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

**Meeting type**: Regular

**Date**: April 16, 2019

**Place**: Hansen Elementary School Library (Garfield MS had a conflict)

**Start time**: 6:07 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**: Karl Young, Maribeth Berney, Chris Sogn, Linda Panowicz, Bruce Treichler, Michele Rothman – Ken Lake Clerk

**Minutes**: March minutes amended, moved, seconded, and unanimously approved.

**Community Comments**:

 Marybeth Berney voiced concerns about covenant compliance, especially regarding the 2080 Lakemoor Ln property, which now needs meth remediation (found in walls). She wanted to know if the board has some proactive ideas regarding covenant enforcement. John Ulmer commented that the board plans to form a covenant committee to actively defend and enforce the covenants (see new business). The board thanked Marybeth for dogging the 2080 problem over the past few years.

**Reports**:

**Security** – Ralph Oliver returned from vacation 3/29 but was hospitalized for a few days afterward, and has returned to light duty effective 4/6/19. Jerry Wilmes covered for Ralph during his absence, and the board thanks Jerry for his good work doing so.

**Treasurer** – Rob P presented budget report - $191,088 in cash (checking, savings, MM); Will maintain Operating checking account at a two-month activity level of approximately $35,000. As reflected in the summary financial statements, we are tracking closely with our budget.

 --Signed Audit Engagement Letter with Joseph Vandal, CPA for 2018 audit, work currently underway.

 --Reserve Study – recommended remaining at Level III per our current contract with Cedcore. 2017 Study was Level I, 2018 Study was Level III, 2019 Budget is for Level III. Rob will request input from the community on Reserve study items requiring attention during 2019 review scheduled for September.

 In September, our outside consultants will review and update our current (2017) reserve study. A complete reserve study will take place in 2020, and will include a study of our lake in light of the issues that have been identified with the continued rise in the silt levels throughout the lake. This may result in a significant change in our reserve fund requirements to provide for remediation.

 -Delinquencies: One delinquent account was brought current this month leaving us three accounts with significant delinquencies. All have received second notices and will be turned over for collection if not cleared by April 19. Rob and several board members commented that the delinquency rate for Ken Lake is quite small.

 Treasurer’s report accepted.

**Architectural** – Karl Young noted 5 tree removal events; he was notified about 3. All involved less than 35% of trees. Karl requested a modification of the architectural committee form to include the city’s urban forestry rules. He also requested that members give the committee at least 1 week’s notice before cutting trees. Current covenants (2008) state the committee needs to be notified within 2 weeks of tree cutting. Mike G. will work with Karl to modify the form and bring it back to the board for approval.

**Common Areas** – Brian Frankowski was absent but sent the board the following written report:

 **All Common Areas :**

 **-**First notice for boat tags went out on April 1. Second notices will go out May 1.

 -Water was turned on this month. Irrigation is charged and clocks are set, but are not running yet. Irrigation will be activated when the weather changes.

 -Has been working within the City of Olympia’s illicit discharge person to try to get us a spill kit we can keep in the neighborhood to try to help protect our lake.

 **Ballfield** **Park:**

-Courts are open via the concrete walkway. All other areas of the park are closed until the grass is established. We are hoping for July, but will rely on the advice of our contractor as the grass comes in.

 -Obtained quote of $580 for adding a gate on the rear of the dog park for temporary access. Cost deemed too high to spend out of Routine Maintenance budget for a temporary access.

 -Dog Park fence damage by contractor to be repaired at no cost to us.

 -Contractor is monitoring watering schedule and the new grass for the next several months.

 -Plan equipment has been ordered with install date planned this spring.

 -After the play equipment is installed, Rodda & Sons will blow in the play chips.

 **West Side Park:**

 **-**Over-seeded the lawn to fill in bare patches.

 -The old blue canoe with no lock or markings has been moved to the parking area, and will go to the dump in May if not claimed. It is in poor condition.

 **Tot Lot:**

 **-**Slide removed due to safety concerns**.** Our play equipment vendor advised the HOA that the slide did not meet current safety standards, and posed a risk of entanglement (ex. Draw strings getting caught and choking a child while going down slide) and head entrapment. There are funds earmarked in the reserve funds for new play equipment at Tot Lot that Brian will recommend we use in 2020 budget.

 -Repaired on of the garden boxes that was falling apart. All the boxes will need to be rebuilt in 2020 as they are rotten.

 **Entrance Island**

 -The Neighborhood Grant Advisory Board has recommended that city council approve our $5000 grant request for improvements to the entrance island. City Council is expected to approve the grant later this month. The board again thanks Brian and Randy L. for their work to obtain this grant!

 -Our permit for the entrance island project is making its way through the city. Feedback on the landscape design has been positive. City engineers are reviewing the traffic control plans and are going to come back to us with their recommendation. The city may require us to have some site visits from a certified arborist while the contractor is excavating near the tree roots. We are getting closer to breaking ground on the project.

 **Urban Forest –** previouslyapproved signs have been ordered.

**Events** – Wendy gave a report for Events coordinator Tiffani Buck.

 **April 6 Fishing Derby**, organized by Jay Johnson. Rainy day but successful. Trophies given for largest trout and pan fish (bass) in 3 age categories. Results to go in newsletter.

 **April 13** – **Easter Egg Hunt**: also rainy with younger kids at Tot Lot and older kids at Urban Forest. Jay Johnson apologized for starting the UF hunt early – he thought all the kids that were participating were there.

 -Wendy will work with Tiffani regarding Events planning.

**Gardens** – Christina Morse absent due to travel. Repairs as noted in Common Areas Report.

 Three individuals have asked for sites. One plot is still available.

**Lake/Stormwater -** Al Hatten absent due to travel. Mike Gowrylow reported.

 **Lake** – Aspect Consulting still waiting for Quigg Construction estimate, therefore have missed end of March deadline for report.

 **Stormwater -**  Marybeth Berney noted there is still sand on the hill road from city sanding during ice and snow, and voiced concern about runoff into the lake. Mike G. will contact the city regarding getting sweeper onto hill (if possible). Jay Clark has reported to board a concern about work near Kaiser Road possibly causing runoff into Gruen swale. Mike G has been looking into that concern.

**Outreach** – No report

**Urban Forest** – Chris Sogn gave report in Christina Morse’s absence.

 1. UF Rules are posted in kiosk, and permanent signs are ordered.

 2. Community members are encouraged to report any issues with the UF directly with the UF Committee. The UF Committee will work with the Board to rectify the issues.

 3. The Easter Egg hunt for the older kids is in the UF this year.

 4. There will be trail work parties scheduled in the near future. If you are interested in trail work, please contact Shaun Coombs at shaun.coombs@gmail.com

 5. The UF Committee will continue to host guided tours of the UF on the first Saturday of every month throughout the summer.

 Chris commented that salal pickers are appearing about once a month in the UF, coming from Manke timber land. This will be monitored, and pickers will be reminded that UF is private property.

**Old Business**

1. **Delinquent accounts** – See Treasurer’s report.

**New Business**

1. **Contracts with Corporate Clerk (Michelle Rothman), Security (Ralph Oliver), Common Areas Manager (Brian Frankowski).** Contracts have been revised and updated, and will be signed soon by Wendy and the contractors.
2. **FORMING COVENANTS COMMITTEE** – Rob Panowicz stated that John U, Dirk H, and he attended the WSCAI meeting in February and learned that HOA’s can modify and clarify sections of the covenants and bylaws without totally rewriting them. The board recognizes that covenant enforcement has been minimal to non-existent for many years.

 **RESOLUTION #1**

 **Whereas the covenants of Lakemoor Community Club were last amended in 2008, and**

 **Whereas there are sections of the covenants that can be interpreted many ways, and**

 **Whereas it is the desire of the board to provide clarification to these sections of the covenants**

 **It is hereby resolved that a Committee on Covenants be established to maintain, clarify, and establish procedures for enforcement of the LCC 2008 Protective Covenants and further, that the Committee on Covenants will be a permanent Standing Committee**.

 Rob P. moved to approve Resolution #1, Randy L seconded, and board unanimously approved. John Ulmer commented that this is long overdue major step this board is taking, and he is proud of the board for acting on this.

 **RESOLUTION #2**

 **In that the Board of Directors has established a Committee on Covenants as a standing committee, the Board hereby sets forth and adopts the following rules for the Committee on Covenants.**

1. **Members shall be appointed by the LCC Board of Directors;**
2. **Members shall elect a Chairperson and a secretary, subject to the approval of the Board of Directors.**
3. **The committee shall have a maximum of seven (7) members, each serving for a term of two (2) years;**
4. **Members shall be appointed in alternate years, such that the terms of at least (3) members shall be staggered with the other four (4);**
5. **The Committee shall meet regularly, but no less than one (1) time in every calendar quarter;**
6. **The Committee Chairperson shall report to the Board at each public Board meeting, or more frequently, at the direction of the President.**

 Rob P. moved to approve Resolution #2, Randy L. seconded, and the board unanimously approved.

 **RESOLUTION #3**

 **That the responsibilities of the Committee shall be to:**

1. **Clarify and publish for the Board of Director’s review and approval the meanings and intentions of the several 2008 LCC Protective Covenants;**
2. **Create and publish to the LCC Community, and to any real property agency having an interest therein, a summary of essential covenant requirements;**
3. **Respond to covenant related queries from LCC members;**
4. **Identify member properties not in compliance with the 2008 LCC protective Covenants;**
5. **Report such properties to the Board of Directors**
6. **Recommend corrective actions to be taken by the Board of Directors, including but not limited to request, notifications, warnings, demand letters, fines, or other actions deemed appropriate by the Committee.**

Rob P. moved to approve Resolution #3, Susan D. seconded, and the board unanimously approved. John suggested a 1 page summary of the covenants should be created and given to new home owners, and realtors who sell Ken Lake properties. Owners should share this with renters. If fines are considered, Committee will work with attorney and Vantage to create the process and language.

 Board members John Ulmer, Randy Lubert, and Susan Dumph will be on the committee. It is hoped that community members will step forward to work with them on the committee to complete a committee of up to seven. An announcement will be made in the newsletter to announce openings for the Covenant Committee. The first meeting should occur soon, before the next board meeting.

1. Architectural Committee – John Ulmer motioned, Susan D. seconded, and the board unanimously approved the following: **Whereas the terms of the current Architectural Committee have expired, it is resolved that the Board will solicit applications to the Architectural Committee. The Board will review applications and appoint members in accordance with the 2008 Covenants.**

 Susan will draft something for the KL newsletter soliciting applications for the committee. Applicants should summarize their experience, and goals for working on this important committee. Randy will contact Karl Young, and John Ulmer will contact Leola Wheeler, to inform them they can apply for the committee on which they have worked for several years. The Board appreciates their efforts.

1. Emergency/Disaster Preparedness - Randy L discussed his desire to revive the Emergency Preparedness plan for LCC. He has discussed this with Dixie Havlak, who worked hard on this a decade ago. John U thought the key features should include disaster preparedness, and a contact tree (phone, email, etc) to notify at risk neighbors. The board will look into forming a task force/work force regarding this issue. It was suggested this could be the topic of the May/June Town Hall meeting
2. Town Hall Meeting – As previously discussed, the Board would like to conduct 3-4 town hall meetings this year where residents can hear about relevant issues, and voice concerns and provide feedback about how to make our community better. John, Rob, and Randy agreed to work on putting this together. The Board tentatively decided to have the **Town Hall meeting during the week of June 3-7.** Availability of venues and speakers about Emergency Preparedness will dictate the time and location.
3. Newsletter – discussed whether to include literary submissions/creative writings. It was decided that such submissions might go into the online version of the newsletter, but not the printed version. Neither the Board or Corporate Clerk wanted to deal with curating such material.
4. Aspect Consulting has submitted another invoice for the Lake Canal study. Since they have not provided a report, payment will be on hold pending such a report.
5. Kaiser Woods Park– Dirk Havlak and Bruce Treichler discussed the City Parks Dept plans to develop the 68 acre Kaiser Woods Park to the west of the Ken Lake community. The city has an online survey that they’ve asked neighbors to the park and mountain bike community to take, to help guide them in design of mountain bike trail system in the park. Several bike trail designs were offered in the survey. Bruce and Marian Bailey have been stewards of the Kaiser Woods Park for the city for since its purchase by the City in 2015. Bruce is concerned about the environmental impacts of a bike park. Several Westbrook Park residents are objecting to the City’s process, and are concerned that the sole access to the park is through their neighborhood, how trails impact wetlands and runoff, and other issues. Chris Sogn commented that it was his impression that the park would be a family friendly skills-building mountain bike park, and that avid mountain bikers tend to use nearby Manke timberland or Capitol Forest. Dirk would like hiking trails in the park that are physically separate from the bike trails, or safely shared (i.e. bikers always going uphill on shared trails). The LCC BOD has chosen to stay neutral, but did want to stay appraised of development plans for the park. Dirk and Bruce will follow the process and report back to the Board if issues arise, environmental or otherwise, that could impact Ken Lake community. There will be a **public forum on May 2 at 6:30pm** in the City Council chambers to discuss this issue. The survey deadline has been postponed to May 6.
6. **Next Board meeting on Tuesday, May 21 at 6pm** at Jefferson MS Library.

Meeting adjourned at 8:18 pm.

Submitted by Dirk Havlak, LCC BOD Secretary