

(i) Level I: Full reserve study funding analysis and plan;

(ii) Level II: Update with visual site inspection; or

(iii) Level III: Update with no visual site inspection;

(d) The association's reserve account balance;

(e) The percentage of the fully funded balance to which the reserve account is funded;

(f) Special assessments already implemented or planned;

(g) Interest and inflation assumptions;

This reserve study  
meets the  
qualifications of  
WA State RCW  
64.90.550

(h) Current reserve account contribution rates for a full funding plan and a baseline funding plan;

(i) A recommended reserve account contribution rate for a full funding plan to achieve one hundred percent fully funded reserves by the end of the thirty-year study period, a recommended reserve account contribution rate for a baseline funding plan to maintain the reserve account balance above zero throughout the thirty-year study period without special assessments, and a reserve account contribution rate recommended by the reserve study professional;

(j) A projected reserve account balance for thirty years based on each funding plan presented in the reserve study;

(k) A disclosure on whether the reserve study was prepared with the assistance of a reserve study professional, and whether the reserve study professional was independent; and

(l) A statement of the amount of any current deficit or surplus in reserve funding expressed on a dollars per unit basis. The amount is calculated by subtracting the association's reserve account balance as of the date of the study from the fully funded balance, and then multiplying the result by the fraction or percentage of the common expenses of the association allocable to each unit; except that if the fraction or percentage of the common expenses of the association allocable vary by unit, the association must calculate any current deficit or surplus in a manner that reflects the variation.

(3) A reserve study must also include the following disclosure:

"This reserve study should be reviewed carefully. It may not include all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. The failure to include a component in a reserve study, or to provide contributions to a reserve account for a component, may, under some circumstances, require the association to (1) defer major maintenance, repair, or replacement, (2) increase future reserve contributions, (3) borrow funds to pay for major maintenance, repair, or replacement, or (4) impose special assessments for the cost of major maintenance, repair, or replacement."

*Our Reserve Studies meet the reporting qualifications of Reserve Studies per RCW 64.90.550.*

## QUALIFICATIONS

### **ABOUT SAMDAL & ASSOCIATES, INC.**

Samdal & Associates (JSA) is a professional building inspection and engineering company based in Woodinville that provides high quality building inspections, financial analyses, project management solutions, and related services to property owners and purchasers from the perspective of Professional Engineers, Reserve Specialists, and real estate enthusiasts.

Our philosophy is simple: *Be the very best at what we do. We focus on quality, not quantity, and each property -- with its unique set of features -- is treated as if it were our own.* We form strategic partnerships with owners and property managers that are meant to last.

### **ABOUT JEFF SAMDAL**

**Jeff Samdal, PE, RS, PRA is the Owner of the company and is the proposed Project Manager for these services.**

As the company's founder and primary building inspector, Jeff consistently earns accolades because of his attention to detail, practical approach, knowledge of the industry, and genuine appreciation for clients' concerns for their real estate investments. He has performed well over 4,000 building inspections, reserve studies, and related services over the last 16 years for building owners, homeowners, associations, government agencies, lenders, insurers, and more. His credentials rank amongst the best in the industry, and include:

- Dual Licensed Professional Engineer (PE) - Civil & Mechanical, Washington State
- Accredited Reserve Specialist (RS) - Community Associations Institute (CAI)
- Professional Reserve Analyst (PRA) - Association of Professional Reserve Analysts (APRA)
- Building Inspection Engineer (BIE) - National Academy of Building Inspection Engineers (NABIE)
- Structural Pest Inspector (SPI) - Washington State
- Licensed Home Inspector - Washington State

Jeff has been owner and operator of Samdal & Associates since 2005. Additionally, Jeff has been the co-owner and president of True North Construction Management since 2017, which is informative in obtaining current construction costs and keeping up to date with modern construction methods and construction products.

Prior to concentrating on building inspections, Jeff worked for a large engineering firm in their Hydropower and Water Resources Group. He was involved in rebuilding and rehabilitating hydro facilities, and served as the on-site powerhouse and switchyard inspector during construction. Duties included design, drawing and specification preparation, cost estimating, scheduling, and construction management.

Jeff lives in Woodinville with his wife and 2 children and has been involved with many of their activities as a Little League coach, a scout leader, a personal fitness coach, among other activities.



## **PROJECT FEE**

### **IN TOTAL**

The total lump sum fee for this reserve study is: **\$3,400**

### **PAYMENT SCHEDULE**

Project Retainer: **\$1,700**

*Due up front. The project retainer must be received along with a completed and signed Agreement for Professional Services before work can begin.*

Project Balance: **\$1,700**

*Balance due following submittal of report for Board review.*

The terms of payment are subject to our Standard Terms and Conditions.

## STANDARD TERMS AND CONDITIONS

### 1.0 SERVICE STANDARDS

Samdal & Associates (JSA) is dedicated to providing LakeLand Village Community Club (Client) with quality service. The standard of care for all services performed or furnished by JSA under this agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locale. JSA makes no warranty, express or implied, in connection with services performed or furnished. JSA may use or rely upon the services of others, including, but not limited to, sub-contractors, sub-consultants, manufacturers, and distributors. Client recognizes that interpretations and recommendations of JSA are based solely on the information available to JSA. JSA will be responsible for those data, interpretations and recommendations, but shall not be responsible for the interpretation by others of the information developed.

### 2.0 FEES AND EXPENSES

All consulting services performed will be billed in accordance with the fee schedule listed below plus necessary out of pocket costs. ***Inspections and other services that are bid at a predetermined lump sum fee have been bid with the following hourly rate schedule as the basis for each proposal.***

#### Current hourly rates are as follows:

Principal Engineering	\$160/hr
Staff Engineering	\$120/hr
Administrative	\$ 75/hr

All mileage driven in conjunction with this Project will be billed at the current Federal mileage rate.

All equipment rentals necessary for the job will be charged directly to the Client at cost plus 10 percent. Out-of-pocket costs such as printing, word processing, reproduction, special consultant fees, permits, special equipment, extraordinary insurance, fares, telephone, overnight lodging or meals expense, and other similar Project-related costs are billed at cost plus 10 percent.

### 3.0 TERMS OF PAYMENT

JSA requires a retainer fee to be paid prior to commencing any work on a Project. Extended engagements may require interim invoicing on a monthly basis or other pre-determined and agreed upon schedule. We will issue a final invoice at the same time that we issue a completed report and/or at the conclusion of our service on the Project.

Payment of each invoice is due upon delivery of invoice, unless credit terms have been established and are included in our Project Agreement.

Failure to pay invoices within the allotted time period will constitute a breach of contract and may result in suspension of work until such time as all overdue payments are made in full. Should any suspension occur because of overdue payments, the time for contract completion, if any is stated, shall be extended by the period of the suspension.

All outstanding invoiced balances remaining unpaid for thirty (30) days after date of invoice will be charged a finance charge in the amount of 1½ percent per month from the date of invoice, with the annual percentage rate being 18 percent, computed on a monthly basis. In the event that any invoice remains unpaid and it becomes necessary (in the opinion of JSA) to initiate collection procedures, the Client hereby agrees to pay all collection costs including, but not limited to, reasonable fees for attorneys retained by JSA and all court costs at our standard billing rate for time necessitated in court appearances or presentation of claim to the appropriate court jurisdiction.

Exceptions to the "Terms of Payment" must be specified in writing as part of the Project Agreement.

#### **4.0 GENERAL LIABILITY INSURANCE**

JSA represents and warrants that it is protected by General Liability Insurance and has such coverage that JSA deems adequate. Certificates of General Liability Insurance shall be provided to the Client upon request in writing. JSA shall not be responsible for any loss, damage or liability arising from any acts by Client, its agents, staff and other consultants employed by it.

#### **5.0 LIMITS OF LIABILITY**

To the fullest extent permitted by law, JSA and Client waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and sub-consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

JSA's total liability to Client under this agreement shall be limited to \$25,000 or the total amount of compensation received by JSA, whichever is greater, by reason of any act or omission, including breach of contract or negligence.

#### **6.0 INDEMNIFICATION BY OTHERS**

JSA will note all observations that are visible on the date(s) of the investigation pertaining to the scope of work. We will perform all tasks and prepare documentation for the exclusive use of the Client. JSA does not intend any other individual or party to rely upon our work products without our express written consent. If another individual or party relies on the work products that we provide, they shall indemnify and hold JSA harmless for any damages, losses, or expenses they may incur as a result of the use of these work products.

#### **7.0 OWNERSHIP OF DOCUMENTS**

All reports, design documents, calculations, estimates and other documents prepared by JSA are instruments of service, and JSA retains ownership and property interest, including the copyright and right of reuse in such documents, whether or not the Project is completed. Client agrees that all reports furnished to Client or his agents, which are not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. JSA will retain all pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at all reasonable times.

## **8.0 COPIES OF DOCUMENTS**

Upon request, JSA agrees to provide up to two hard copies of the final report, including all other final deliverables relating to the services performed. Additional copies may be provided upon request for a fee of \$20 each at JSA's discretion.

## **9.0 TERMINATION OF CONTRACT**

This agreement may be terminated at any time by either JSA or Client by written notice. In the event of termination, JSA shall be paid for services performed and expenses incurred up to the termination notice date, plus any expenses resulting from the termination.

## **10.0 ASSIGNMENT OF CONTRACT**

Neither JSA nor Client may delegate, assign, sublet or transfer his duties or interest in this agreement without the written consent of the other party.

## **11.0 JSA RELATIONSHIPS TO CONTRACTORS**

JSA shall not at any time supervise, direct, or have control over any contractor's work, nor shall JSA have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by a contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

JSA neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Client and such contractor.

JSA shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except JSA's own employees or sub-consultants) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Client without consultation and advice of JSA.

## **12.0 DISPUTES**

Any controversy or claim arising out of or relating to this agreement or the breach thereof shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution or legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute or limitations.



### **13.0 DURATION OF PROPOSAL VALIDITY**

The terms of all proposals are valid for a period of 90 days from the proposal date.

### **14.0 ACCEPTABLE METHOD TO MAKE CHANGES TO CONTRACT**

This agreement constitutes the entire agreement between Client and JSA and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a new signed agreement.



**\* \* \* How to Accept This Proposal \* \* \***

To accept this proposal, please review the following pages and complete/return the following:

- Agreement for Professional Services
- Property Input Sheet
- Additional Information
- Payment for Project Retainer



## AGREEMENT FOR PROFESSIONAL SERVICES

This is an Agreement for Professional Services between LakeLand Village Community Club (Client) and Samdal & Associates, Inc (JSA). The Client authorizes JSA to begin professional services as described in the SCOPE OF WORK; part of the Proposal for Professional Services for a **Level 2 Reserve Study at LakeLand Village Community Club**, dated January 13, 2026.

### TERMS OF PAYMENT

- Total Lump Sum Fee: **\$3,400**
- Project Retainer: **\$1,700** \*\*\* Due before any work can begin.
- Project Balance: **\$1,700** Due following completion of Phase III.

The terms of payment are subject to our Standard Terms and Conditions.

### ITEMS NECESSARY FOR PROJECT START

Before services begin, the following items must be completed and returned:

1. Agreement for Professional Services (this page)
2. Property Input Sheet (next page)
3. Project Retainer (listed above) – paid by check or credit card

### CLIENT AUTHORIZATION

By signing below, I certify that I am the appropriate representative for the Client mentioned above. I agree to the proposed Scope of Work, the Terms of Payment, and the Standard Terms and Conditions. I authorize JSA to begin work immediately following JSA's receipt of the requested Items Necessary for Project Start.

PRINTED NAME	REPRESENTING (IF APPLICABLE)
AUTHORIZING SIGNATURE	DATE

Please return this signed Agreement for Professional Services to Samdal & Associates, along with the appropriate Project Retainer, and the completed Property Input Sheet. We accept checks and credit card payments (VISA, MasterCard, American Express). Checks should be made payable to Samdal & Associates. All returned checks are subject to a \$35 processing fee. If paying by credit card, contact us via phone.

FAX: 425.825.9090      EMAIL: [jeff@samdalassoc.com](mailto:jeff@samdalassoc.com)      MAIL: PO Box 2489, Woodinville, WA 98072



## PROPERTY INPUT SHEET

### GENERAL PROPERTY INFORMATION

Name of Property: LakeLand Village Community Club

Address of Property: 470 East Country Club Drive

Allyn, WA 98524

Number of Buildings: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Year Constructed: \_\_\_\_\_ Other: \_\_\_\_\_

### CONTACT INFORMATION

*All correspondence, product delivery, and property access will be coordinated through this contact*

Contact Person & Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ office/home \_\_\_\_\_ mobile

Email(s): \_\_\_\_\_

### FINANCIAL INFORMATION

Reserve Fund Balance \$ \_\_\_\_\_ as of \_\_\_\_\_ (date)

The accounts that make up this Reserve Fund Balance are the following:

Account Name	Balance	Interest Rate
1. _____	\$ _____	% _____
2. _____	\$ _____	% _____
3. _____	\$ _____	% _____

Current Monthly Contribution to the Reserve Fund by Association: \$ \_\_\_\_\_

*This is the "Reserve Fund" contribution only, and does not include maintenance and utilities*

List any planned special assessments:

Date	Total Property Assessment
1. _____	\$ _____
2. _____	\$ _____

**ALONG WITH THIS BASIC INFORMATION, PLEASE ATTACH ANY ADDITIONAL FINANCIAL INFORMATION THAT YOU BELIEVE MAY AFFECT THE RESERVE STUDY**



## **REQUEST FOR ADDITIONAL INFORMATION**

We would appreciate your cooperation in providing us any and all information pertinent to analyzing this property and its financials. This information will be helpful in delivering the most accurate and complete Reserve Study possible.

Information that is helpful includes:

- Drawings of the property
- Maintenance records
- Capital maintenance invoices
- Previous reports on the property (including previous reserve studies)
- Any other information regarding existing or on-going problems with the property

*All documents and records will be returned to our designated contact person.*

A	B	C	D	E
65 Dec-Jan	Picnic table on cart path	Resident & Patrol	Evidence found of fires & beer cans, trash at picnic table. Cleaned up. Happens again. 3-4 times	Picnic table removed from area. Hope to discourage parties.

1/26/2026		Sterling Dr							Board President and Patrol to observe Wed. 1/28.
1/26/2028	LLVCC	Tennis courts	Trash cans in front of garage Courts not maintained.				Maintain courts		Forwarded to Board



# 2018 Nissan Frontier SV

**\$18,998\* | 49K miles**

Car Available at CarMax Renton, WA

Stock 27683227 VIN 1N6BD0CT8JN743638

## Features

ABS Brakes	Air Conditioning	Alloy Wheels	AM/FM Stereo
Automatic Transmission	Auxiliary Audio Input	Bed Cover	Bed Liner
Bluetooth Technology	CD Audio	Cloth Seats	Cruise Control
Overhead Airbags	Power Locks	Power Mirrors	Power Windows
Rear View Camera	Running Boards	Satellite Radio Ready	Side Airbags
SiriusXM Trial Available	Traction Control		

## Specifications

Torque (ft-lbs)	171 torque@4400rpm	Horsepower	152 horsepower@5200rpm	Fuel Capacity	21.1 gal
Dimensions	205.5" L x 72.8" W x 68.7" H	Wheelbase	125.9"	Front Tire Size (standard)	P265/70TR16
Driver Leg Room	42.4"	Driver Head Room	39.7"	Towing Capacity (Max)	3,500/3,500 lbs
Miles Per Gallon	17 city/22 hwy	Engine	4-cyl, Gas, 2.5L	Drive Type	Rear Wheel Drive
Transmission	Automatic	Color Ext/Int	White/Gray	Prior Use	None
Bed Type	Short				

\*Price excludes tax, title, and registration fees. Price assumes that final purchase will be made in the State of WA, unless vehicle is non-transferable. Vehicle subject to prior sale. Applicable transfer fees are due in advance of vehicle delivery and are separate from sales transactions. Limited warranty is 30 days. See store for details. We make every effort to provide accurate information, but please verify before purchasing.



# 2019 Nissan Frontier S

**\$16,998\*** | 74K miles

Car Available at CarMax Lynnwood, WA

Stock 27635624 VIN 1N6BD0CT7KN761453

## Features

ABS Brakes	Air Conditioning	AM/FM Stereo	Automatic Transmission
Auxiliary Audio Input	Bluetooth Technology	Cloth Seats	Cruise Control
Overhead Airbags	Rear View Camera	Side Airbags	Traction Control

## Specifications

Torque (ft-lbs)	171 torque@4400rpm	Horsepower	152 horsepower@5200rpm	Fuel Capacity	21.1 gal
Dimensions	205.5" L x 72.8" W x 68.7" H	Wheelbase	125.9"	Front Tire Size (standard)	P235/75TR15
Driver Leg Room	42.4"	Driver Head Room	39.7"	Towing Capacity (Max)	3,500/3,500 lbs
Miles Per Gallon	17 city/22 hwy	Engine	4-cyl, Gas, 2.5L	Drive Type	Rear Wheel Drive
Transmission	Automatic	Color Ext/Int	White/Gray	Prior Use	None
Bed Type	Short				

\*Price excludes tax, title, and registration fees. Price assumes that final purchase will be made in the State of WA, unless vehicle is non-transferable. Vehicle subject to prior sale. Applicable transfer fees are due in advance of vehicle delivery and are separate from sales transactions. Limited warranty is 30 days. See store for details. We make every effort to provide accurate information, but please verify before purchasing.

12/3/2025	12/11/2025	PUD removed fir tree Nov.26-Dec. 2	Approved	NA			
12/2/2025	12/11/2025	Remove 13 dead/dying trees	Approved	12/11/2025	1/31/2025	Fined \$500. Addressed Board; reduced to \$100. Paid 12/15/25	No replanting
12/11/2025		Install 4' metal fence for dog	Approved				
12/12/2025	12/12/2025	New roof; emergency	Approved	12/12/2025	1/30/2025	1/9/2026	
12/15/2025	12/16/2025	New metal roof	Approved	12/16/2025	1/30/2025		
12/17/2025	12/23/2025	Remove 1 tree leaning badly	Approved	12/29/2025	1/31/2026		
12/29/2025	1/6/2026	Install shed in backyard	Approved	1/6/2026	3/31/2026		
1/7/2026	1/12/2026	12' fence across side yard	Approved	1/13/2026	3/31/2026		
1/13/2026	1/16/2026	Remove 2 deciduous trees	Approved	1/16/2026	2/15/2026		





DATE OF PERMIT	LOT/DIV	PERMIT ENDS	REPLANT CONDITIONS	REPLANT		NOTES
				Replant plan received	COMPLETION DATE	
8/12/2024	65/11	10/31/2024	1:01	Not requested	Complete	Emailed for update 9/22/25; Confir med w/ pics.
8/22/2024	8/12-1.	4/1/2025	1 fir to be replanted	Not requested	Confirmed w/ Pics	Emailed for update 9/22/25; Confir med w/ pics.
9/5/2024	43/12-1	11/30/2024		Not requested	Reported Complete	Emailed for update 9/22/25; Verbal confirmation
8/29/2024	53/11	12/31/2024	4 alders, a cedar, a pine	Received		As per Hearing. Emailed for update 9/22/25
9/26/2024	33/12	1/31/2024	3 to be planted	Not requested		Emailed for update 9/22/25
9/26/2024	26/2.	6/1/2025	Replace firs	Not requested		Emailed for update 9/22/25
10/18/2024	36/12-1.	11/15/2024	4 trees approved; new native 1:1		Complete	Will send pics. Emailed for update 9/22/25. 9/26: Has 4 trees. Will plant 9/27-28

10/23/2024	3/10.						Confirmed w/ Pics	Pics requested.Email ed for update 9/22/25; Confirmed w/pics
1/15/2025	8/8 .				Replace fir w/ smaller species		Reported Complete 4/1/2025	Emailed for update 9/22/25; Verbal confirmation
1/30/2025	12/12-2.				3-4 trees	Not requested	Confirmed w/ Pics	Emailed for update 9/22/25; Confirmed w/pics
4/24/2025	96/5				1:1, Native, 6'			Emailed for update 9/22/25
5/7/2025	43/12-1				2 trees		Reported Complete	Emailed for update 9/22/25; Verbal confirmation
5/23/2025	113/8				black Lace Elderberry	Yes		Emailed for update 9/22/25
5/30/2025	103/11				Remove 2, replant 4 as per plan	Yes	Confirmed No pics. Can drive by	Emailed for update 9/22/25; Emailed confirmation
					Rhododendron, weeping spruce	Yes		

9/12/2025	5/11A	12/31/2025	6' tree, same species TBD- see MOU. 7 native trees in landscaping plan, to be approved by Board.			No visible tree.
8/19/2025		11/30/2025	4 6 ft douglas Fir Trees	Missed 9/15 deadline; Rec. Final plan 10/14/25	Planted four: 36", 33", 27", 26". All the nursery had.	Note Deadline in the letter Nov. 30, 2025
9/4/2025				No response as of Sept 22; NR 10/14/25. Fine paid 12/3/25. Reminder sent about replanting 12/5/25.	No trees 1/14/26	Fine; Folder in Board Correspondence; Reminder to pay fine sent 9/18/25; Letter with notice of late fees sent 11/20.
10/23/2025			Replace three trees four trees			Did not remove any trees.
11/5/2025	52/6	12/31/2025	Replant 1 Fir	Yes, w/permit		Tree in pot, not planted yet.
1/16/2026	47/12-1	4/1/2026	Replace with cedars	No, but stated on permit		

	A	C	E
132			
133	<b>Dec-25</b>		
134	<b>15th</b>	Remove 4 trees & stump	Complete
135	<b>15th</b>	Fencing & Landscaping	Complete
136	<b>15th</b>	Repair deck & trim	Complete
137	<b>31st</b>	Replace deck	Complete
138	<b>31st</b>	Install sprinkler; replace lighting	Begin mid-Nov
139	<b>31st</b>	Fencing & Landscaping	Complete
140	<b>31st</b>	Roofing	Complete
141	<b>31st</b>	Remove 2 trees	Complete
142	<b>31st</b>	Remove diseased tree, replant. Extend fence	Complete
143			
144	<b>Jan-26</b>		
145	<b>15th</b>	Roofing	Complete
146	<b>30th</b>	Roofing emergency	Complete 1/9/2026
147	<b>30th</b>	Metal roof	
148	<b>31st</b>	Deck addition	
150	<b>31st</b>	Human door through garage	Door in, Dec. 2025. Paint in Spring.
151	<b>31st</b>	Reroof house	Complete
152	<b>31st</b>	Remove 13 dead/dying trees	
153	<b>31st</b>	Remove tree	
154			

LakeLand Village Community Club  
Resolution No. 26 Architectural Control Committee  
**Draft for January 2026 Board Meeting**  
**(Proposed Revision to the existing Resolution 26)**

The LakeLand Village Community Club Bylaws authorize the Board of Directors ('Board') to create committees and delegate authority to them. This Resolution establishes the Architectural Control Committee ('ACC'), defines its authority and procedures, and clarifies how architectural provisions in the Covenants will be interpreted and enforced.

1. The LakeLand Village (LLV) Bylaws provide for the composition of Committees by the Board of Directors (herein referred to as the "Board"). The purpose of this Resolution is to define the Architectural Control Committee (ACC) and outline how it will conduct its work.
2. In older Covenants, the terms 'Control Committee' and 'Board of Trustees' are used in connection with architectural review and enforcement. For purposes of this Resolution and future administration of those Covenants, references to a 'Control Committee' or 'Board of Trustees' exercising architectural approval authority are interpreted to mean the Architectural Control Committee as established by this Resolution
3. The ACC is responsible for administering construction permit applications, project permit applications, managing the permit approval process, assisting Members in understanding applicable Divisional Covenants and other governing documents, and monitoring compliance with those provisions. Questions regarding interpretation or application of architectural provisions must be directed to the ACC. Office staff are not authorized to provide binding interpretations of Covenants, and any informal statements by staff do not constitute ACC or Association decisions.
4. Covenants architectural control rules vary by Division but generally include, for example, building size, proportions, shape, height, exterior design, exterior color, location on property, location of driveways and parking areas, retaining walls, stormwater management, fencing, landscaping, areas to be cleared and trees and natural vegetation to be removed, and temporary facilities and controls during construction (noise, work hours, trash, burning, etc.). Projects involving any, or all, of these items, and other architectural control topics outlined in Covenants are subject to ACC approval.
5. When considering an application for project approval, the ACC shall review and apply the Covenants for the specific Division and other applicable rules such as the Articles of Incorporation, Bylaws, and Resolutions.
6. Where Covenants refer to a 30-day limit for permit review, that period applies only to new residential construction permit applications and begins only upon the ACC's

written confirmation that a complete application has been received. The 30-day period does not apply to project permit applications (remodels, alterations, or other non-new-home improvements).

7. Members are solely responsible for ensuring that any work on their Lot complies with Covenants and ACC approval requirements. No work requiring ACC approval may proceed until the Member has received a written approval and physical permit from the ACC. Any construction or project commenced or completed without required ACC approval is unauthorized and may be subject to fines under the Association's enforcement Resolution(s) and to a requirement that the unauthorized work be modified or removed, after notice and an opportunity to be heard before the Board.
8. Neither the Association, the Board, nor any ACC member guarantees the suitability, safety, structural soundness, code compliance, or market value of any approved improvement, and no approval shall be construed as an endorsement of plans, specifications, or workmanship. Each Member remains responsible for obtaining and complying with all required governmental permits and approvals.
9. The ACC will work collaboratively with members prior to and during permit application to educate them about the rules and their application and assist them in resolving any issues. The solution to any identified issues will be documented by revising the application.
10. The ACC will respond to questions from members about the need for a permit for any project.
11. The following procedure will be followed for new construction permit applications:
  - a. If requested, the ACC will meet with members and their contractors in a pre-application meeting(s) to answer questions, ensure the application is in compliance, and assist with compliance.
  - b. A formal letter will be issued for all construction applications that indicates if the application is complete, and if it is disapproved, conditionally approved, or approved, and if any corrections are required.
  - c. The ACC will generally require the building location corners and extent of excavation to be identified with marker stakes, trees to be removed flagged with ribbon, and other markings as needed as part of the permit review process.
  - d. Building color selection for walls and roofing materials may be deferred for a project and omitted from the primary permit applications, but the color pallet with samples must be provided to the ACC prior to beginning painting or roofing work. Deferred submittal approval on colors will be in writing through the submission of a project permit application.

- e. The ACC has the discretion to conditionally approve a permit and request additional information/revision be provided as a deferred submittal for a non-conforming/incomplete application. The open issues must be resolved by the deadline outlined in the conditional approval letter.
12. All Board members in good standing shall serve as members of the ACC. The President shall appoint at least three (3) ACC members to serve as a standing Architectural Subcommittee ('Subcommittee') to review and decide Construction and Project permit applications, subject to the Board's authority under the governing documents and applicable law. A quorum of the Subcommittee shall be two (2) members, and any decision of the Subcommittee requires the affirmative vote of at least two (2) members.
  13. The ACC will review information provided on project permit applications (including attached documentation) and may perform a field visit to gather additional information to determine what is necessary to approve or disapprove the application. If accessing a member's property is required, the ACC will make contact, request approval, and schedule a time for a site visit.
  14. The subcommittee has the authority to approve or disapprove a project permit application. If the subcommittee cannot agree on approval, or disapproval, of a project permit application, or the subcommittee determines additional input is warranted, the project permit application shall be referred to the full ACC for review and consideration. Decisions will be made by majority vote.
  15. All project permit applications will be approved in writing through issuance of a physical permit. Informal notification of approval/disapproval may be provided by phone or email. The approved permit will be posted by Patrol, or the applicant will be directed to post the permit on the lot where work is to be conducted. Informal notification is not permitted for construction permits.
  16. Decisions of the Subcommittee are final unless a Member submits a written appeal to the full ACC within thirty (30) days of the date of the written decision. The full ACC (all Board members) shall review the record, may request additional information, and shall decide the appeal by majority vote. The ACC's appeal decision shall constitute the Association's final decision on the application
  17. All permit decisions shall be issued in writing and shall state whether the application is approved, approved with conditions, or disapproved, and the primary reasons for disapproval. Informal communications (phone, email, text, or verbal statements) are not final decisions and may not be relied upon as approval. The Subcommittee shall maintain a log of all applications, including dates, property address, scope, and decision, and such log shall be made available for Board review and for inspection by Members.
  18. The home design must be aesthetically adapted to the area and nearby developed properties. Approval of architectural plans and exterior materials may be withheld

if the proposed improvements are at variance with the applicable covenants.

19. Some lots in LLV are protected by covenants. Please refer to specific covenants for restrictions.
20. The ACC will use the Wikipedia definition of "[earthtone](#)" as a guide, combined with language in Resolution 7, with context for architectural design, to help ensure consistent disposition on project applications for exterior wall paint and roofing material color. This does not necessarily ensure that a specific Wikipedia color example will be approved, nor does this limit a member's proposed color to Wikipedia color examples.
21. Covenants for Divisions 1-9, 11, 12, 12-2, 14, and 15 (forthcoming) allow other approved roof materials when approved by the Architectural Control Committee and adopted by a resolution of the Board of Trustees. This resolution hereby adopts the following alternate for roofing materials.
  - a. *As an alternate to roof materials outlined in Covenants of Divisions 8, 9, 11, 12, 12-2, 14 and 15 (forthcoming) standing seam, corrugated (or similar), and other metal roofing that mimics slate, tile, wood shingles/shakes, or architectural asphalt roofs shall be permitted when approved by the ACC. Roofs must be painted/coated to prevent corrosion/discoloration, except copper which may form patina, and have a warranty of not less than forty (40) years. Roof type must fit the architectural character of the home and be earth tone in color."*

No such language appears in Covenants for Divisions 10, and 11a...metal roofing is not allowed.

22. Metal fences are not permitted in in many covenants. The ACC interprets this rule to prohibit farm-type fencing, and improvised metal fencing, such as barbed wire, chain link, thin-gage hog wire, chicken wire, corrugated metal and similar fences. Wrought iron, powder-coated, welded wire mesh panels (galvanized, stainless steel or powder coated), and other aesthetically pleasing metal fences of acceptable color will be approved on a case-by-case basis. Polymer fencing that mimics wood will be approved on a case-by-case basis.
23. Where Covenants require that homes be 'aesthetically adapted to the area and nearby developed properties,' the ACC shall apply this standard in a reasonable and non-arbitrary manner, considering factors such as roof form, massing, exterior materials, color, and compatibility with surrounding homes. To avoid repetitive, tract-like appearance within a Division, the ACC may deny a proposed home plan (including mirror-image plans) if the same plan already exists on the same street or in close proximity, unless the proposed home is distinctly differentiated through substantial changes in roof lines, façade treatments, materials, and colors
24. Mature trees defined as trees with a trunk diameter of 6 inches or greater measured 4 feet above grade (and replant replacement trees) may not be removed without a permit. The ACC interprets this rule to require homeowners and developers

performing construction to protect trees and their root systems from irreversible damage to the tree.

25. The ACC will request approval to access private property with reasonable advance notice to inspect work in progress and completed work, to confirm the work conforms with the permit.
26. Major projects must be completed in the timeline outlined in the Covenants and other rules. Building construction projects, and post construction lot landscaping, generally have sequential timelines of one year for each, except for prospective developers who must complete landscaping within two months of completion of the house, or before sale. The ACC will monitor progress for both. New construction begins when major tree removal or grading begins, except for divisions where covenants define the start of construction with foundation excavation.
27. For new construction tree removal, excavation, and grading is considered “construction” and may not proceed until the LLVCC permit is issued and Mason County building permits are in review. This practice is to ensure that new home development, including initial site work, does not take longer than the 12 months outlines in the covenant's timeline for completion from an exterior perspective, including driveway, primary walks, and associated retaining walls. A permit for lot clearing in advance or independent from a complete package to build a new residence will not be approved. Removal of thick brush in order to flag trees proposed for removal and mark house corners and the area to be cleared is permitted with ACC approval.
28. If grading is necessary for lot development for new construction or modification related to a project permit and the grading requires removal or more than the allowed natural vegetation a replanting plan of trees and substantial native vegetation will be required as part of the ACC approval.
29. Vacant lots inundated with invasive species such as Himalayan Blackberries, Scotch Broom, and English Ivy may remove more that the percentage of the lot as outlined by the covenants when a replanting landscape plan of native species is approved by the ACC.
30. Covenants require lots remain in their natural setting or native vegetation. The ACC interprets this rule to preclude clearing of a lot until the member is prepared to commence with construction of a house. Exceptions will be considered on a case-by-case basis associated with planning and imminent development.
31. The ACC shall investigate alleged ACC-related violations reported in writing to the Board or ACC and shall provide written findings and recommendations to the Board for enforcement action, if any. Any Member of the Association, including Board members, may report a violation using the Association’s current violation-reporting form.

32. The ACC may recommend amending existing covenants or adopting new rules to the Board. The Board can help facilitate change but the ultimate decision to amend covenants or adopt new covenants will be made by the membership of each Division following the process outlined in the covenants.
33. Setbacks for development must meet Mason County and other applicable rules. The following is intended to align with Mason County requirements and included here for reference. Each homeowner must confirm they comply with all applicable Mason County rules. See [MCC 17.11 – Allyn UGA](#).

Front yard: Per LLVCC Resolution 5	25 feet (20 feet per Mason County)
Side yard (Mason County):	5 feet
Rear yard (Mason County):	20 Feet
Lake Anderson:	50 feet (all buildings/outbuildings)
Small outbuilding (up to 120 sf):	5 feet from rear and side property lines

34. Installation of heat pumps, propane tanks or other authorized equipment requires screening in many divisions in LLV (see your specific covenants). Screening may be provided with approved fencing, lattice type wood panels or mature shrubbery. The ACC advises that the owner check with the installer regarding equipment separation distance.
35. In some divisions of LLV, siding materials are confined to specific materials. In other divisions, the ACC may approve alternate siding materials. Consult your covenants to determine if any alternatives are allowed and identify the siding material to be used on the application. Alternative products such as concrete or metal must mimic wood materials for the ACC to consider approval.
36. Protective netting is allowed. However, a Project Permit Application must be filed, including a site plan showing boundaries, dimensions, and materials to be used. Construction should not begin until an approval permit is on site. See Resolution 6 for further information.
37. The ACC may withhold Construction or Project approvals where required Mason County or other regulatory permits have not been obtained, or where the submitted materials do not accurately reflect those permits. The ACC does not provide legal, engineering, or code-compliance advice and does not assume responsibility for verifying such permits. Conditional ACC approval may be issued upon satisfactory written evidence that required permits have been applied for and are actively under review, but final responsibility for securing and complying with those permits remains with the Member.

38. All stormwater must be managed effectively through surface dispersion or other effective means. Stormwater from roofs, driveways, patios, and other impermeable surfaces must use County-approved method consistent with current engineering best practices and applicable [Mason County stormwater standards](#). This section is intended to raise awareness, and not replace, applicable Mason County stormwater codes. In the event of a conflict between this Resolution and County standards, County standards shall control, and ACC approval shall be interpreted to require compliance with the more restrictive applicable standard.

[Stormwater Management Manual for Western Washington – July 2024 edition](#)

39. Retaining walls greater than 4 feet in height (measured from the bottom of the footing), retaining walls subject to surcharge loads (such as slopes, driveways, or parking areas), or retaining walls located within required setbacks may require Mason County review and permitting. Applications for retaining walls must include sufficient design detail, such as dimensions, elevations, and loading conditions, to allow the ACC to determine whether County permitting is required.

40. The failure of the Association, the Board, or the ACC at any time to enforce any provision of this Resolution, the Covenants, or other governing documents shall not be deemed a waiver of the right to enforce the same or any other provision against the same or any other Member at any time thereafter.

41. All LLV Community Club governing documents apply to all matters addressed herein.

THIS RESOLUTION was adopted by the LakeLand Village Community Club Board of Directors on this ## day of February 2026.

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James Byrne, President

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Sylvia Banzon, Secretary

## LakeLand Village Architectural Control – Overview

This is a general overview for common projects. More specific requirements for projects and new construction are addressed in [LLVCC Covenants and Resolutions](#) recorded with Mason County.

As indicated on the Project Permit Application, the LakeLand Village Architectural Control Committee (ACC) must review and approve all activities subject to permit before work begins. This ensures compliance with the applicable covenants and protects the interests of all LLV members.

### Permits

Lot owners are responsible for obtaining all applicable Mason County and LLV permits. This includes permits for buildings, road access, sewer connections, retaining walls, driveways, docks, tree removal, re-roofing, painting, and similar work. See Covenants and Resolutions for additional information.

### Permit Type

- New Construction Permit Application: Use for new home construction on a vacant lot or a major addition.
- Project Permit Application: Use for all other projects.

### Tree Removal

Members must submit a Project Permit Application before removing trees from vacant and developed lots. A green permit card must be posted once approved. Dead, dying, and dangerous trees also require a permit. Applications must comply with Resolutions 8, 11, 16, 17, and 26. The ACC may require documentation from a certified arborist. Unauthorized tree removal or clearing may result in fines under Resolution 16 and require a replanting plan.

### Natural Vegetation

Native vegetation such as salal, huckleberry, Oregon grape, kinnikinic, sword ferns, fir, cedar, hemlock, pine, and rhododendrons on undeveloped portions of lots must be retained where covenants reflect a requirement. See Resolution 8. Non-invasive species may substitute for native vegetation when approved by the ACC.

### Burning

Debris from clearing must be hauled away. Burning vegetation or building materials is prohibited under 2006 state regulations.

### **Mail and Newspaper Boxes**

LLV uses clustered mail and newspaper boxes in Divisions 11A and above. Division 12 condos have additional mailbox requirements.

### **Roofing and reroofing**

Architectural roofing must carry at least a 40-year warranty where required. Metal roofs may be allowed per covenants or ACC-approved deviations. Roofing color and style must be approved. See Resolution 26.

### **Painting**

Painting of homes, accessory buildings and fencing requires a permit and colors approved. See Resolution 26.

### **Retaining Walls**

Retaining walls require a LLVCC permit but those less than 4 feet high and not supporting slopes, parking, or other loads do not typically require a county permit. Retaining walls should not be constructed within the county road easement. See Resolution 26.

### **Fences**

Fences not greater than six feet in height are generally permitted but they must not unreasonably obstruct views where stipulated in covenants. See covenants and resolutions for specific requirements. Permits are required for new and replacement fences. See Resolution 26.

### **Sheds and Accessory Structures**

Sheds, greenhouses, and other accessory buildings and structures require an LLVCC permit. They must not be located within the side or rear yard setbacks unless specifically approved by the ACC. See Resolution 26.

### **Contractor Licensing & Owner Responsibility**

Owners should verify contractor licensing with Washington L&I and request lien waivers to protect against contractor default.

### **Mason County Departments**

Owners should contact relevant Mason County building departments for information and assistance. <https://www.masoncountywa.gov/departments/index.php>

### **ACC Assistance**

Members are encouraged to email ([boardmembers@LLVCC.com](mailto:boardmembers@LLVCC.com)) the office and request assistance. Office staff are not authorized to answer questions regarding architectural control. Please request that you be referred to a member of the ACC. Most ACC members do not work in the office and cannot provide an immediate response but will respond to emails and return phone calls.