

**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>	


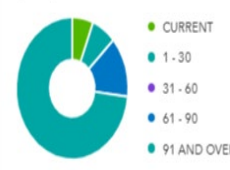
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	<ul style="list-style-type: none"> <li>- After hours call for beach trespassers- Jerry Cloyd</li> <li>- Dock boards removed and replaced- cedar vs treated wood- why? - Jerry Cloyd</li> <li>- Draft Budget Approval- James Byrne</li> </ul>	
<b>TOPIC</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>	

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	<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: 100%;"> <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: 100%;"> <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>	

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- 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

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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>	

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	<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>	

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	<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>	

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	<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

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	<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>	