**Lakemoor Community Club Board of Directors Minutes –**

**Meeting type**: Regular

**Date**: November 7, 2019

**Place**: Jefferson Middle School Library

**Start time**: 6:06 PM

**Board members in attendance**: President Wendy Harris, VP John Ulmer, Treasurer Rob Panowicz, Secretary Dirk Havlak, Mike Gowrylow, Susan Dumph, Randy Lubert

**Community members in attendance**: Michele Rothman – Ken Lake Clerk, Pat & Dan Andersen, Marian Bailey, Christina Morse, Bruce Treichler, Daryl Dumph, Karl Young, Linda Panowicz, Tiffani Buck, Ralph Oliver (made brief appearance)

**Minutes**: October 7, 2019 minutes amended, moved, seconded, and unanimously approved.

**Special Presentations: by 2 local HOA Management Companies**

LCC’s contract with our current management company expires at the end of the year. One of the board’s many priorities this year is to examine LCC’s contracts with outside vendors, including management companies. Treasurer Rob Panowicz led the search for HOA management companies that could continue handling accounting issues, but also the expanded services LCC might need going forward, including covenant compliance enforcement and RFID/security data management. From a list of 83 HOA management vendors listed with WSCAI, there were 4 in the area that could provide full service; 1 was in Tacoma, and another did not respond. The 2 remaining companies, Vantage Community Management (our current provider) and VIS Group, Inc, were asked to present their proposals and answer questions for the board at this meeting.

**Vantage** was represented by VP Mike Haskett and **VIS** was represented by CEO Eugene Kyyan.

Both companies were founded around 2005 and are located in Lacey, and can provide compliance monitoring via drive-arounds and generate courtesy and fine letters to homeowners out of compliance. Both could provide gate security management via DoorKing software. Each handles over 50 HOA accounts, VIS handles a higher percentage of Full Service accounts. VIS has 25 staff, Vantage has 13. Both companies use out of state lock boxes to handle mail-in payments of dues. Both use Paylease as vendor to process credit card/debit card payments, which carries a fee. Both can set up automatic payments through banks (ACH) which carries a minimal set-up fee.

VIS full services are more expensive, but might provide better customer service. VIS assigns 2 managers to each HOA, and each of their 5 teams handle 8-12 HOAs, depending on size and complexity of needs. They promise turnaround answering email and voice mail calls in 24-48 hours. Both companies have a front desk with receptionist in Lacey. Both create electronic tickets with each email, call, or personal interaction with homeowners, in order to track customer service. There have been concerns about customer service provided by Vantage.

Both presentations were about 45 minutes including Q&A, separated by a break for other business. Community members could provide questions for board to ask the company reps.

**Community Comments**:

Bruce Treichler from Urban Forest committee and Architectural Committee, felt the board should reverse or suspend its decision to allow a homeowner to fell their tree into the Urban Forest. He thinks it is a bad idea and sets a precedent for other owners near parks or UF to do the same. (See Old Business below)

**Reports**:

**Security** – Dirk H shared Ralph’s report that Halloween night was pretty quiet. He patrolled the community 2 hours. No other news. His current winter schedule is to cruise the neighborhood 2-3 times a day, 5 days a week. He is off Sunday and Monday.

**Treasurer** – Rob P reported that LCC finances are in order, and we are tracking a bit ahead this month with the budget.

We have selected CEDCORE to prepare our 2020 reserve study.

The 2020 reserve study will be a complete study and will include a study of our lake in light of the continued rise in the silt levels. This may result in an increase in our reserve fund requirements to provide for remediation

We are working on the 2020 budget and plan to have it completed for distribution to the membership in December 2019.

**Covenants –** John U reported the committee has been meeting to review incoming comments about the proposed Rules & Regulations. The comments have been helpful, and the committee is drafting a preliminary summary with responses, which will be circulated in the upcoming newsletter. The deadline for comments is December 8, after which a final revision will be completed and voted on at the December 12 board meeting.

**Architectural** – Bruce Treichler reported the ACC approved 1 new fence proposal.

**Common Areas** – Randy L met with former CA Manager Brian Frankowski to get his comments regarding upcoming needs for our parks. Brian was gracious to provide input.

**All Common Areas :** need to budget for fertilizer and overseed

**Christopher Park: -** Floating dock needs floatation review and repair. Dead trees need removal. Swing set vendor is Cascade Recreation. Wood for 3rd picnic table is here, need to schedule work party to replace.

**Ballfield** **Park:** review split trees near basketball court

**West Side Park:** floating dock needs to be replaced. Funds for boat rack not used yet.

**Tot Lot:**  swing set replacement vendor is Cascade Recreation. Need to replace wood chips – depth 12 inches. Some dead trees will eventually need to be removed.

**Events** – Michele Rothman reported the Fall Festival on October 20 went well with great turnout despite the rain. The fire pit, donkey cart rides, bounce house, and crafts were a big hit.

Havlak Holiday Hayride Sunday, December 15 – 5-8 pm at Havlak home, 1613 Camden Circle. Crafts, warm beverages, and a ride around the neighborhood to view decorations.

**Gardens** – Christina Morse reported that all gardens except one are winterized. The garden boxes are failing, so orange fencing will be placed around them for protection from board nails. Plans are in the works to replace in 2020. She will continue to chair the committee in 2020.

**Lake/Stormwater -** no report

**Urban Forest** – Christina Morse reported. UF committee met 10/21. A 5 year Forest Management Plan proposal from Sound Urban Forestry was reviewed and agreed upon. (see below). If approved, field work may occur in mid-November.

Two high schoolers earning community service hours helped remove 400+ Scotch broom plants. Invasive yellow archangel initial spraying to happen pending board budget decisions.

Parameters for the Westling tree felling into the UF were reviewed: hiring an arborist to determine the tree death (disease vs water stress) to know if log can be safely left in UF as a nurse log, estimated year of death, logistics of felling without harm to existing UF trees, removal of branches/tree debris to private disposal.

Christina will continue as UF Committee Chair for 2020

**Old Business**

1. Lake Parks Security Project – John U stated that a 50% down payment has been made to Southgate Fence to upgrade (heighten) Christopher Park and Westside Park fencing and install gates which will accept the RFID locks. Work to begin in November.
2. Rules and Regulations review – see above discussion under Covenants committee
3. Common Areas Manage search – John U has contacted John Payne (former resident and CA Mgr) but he is not interested but will provide some references of those who might be interested. An recently retired individual with Tumwater Parks who lives in West Olympia will be contacted about possible interest.

Benjamin Alix, who lives in the neighborhood, is very interested and will be interviewed soon.

1. Election of BOD officers for 2020 – 4 out of the 7 board positions will be up for election. Terms are expiring for Wendy Harris, John Ulmer, Randy Lubert, and Mike Gowrylow. Deadline for applications is November 10, ballots will go out in December. Vantage will handle the ballots, election results will be announced at Annual Meeting in January. See Election Policy in October minutes and newsletter.
2. Westling tree – the Westlings have agreed to have a certified arborist look at their dead tree. An UF committee member and a board member should be present when the arborist consults on the tree. If the tree is diseased and can potentially harm the UF, then the whole tree will need to be sectioned and removed. If not diseased and harmful to the UF, then tree can be limbed with branches removed, and the remaining log can be felled into the UF. (also see UF committee report above). Wendy H stated she is still uncomfortable with decision to allow the felling into the UF, as it could set a precedent. John U will reiterate the above plan with the Westlings.
3. Welcome Packet review – Randy L has been updating the packet and discussed possible additions. He hopes to get the final sample packet to Erin Murray on the Welcome committee. Dirk H and Wendy H have also reviewed the packet, and the board thanked Randy L for his work on this.

**New Business**

1. Management Company discussion – deferred. The Board may have to have a separate meeting to discuss.
2. Forest Management Plan by Sound Urban Forestry (SUF) – On 10/19/19, Kevin McFarland with SUF submitted a 5-year Forest Management Plan Proposal to include 8 hours of field work and 4 hours of report development regarding tree risk assessment in the 22 acre Urban Forest. Cost estimate $1805.80. This can be covered by the 2019 budget for the UF. Rob P motioned, Susan D seconded, and the motion passed unanimously to approve the work.
3. Sound Native Plants – contract for $1350 to chemically treat invasive yellow archangel near entrance to UF off Lakemoor Drive. Since this was previously budgeted, no action by board was needed. Presented here because it is a contract.
4. Rodda Construction – approve a portion of their bid to replace the community gardens, whose boards are deteriorating. Part of their bid ($160) includes orange security fencing and T-posts around the existing plots to prevent injury by nails or wood of the garden plots. Rob P motioned, Mike G seconded, and the board unanimously approved to pay $160 for the work. The remainder of the bid was tabled pending budget review for 2020.
5. Dead trees at Christopher Park – A estimate of $1650 has been received to remove dead trees at Christopher Park. The board felt the trees at all the other parks, including a potential problem tree at the Ballfield Park, should be assessed for risk. More info will be sought before proceeding.
6. **Next Board meeting on** **Thursday, December 12**, moved from Dec 11 because of a conflict with Treasurer Rob P’s schedule. Recent board meetings have been changed from planned 3rd Tuesday because of scheduling/vacation conflicts, to insure that most, if not all, board members can be present.
7. **Tentative date for the Annual Meeting is Saturday, January 11 at River’s Edge Restaurant in Tumwater.**

Meeting adjourned at 8:42 pm

Submitted by Dirk Havlak, LCC BOD Secretary