Lakemoor Community Club Board of Directors Minutes – December 2020 APPROVED

Meeting type: Regular

Date: December 14, 2020

Place: Remote over Zoom (due to COVID-19 restrictions for public gatherings)

Start time: 6:08 PM (Zoom host- Dirk Havlak)

Board members in attendance: President Wendy Harris, Treasurer Rob Panowicz, Secretary Dirk Havlak, Randy Lubert, Christina Morse. Absent: Mike Gowrylow, Susan Dumph (moved).

Community members in attendance: Michele Rothman – Ken Lake Clerk, Todd Bramble, Rita Westling, Alicia Roberts Frank, Alice Hart, John Busscher, Leslie Turner, Gary Ferko, Blake Moodenbaugh. Also non-resident Ralph Oliver (security)

VIS Community Manager attendance: Christina Rhoades

**Board action**: With resignation of board member Susan Dumph due to her moving from neighborhood, there is a vacancy on the board for December. Susan’s term was to end Dec 31. Alicia Roberts Frank was elected to the board for 2021-22 and has agreed to start her term a month early. Dirk H moved and Christina Morse seconded that Alicia RF assume Susan’s member-at-large position tonight. The board unanimously approved. Alicia was welcomed to the board.

Minutes: November 16, 2020 minutes moved by Christina Morse, seconded by Randy Lubert, and unanimously approved.

Community Comments: via email to Corporate Clerk.

Birder Sam Ham will produce a monthly bird sighting report for the newsletter.

**REPORTS**

**Security** – Ralph Oliver reported on a couple of large groups gathering at the parks, one group that was not masked and fishing at Westside Park was asked to leave as they were not residents. He reported on some phone issues with his Verizon phone which he eventually straightened out. Ralph strongly recommends walkers wear reflective clothing at night and exercise care especially with the increased traffic to look at holiday lights. He has asked some cars to move over if impeding traffic waiting to see the animated holiday display. Alicia said the car lights are really blinding for walkers if not dimmed. Rob commented that the message broadcast with the music asks drivers to dim their lights and keep sound down when observing display.

**Treasurer** – Rob Panowicz: (see attached Nov 2020 financial report below). Cash account is at $203K with $75K in CDs. He may move some more cash into another CD.

Due in part to the impact of the COVID-19 pandemic and not having a Common Areas Manager for most of 2020, scheduled projects have been delayed. Projects costing approximately $10,000 are being carried over to 2021. Reserve Fund projects totaling $34,000 are also being carried over to 2021 due COVID-19. **BOARD ACTION**: Rob motioned, Christina Morse seconded, and board unanimously approved the carryovers from 2020 to 2021.

A substantial portion of our accounts receivable is comprised of one account which is in litigation and nine (9) other member accounts over 90 days past due. These nine (9) accounts total $6,375. We are pursuing collection actions to the extent authorized under the Governor’s COVID-19 proclamations.

**Covenants & Compliance**: Randy L reported 95% of community members are in compliance with covenants and rules, with fewer violations. Randy noted the city approved the new high density housing options as expected. The board will monitor the situation. Rob P recognized Randy for bringing this important issue to the attention of the board over the last 2 years. Strong enforced covenants and rules should help LCC defend against future efforts to increase housing density in our neighborhood.

**VIS report**: Community Manager Christina Rhoades noted on her November 17 survey of neighborhood there were many political signs still up, violating the 5-day post-event rule in our Covenants and city code. The board instructed her not to cite anyone yet. A reminder to take down signs was put in the newsletter. Christina R noted 8 other violations, and 6 fines were issued.

Some owners wanted clarification of what constituted “neatly maintained gravel parking areas“. She asked if pictures could be provided of model gravelled parking areas. Randy or Mike will take some pictures.

There are several homes with RVs parked in front– Christina asked how much time should be allowed for an owner to pack up their RV for a trip.

VIS goal is to have a 24 hour turnaround time between drive through and letters to owners, otherwise the notices are not timely. Board review slows this process. Randy, Mike, and Christina R will discuss later by Zoom how to better streamline this process. Christina R noted that VIS answered 449 emails and calls in 2020.

Christina R suggested that we may want to put a sign board up at entrance to ask visitors to slow down to 5 mph when coming to see our lighting displays.

Rob encouraged VIS employees come to view our holiday lights.

**Common Areas –** Todd Bramble reported on-going cleanup at the parks. Will get dumpsters from city to rotate park to park to facilitate disposal.

Ed at Southgate Fence contacted to fix the non-closing gate at Courts – the spring appears to not have been welded properly.

The round aggregate concrete trash receptacles have been moved to the Hibberts. The Hibberts generously donate their time to mow the community park áreas for us. The square ones can be moved to the community gardens for planters.

Wendy advocated again for a wáter fountain at the Main Rec. Dirk suggested this could be on the outside wall of the shed, as it already has water access.

Todd has secured one bid for new slide/climbing equipment at Main Rec. Site visit Dec 21 by Cascade Recreation. At least 2 other vendors and bids will be solicited.

**Architectural** – Dan Anderson reported by email. One ACC application: for a roof over hot tub at 2019 Clairmont Circle - approved.

**Events** –Michele Rothman. Urban Forest gnome hike event in progress – 3 dozen small gnomes felted by community members were placed in the UF on Friday, Nov 11 along with rocks painted by Sheila McCartan. Unfortunately more than half were taken within 12 hours, and some have been replenished. Nevertheless, resident families are enjoying the event. The gnomes and rocks were to stay in place until Dec 25, when one per child could be removed.

The COVID-safe community holiday cookie exchange coordinated by Alicia RF is in progress.

**Lake/Stormwater** – As Al Hatten announced at the November board meeting, the Lake Quality Committee will suspend further analytics until April of 2021.

Christina Morse praised residents for looking after the storm drains and keeping them clear of debris – it really helps our lake health.

**Urban Forest –** Co-chair John Busscher gave the report (committee met Dec 7):

Ivy removal and mulch spreading project at the UF entrance has begun. Transplanting a few sword ferns into the site is planned.

Two separate locations of the invasive yellow archangel were treated this month by the Sound Native Plants contractor. Follow-up observations by Marian Bailey showed they did a good job of finding it in and among fallen leaves and other vegetation.

A patch of dead and decaying hazard fir trees with the potential to fall onto Highway 101 were safely cut down this month. These trees were part of an area previously identified as infected with laminated root rot (and root & butt rot).

A UF Holiday Gnome Walk is planned to take place December 11-26th. Residents are creating small felt gnomes and painted rocks that will be placed in the forest prior to the 11th for a festive resident event. A flyer was distributed to the neighborhood and kiosk decorated accordingly.

A Ken Lake Certificate of Service was created to formally document service time students for doing school requirement community service. The certificate is in the UF GDrive files and will be sent out to committee members for use as needed. Or ask Chris or Marian for an amendable copy.

Resident Anton Damm is a professional DNR wildland firefighter and has agreed to meet with the UF committee to educate members about the wildfire and UF.

**Gardens** – Chair Christina Morse said some garlic is growing, and bugs are nourishing the birds and other wildlife during winter season. She asked the board and Todd B whether the remaining square aggregate garbage receptacles could be used in the garden area for planters. He thought that was possible and board is ok with that.

President Wendy Harris accepted the committee reports.

**Old Business**

1. Park Security System/RFID locks, implementation plan – Rob P would like to hand off project since he has too many other things on his plate now – Randy will take over, and hopes to work with Michele, Todd B, and Brinken locksmith to implement system. Bracelets need to be tested with the RFID locks before distributing to community. The board appreciates Rob’s work to program all the wristbands. He personally hired some talented high schoolers to assist him.
2. City offer to put in paved road to Main Rec pump station – Dirk. At November’s board meeting, the board directed Dirk to inform the city we would like to continue discussion of their proposed project. Marcus Goodman with Olympia Public Works responded that they would try to put together a proposal in January or so, with intent to complete project in summer of 2021 or 2022. He stated that porous pavers should not be used instead of asphalt due to the weight of their vehicle.
3. Play equipment at Main Rec – Rob reported there is $12,900 in reserve budget and $7500 in 2021 operations budget to replace the old swings at the Main Rec. The offer by the city to help move/remove old swings and pea gravel was discussed. Alicia and Wendy would like to have the pea gravel used with any new play area, if allowed by code. Wood based play chips can splinter and since many children go from swimming to the swings barefoot, the pea gravel is more comfortable. The downside of pea gravel is kids throwing it onto grass, docks, and at others. Regardless, the board wishes to repurpose any pea gravel to be used in our parks, or by residents. Todd B is obtaining bids for play equipment, and will have vendors look at Tot Lot and possibly Westside Park to generate ideas.

**New Business**

1. Vacant board position – see above.
2. Newsletter access via Google by non-residents. A community resident said her daughter’s name and phone number could be accessed via Google search, since newsletter classifieds are posted on kenlake.org website. Searches by Michele and Wendy did not turn up recent Ken Lake classifieds – this is probably because the site has been password protected for the last 2 years. Older newsletter info might be occasionally found via online searches. It is advised that parents list their own phone if they wish their children to advertise for work in KL classified newsletter section. Michele will reach out to those currently advertising to see if they wish to continue.
3. VIS – contract status, scheduled rate increases. The VIS contract for 2021 needs to be signed. The management and base fees have been increased by 5% per the approved and ratified 2021 budget. Delinquency and compliance administrative fees have been increased from $10 to $15. Lien filing fee has changed from $125 to $175. The latter 2 changes are a pass-through expense and does not affect the budget of the association. The board asked Christina R why the steep increase in the fees. She responded that the fees have not gone up at VIS for 5 years or more. LCC has only be working with VIS for 1 year, so it is a steep increase from our perspective. (The Board did receive a detailed rationale for the increases from CEO Eugene Kyyan later that evening by email). VIS has sent board members a survey which will give us the opportunity to evaluate responsiveness and performance during our first year with them.
4. Next board meeting – the LCC HOA has typically held their annual meeting in January, but the annual meeting has been moved to November. Usually the board does not meet until February. Dirk will be in Canada in January, but offered to host a Zoom meeting if on Jan 11. Rob prefers meeting be during 3rd week so he can prepare financial report. Our Community Manager has other HOA meeting conflicts on 3rd Mondays. Wendy suggested we not have a scheduled January board meeting. Dirk motioned that the board have their next board meeting on February 8 (2nd Monday), then on March 16 (3rd Tuesday). Christina M seconded, plan unanimously approved.
5. Community comments via Zoom – none. Comments during meeting: Christina M asked about the status of lighting up the Entrance Island kiosk. Dirk H had purchased some solar powered spotlights which initially helped illuminate the board, but are not going to be effective during our dark winter days. Options will be explored to get electric lighting. While on that subject, Rob would like to see community explore holiday lighting for the Entrance Island, which would be a nice cheerful welcome to visitors and residents. Board members agreed. He asked Todd B to research feasibility.
6. Next board meeting will be virtual via Zoom platform on Monday, February 8, 2021. March meeting will be March 16, 2021.

Meeting adjourned at 7:46 PM Submitted by Dirk Havlak, LCC BOD Secretary

**LAKEMOOR COMMUNITY CLUB**

**Balance Sheet**

**As at November 30, 2020**

**ASSETS** Operating Reserve Total

Cash in Banks Fund Fund

Operational Checking $ 80,329 $ 80,329

Petty Cash Checking $ 8,057 $ 8,057

Certificates of Deposit $ 50,000 $ 25,000 $ 75,000

Reserve Fund $ 40,548 $ 40,548

TOTAL CASH $ 138,386 $ 65,548 $ 203,934

Accounts Receivable $ 22,950 $ 22,950

**TOTAL ASSETS** $ 161,336 $ 65,548 $ 226,884

**LIABILITIES AND FUND BALANCE**

Prepaid Assessments & Accounts Payable $ 5,196 $ 5,196

TOTAL LIABLITIES $ 5,196 $ 5,196

Beginning Fund Balance $ 142,895 $ 30,800 $ 173,695

Current Period Increase (Decrease) $ 47,987 6 $ 47,993

Reserve Fund Expenditures

Contribution to Reserve Fund $ (34,742) $ 31,742 $ 0

Ending Fund Balance $ 156,140 $ 65,548 $ 221,688

**5TOTAL LIABLITIES & FUND BALANCE** $ 161,336 $ 65,548 $ 226,884

**LAKEMOOR COMMUNITY CLUB**

**Statement of Revenues and Expenses**

**For the Eleven Months Ended November 30, 2020**

**REVENUES Actual Budget Variance**

Assessments $ 190,740 $ 190,740 $ 0

Other $ 13,912 $ 8,835 $ 5,077

**TOTAL REVENUES** $ 204,652 $ 199,575 $ 5,077

**EXPENSES**

Corporate Costs $ 51,047 $ 52,696 $ (2,065)

Community Activities $ 3,214 $ 5,492 $ (2,278)

Maintenance $ 25,407 $ 43,658 $ (18,251)

Security $ 23,354 $ 23,584 $ (230)

Utilities $ 12,113 $ 10,679 $ 1,434

Infrastructure Improvements $ 6,788 $ 15,100 $ 8,312

Transfer to Reserve Fund $ 34,742 $ 34,742 $ 0

**TOTAL EXPENSES** $ 156,665 $ 185,951 $ (29,702)

**NET INCREASE (DECREASE) IN FUND BALANCE** $ 47,987 $ 13,624 $ 34,779

**TREASURER’S NOTE:** These financial statements are subject to year-end audit adjustments.