**Lakemoor Community Club Board of Directors Minutes – February 2021 APPROVED**

Meeting type: Regular

Date: February 8, 2021

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

Start time: 6:07 PM (Zoom host- Dirk Havlak)

Board members in attendance: President Wendy Harris, VP Mike Gowrylow, Secretary Dirk Havlak, Treasurer Rob Panowicz, Randy Lubert, Christina Morse, Alicia Roberts-Frank.

Community members in attendance: Michele Rothman – Ken Lake Clerk, Todd Bramble, Marian Bailey, Al Hatten, Linda Panowicz, Rita Westling, Alice Hart, Doug Osborne, Carol Gruen, Hal Stockbridge, Rick Stence, Paul & Sue Drinkard

Also non-resident Ralph Oliver (security)

VIS Community Manager attendance: Christina Rhoades

Minutes: December 14, 2020 minutes moved by Mike G, seconded by Alicia R-F, and unanimously approved.

**Board action**: Rob Panowicz’ term ended December 31, 2020. No one was elected to one of the vacant spots on the board, leaving board short one member. Outgoing treasurer Rob has kindly agreed to serve for up to 1 year as Treasurer, which the board appreciates. Mike G motioned, Randy L seconded, and board unanimously approved that Rob Panowicz be reappointed to the board, and as Treasurer for 2021.

At January’s preplanning meeting, the board assigned members to the following positions for 2021. Wendy Harris – President; Mike Gowrylow – Vice President; Dirk Havlak – Secretary; Randy Lubert, Alicia Roberts Frank, and Christina Morse – Members at Large.

Community Comments: via email to Corporate Clerk.

One member voiced concern regarding fining process and communication regarding their covenant violations, which will be addressed in executive session and VIS.

**REPORTS**

**Security** – Ralph Oliver is exercising COVID precautions as he patrols the neighborhood for us. He described an incident on January 25 where many children were running around the perimeter of the Tot Lot through the bushes which concerned a neighbor. The supervising adult was not a resident, but the children and adult were guests of a resident. The non-resident adult was hostile, but Ralph defused the situation and assessed there was no property damage. Otherwise things have been pretty quiet. Ralph’s phone (Verizon) is now working properly.

**Treasurer** – Rob Panowicz: (see attached Jan 2021 financial report below).

* VIS financials: now in congruence with format Rob likes.
* VIS management contract has been renewed, signed by President Wendy and Rob.

VIS has increased their fees for delinquency letters, which they had not done as a firm for 5 years, although LCC has only worked with them a year.

* Insurance for the community and the board has been renewed with State Farm, but agent will now be Rocco Turpin who is West Olympia based and has provided a nice assessment of our needs. Premium is about $100 more this year, primarily to cover an increased rider for board members. Bids from 2 other insurance companies were obtained, and State Farm was most competitive.

**Covenants & Compliance**: Randy L that overall community is looking better. Rules regarding fine structure appeals process are being discussed/clarified.

**VIS report**: Community Manager Christina Rhoades continues to field questions from residents regarding covenant enforcement process which was instituted a year ago. Last month only 12 violation letters went out, which shows the members are making the efforts to comply with covenants and rules. The March inspection will include noting maintenance issues, including excess moss on roofs.

**Architectural** – Chair Dan Andersen not present, but presented report after meeting via email:

 1815 Cedarbury (Busscher)- fence approved 1/13/21

2007 Cambridge (Mankovich)-fence and trash enclosure approved, notified of dead tree removal 1/14/21

1752 Camden Park (Triechler)- received notification of a tree being removed 1/16/21

1805 Cedarbury (Arreaga)- fence approved 2/7/21

**Common Areas –** Todd Bramble has focused on parks cleanup.

* Mower to be serviced soon by J&I.
* He will start work on boat registrations for boats stored at the lake parks; Dirk Havlak, who handled that task last year in the absence of a Common Areas Manager, will assist Todd with the database for that task.
* One bid for new playground equipment has been received, with the intention to get at least 3 total bids from vendors (there are other equipment vendors in Fife and Auburn he can contact), once the board has decided exactly what type of equipment is desired for the Main Rec. Old swing will be replaced by new swings, with possible addition of climbing structure or other equipment. Location will need to be different because of City’s intention to build a paved road to the pump house, requiring removal of the old structure.
* Main Rec dock needs some repair of fascia boards where lag bolts pulling out. He will contact Watersmith regarding repair, as it may be under warranty. Dock replaced by them in 2016.
* Ruts in Main Rec turf caused by City trucks. A temporary generator is at pump house as main generator is not working – generator is for use during power outages to run the pump which pumps sewage collected from lakefront homes up to main sewer system. Dirk will send another inquiry to Marcus Goodman about planning status for the paved road.
* The concrete garbage shell will be moved to the Tot Lot/Community Garden area at Christina Morse’s request.

**Events** –Michele Rothman states COVID restrictions are still limiting community event options.

* The traditional Easter Egg Hunt would not be COVID safe, but there may be some alternative ways to celebrate, similar to the “Reverse Trick or Treating” Event last Oct.
* Fishing Derby organizer Jay Johnson has ordered fish for stocking again this year for delivery in mid to late April. The Fishing Derby awards event may be able to be done COVID safe, depending on Governor’s restrictions at the time of the derby, which would typically be late April or early May. Face masks and social distancing between family groups may be sufficient. Michele said a Events Committee meeting will happen soon via Zoom.
* July 4 activities – TBD, depending on COVID restrictions. Unfortunately, the community picnic is probably not going to be an option.

**Lake/Stormwater** – As Al Hatten announced at the November board meeting, the Lake Quality Committee will suspend further analytics until April of 2021.  Al stated the lake is at capacity, and the drainage culverts of the west canal are functioning well.

Christina Morse and Mike Gowrylow have noted a tan pickup leaking gas as it drives around – Mike has contacted the city, and police have contacted the owner. Petroleum products and other chemicals on our streets can impact lake health.

**Urban Forest –** Co-chair Marian Bailey reported the following:

* UF Committee met January 7 via Zoom. The committee has chosen the 2nd Wednesday of each month to meet. All are welcome.
* Kiosk: Root Rot display including an explanation why a cluster of trees were cut down. Display includes actual Laminated Root Rot samples.
* Forest Management/Trail Entrance: Ivy removal and mulch cover work continues. A few native sword ferns will be transplanted into open spots.
* Safety: “WARNING: Do Not Enter During High Winds” signs will soon be installed at resident entrance and Kaiser Rd area.
* Safety: The committee will install a “chicane” which a safety mechanism to slow bicyclists as they leave the forest and enter the street, utilizing downed tree logs.
* Trail: The forest floodplain is functioning well, moving water from the Highway 101 drainage through the forest into neighborhood drainages (specifically Gruen Swale) and into the lake. Water that has pooled in the trail at the floodplain during recent heavy rains is draining quickly after a few day of little or no rain.

Christina Morse spoke for the board in thanking Marian, Ellen Wendt, and others for the ivy pull and bark spread near the entrance.

**Gardens** – Chair Christina Morse:

* Applications for Community Garden Plots are now being accepted. There is an application form on kenlake.org. The signature page needs to be returned to Christina.
* The garden bed wooden walls are continuing to deteriorate. Christina proposed that plot renters have their rental fees waived for 2 years ($70) if they rebuild their plots.
* Christina and Evan Clifthorne plan to attend the City’s Zoom meeting on Feb 9 to learn about community grant opportunities; grant money might be used to construct a deer fence around the gardens.
* Two Hugelbeds will be deconstructed and rebuilt this spring, using volunteers.

Board members had questions regarding the mechanics of waiving the rental fee – Dirk proposed that the fee be reimbursed after receipts for building materials used to reconstruct a plot are provided.

Also there was concern that any application for a city community grant come from the board and not a committee (see New Business below).

President Wendy Harris accepted the committee reports.

**Old Business**

1. Park Security System/RFID locks, implementation plan – hopefully by end of March. Randy L previously agreed take over supervision of project from Rob. A meeting of Rob, Randy, Wendy, Todd B, and Michele will be set up for transitioning, and coordination with Brincken Locksmiths.
2. City offer to put in paved road to Main Rec pump station – Dirk. See comments in Community Areas Manager report above.
3. Play equipment at Main Rec – see Community Areas Manager’s report. Wendy, Alicia R-F, Dirk and Todd plan to discuss options.
4. Newsletter access by non-residents. Michele is gathering info from residents regarding want ads in newsletter for 2021. Rob suggested that attorney Stephen Smith supply some recommended verbiage to use on the want ad submissions. Goal is to limit giving out direct contact info about minors without permission of parent or guardian. The newsletters posted online are password protected.

**New Business**

1. Revisions to Fine Policy/Establishing threshold at which to send delinquent accounts to collections-Rob and Christina R with VIS are discussing and will present recommendation at March board meeting
2. 2021 Ken Lake Directory/Phone Book – LCC publishes a paper directory every 2 years, the last one was in 2019. Michele has produced the last couple of them, which is a labor intensive process. It would be nice to have a digital directory, as it would be more accessible and could be updated in real time. Christina R stated that VIS could help out here as they have current resident data. She will investigate how this data could be securely accessed with provisions to opt out listing phone numbers, emails, and possibly addresses. It is possible a paper directory could be produced from their database. Christina will report back to the board soon about capabilities of their system. This could really help Michele more easily produce a paper directory, which many residents still wish to have.
3. Application for a city community grant: Christina M from Comm. Gardens committee would like to apply for a Neighborhood Matching Grant (NMG) for deer fencing.

The board discussed this at length and concluded that any such grant application should come from the board and not a committee. There may be some other community projects for which grant money would be helpful, such as electrification of the Entrance Island, improvement of the median strip on Lakemoor Drive hill, etc. NMG rules state only one application should be submitted per RNA (Recognized Neighborhood Association) . Randy L worked with previous Common Areas Manager to successfully secure a $5000 grant for the Entrance Island landscape improvements, and an earlier city grant helped fund the new wooden LAKEMOOR sign at our entrance.

Also Rob reminded the board that the layout of the Tot Lot park may change as we develop playground structure improvements budgeted this year. He recommended, and the board agreed, that Randy and Christina work together regarding any Community Grant application, Randy stated the deadline for application is March 22.

1. Lake Management Proposal – Al Hatten and resident Jeff Swotek have developed a draft “Lake Management Proposal”, which Al explained. See attached document. Christina M asked that invasive shoreline plants, such as yellow flag iris and canary reed grass be addressed as a separate bullet point on the “concerned expressed” list in the document. Al was OK with this.

**VOTE:** Rob P motioned, Mike G seconded, and the board unanimously approved that the board initiate this effort to develop a Comprehensive Lake Management Plan, as described in their document and proceed with the proposed timelines and objectives stated.

With this permission to proceed, Al and Jeff will next produce a survey of LCC residents regarding the proposal and concerns mentioned within, then form an advisory/technical committee with LCC board representation. Subsequent process and timeline are discussed in the document.

The board appreciates Al and the Lake Committee spearheading this overdue needed task.

1. Next board meeting: After tonight’s February board meeting, the LCC board will meet on the **3rd Tuesday** of the month, with no meeting in July. The next board meeting will be Tuesday, March 16, 2021 at 6 pm via Zoom format.
2. Community comments via Zoom – none.

Meeting adjourned at 8:49 PM Submitted by Dirk Havlak, LCC BOD Secretary

**Treasurer’s Report:**

**LAKEMOOR COMMUNITY CLUB**

**Balance Sheet**

**As at January 31, 2021**

**ASSETS** Operating Reserve Total

Cash in Banks Fund Fund

Operational Checking $ 103,937 $103,937

Petty Cash Checking $ 9,558 $ 9,558

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

Reserve Fund $ 48,526 $ 48,526

TOTAL CASH $ 163,495 $ 73,526 $ 237,021

Accounts Receivable $ 31,913 $ 31,913

**TOTAL ASSETS** $ 195,408 $ 73,256 $ 268,934

**LIABILITIES AND FUND BALANCE**

Prepaid Assessments & Accounts Payable $ 5,457 $ 5,457

TOTAL LIABLITIES $ 5,457 $ 5,457

Beginning Fund Balance $ 154,584 $ 68,709 $ 223,293

Current Period Increase (Decrease) $ 40,184 $ 40,184

Reserve Fund Expenditures

Contribution to Reserve Fund $ (4,817) $ 4,817 $ 0

Ending Fund Balance $ 189,951 $ 73,526 $ 263,477

**5TOTAL LIABLITIES & FUND BALANCE** $ 195,408 $ 73,256 $ 268,934

**LAKEMOOR COMMUNITY CLUB**

**Statement of Revenues and Expenses**

**For the Month Ended January 31, 2021**

**REVENUES Actual Budget Variance**

Assessments $ 50,575 $ 50,575 $ 0

Other $ 914 $ 200 $ 714

**TOTAL REVENUES** $ 51,489 $ 50,775 $ 714

**EXPENSES**

Corporate Costs $ 3,088 $ 4,075 $ (987)

Community Activities $ 333 $ 0 $ 333

Maintenance $ 1,884 $ 2,550 $ (666)

Security $ 1,183 $ 1,510 $ (327)

Utilities $ 0 $ 1,100 $ (1,100)

Infrastructure Improvements $ 0 $ 0 $ 0

Transfer to Reserve Fund $ 4,817 $ 4,817 $ 0

**TOTAL EXPENSES** $ 11,305 $ 14,052 $ (2,747)

**NET INCREASE (DECREASE) IN FUND BALANCE** $ 40,184 $ 36,723 $ 3,461

**TREASURER’S NOTE:**

1. These financial statements are subject to year-end audit adjustments.
2. 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.
3. Reserve Fund projects totaling $34,000 are also being carried over to 2021 due COVID-19.
4. 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. We are pursuing collection actions to the extent authorized under the Governor’s COVID-19 proclamations.

Lakemoor Community Club

Lake Management Proposal – DRAFT, Adopted

February 8, 2021

Proposal Statement

Over the past 5-years, the residents of the Lakemoor Community have expressed their concerns on a number of issues regarding the overall “health” of Ken Lake either directly or indirectly to the Lakemoor Community Club (LCC) board of directors.

It is generally stated by most residents that the lake is the community’s most valued assets, and certainly an area that is most frequently used by the community.

In an attempt to understand the overall health of Ken Lake, the LCC Board approved a plan in February 2017 to conduct a 5-year water quality plan. This plan focused primarily on the basic chemistry of the lake.

Over this period, the lake has maintained a very balanced ecosystem and very little fluctuation except for the seasonal changes of temperature and depth.

With this information and a series of other research conducted over the past 20 years it has been suggested that a Comprehensive Lake Management Plan be initiated.

Concerns:

While this list in not meant to be totally inclusive, it is the summation of what is believed to be the most concerns expressed.

1. Canal Sediment Buildup – both the East and West canals have been slowly occluded by detritus material that have been determined to consist of approximately 80+ percent inorganic and 20 percent organic material.
2. Lake bottom “Muck” – numerous comments have raised concerns about the buildup of non-degraded plants and sediments on the lake bottom.
3. Aquatic Plants – The Lake has two dominant plants. Elodea and Sago Pondweed. Both are very common and considered native/non-invasive. Both are important habitats for fish and waterfowl. The threat to be concerned with are the invasive plants in and around the lake such as the Yellow Flag Iris, Reed Canary Grass, (fragrant, tuberous and white) water lilies and Purple loosestrife.
4. Algae – Ken Lake has one or two blooms per year. The blooms may be either blue or grey algae. Both are dependent on late spring or early summer temperature and elevated phosphate levels.
5. Lake Level: the cyclic water changes between our rainy season and summer drought
6. Recreational/Community Access – Ensure that the lake is open to all residents and their guest and is safe in their recreational activities of choice.
7. Shoreline Management/Responsibilities: - Clarify the duties and responsibilities of all lake front properties owners and differentiate those that are the duties and responsibilities of the LCC.

Objectives:

1. Maintain a healthy viable ecosystem for recreation, fishing and waterfowl.
2. Ensure the LCC and its residence have an input in the process and their concerns are addressed.
3. A planning document that is reviewed no less than triennially.

Proposed Process and Timeline:

1. Secure LCC board of Directors authority to proceed and solicit input on reporting criteria.
2. Conduct a survey of LCC residents on their concurrence of the proposed concerns and/or submit others for consideration.
3. Form an advisory/technical committee with LCC Board representation.
4. Gather information and identify available resources.
5. Identify, analyze data and set priorities.
6. Develop goals, objectives and action plans with approval of the LCC board of directors.
7. Implement and monitor progress with defined reporting criteria by the LCC board of directors.

Action Requested:

It is requested that the LCC board of directors initiate this effort to develop a Comprehensive Lake Management Plan of Ken Lake and proceed with the proposed timelines and objectives stated.

Respectfully submitted,

Al Hatten, Chair Lake/Storm water committee

Jeff Swotek – Resident and co-author of the proposal.