**Lakemoor Community Club Board of Directors Minutes (ROUGH DRAFT)**

**Meeting type**: Regular

**Date**: March 19, 2019

**Place**: Home of Mike Gowrylow in Ken Lake (meeting moved as Jefferson MS locked up)

**Start time**: 6:30 PM

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

**Board members absent**: VP John Ulmer – excused, out of country; Randy Lubert

**Community members in attendance**: Brian Frankowski, Al Hatten, Christina Morse, Linda Panowicz

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

**Community Comments**:

Linda Panowicz wants dogs allowed on Urban Forest Trail so she can take her dog with her on walks and feel safer.

**Reports**:

**Security** – Ralph Oliver on vacation 3/11-29 so no report. Al Hatten commented that Jerry Wilmes, who Ralph arranged to cover during absence, was making community security checks twice daily.

**Treasurer** – Rob P presented budget report - $193,481 in cash (checking, savings, MM); $75,000 was moved from checking to savings account to get some interest (0.6%). With Vantage Management, treasurer is looking at higher interest bearing options, such as short term CDs (2+%). Report accepted.

**Architectural** – Karl Young not present, but had sent email to board member Mike G. that one home on Lakemoor Dr had newly cut logs on lawn, and homeowner hadn’t consulted Architecture committee first.

**Common Areas** – Brian Frankowski reported:

**March 2 Chipper Day** was well received by community – Brian ran the chipper for 6 hours straight at 3 parks. He was happy that members who brought material for chipping stayed and helped out. The **Board gave Brian a thank you card and gift certificate for his extra work on this** (donated by a board member).

Brian especially wanted to **thank “Superstar Volunteer” Bill Hibbert** who cleared the fallen trees at the back fence of the Tot Lot, saving LCC hundreds of dollars. Bill also manages the hill median’s trees and shrubs, and Bill and wife Kathy mow the grass at all parks.

**Ballfield** – Snowfall slowed project, but site work should be nearly finished in a month, including grading and seeding. Then need to let grass grow, so park will remained closed to use until July. Play equipment has been ordered for possible install in late June. To keep dogs and people off field, yet maintain access to dog park, Brian will get quotes on putting a gate at back of dog park with access along chain link fence and around the back of basketball and tennis courts. Dogs should stay off the tennis courts. Wheelchair access to dog park can be through courts.

**Tot Lot – Slide to be removed due to safety concerns.**

Fence damage at back of park by trees falling from Westbrook Park property. John Ulmer contacted LCC’s State Farm agent – deductible is $500. Estimate from Southgate Fence in progress for repair of 2 damaged sections. Insurance agent will attempt to recover some damages from Westbrook Park, once repairs complete. As mentioned above, Bill Hibbert cleared the large tree, saving LCC money.

**Urban forest** – removed 2 hazardous trees damaged by recent heavy snowfall, specifically, a large alder leaning over trail and a large hemlock that fell near the fork in trail

**Boat Tag** renewals (now $50) going out soon as yearly rental of storage runs April 1- March 31.

**Christopher Park** – wood of picnic tables deteriorating. Brian will price replacing with cedar.

**Stocking lake with trout** to happen Friday, March 22 at 2:30 pm at Westside Rec.

No fishing allowed after that until fishing derby on Saturday, April 6. Jay Johnson is to put up NO FISHING signage at the lake parks.

**Entrance Island** – Down payment for improvement project paid. Brian working with contractor and city regarding Traffic Control Plan. Contractor bid $3700, but there may be previous plan with city that may require less manpower (flaggers) and complexity.

**Neighborhood Matching Grant Application** - Randy Lubert and Brian worked together to submit grant request for up to $5000 from City for projects. This would help defray costs of the Entrance Island project. It was submitted on Monday, March 18 which was deadline. The **Board thanks Randy and Brian** for getting this done.

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

**April 6 Fishing Derby**, organized by Jay Johnson. Fish stocking happens March 22.

**April 13** – **Easter Egg Hunt**: with Ballfield unavailable, plan is to have Egg Hunt for younger kids at Tot Lot, and Egg Hunt for older kids in Urban Forest Trail.

**Gardens** – Christina Morse said some interest in the gardens was generated by the newsletter. Hopes to have 2 gardens for strawberries that can be picked by kids. Also hoping to simplify application process. About 7 of the 12 gardens are currently reserved at $35 for the season.

**Lake/Stormwater -** Al Hatten reported on site visit to Ken Lake by Aspect Consulting and Quigg Brothers Construction on February 21. Consultants walked property around the west and east canals to assess feasibility and methods of removing organic and inorganic fill. Access is a problem – west canal probably best approached from Lakemoor Drive at drainage culvert, but access to east canal very difficult. Other issues are storage of any dredged material, whether pollutants or contaminants are present, dewatering, impact on resident’s shoreline, etc. Plan from Aspect is due March 29, but that is dependent on estimates from Quigg Bros, so may be delayed. Does not include evaluation of our lake as a whole, but may give us idea of how costly lake dredging could be, and need for building up reserve to cover such future costs.

**Stormwater -**  Christina noted rainfall is 5 inches behind, and lake levels are actually lower than usual at this time of year. She discussed whether plywood, sandbags, or other barrier could be used to reduce outflow at the lower culvert of outflow drains at west canal, thereby increasing lake level now so that lake levels would be maintained longer into dry months of summer and early fall. Brian voiced concern that any such temporary modification would need to be approved by city who installed the heavy-duty cages at outflow and Gruen swales as mitigation after flooding in the past. Such modifications would probably not be allowed.

**Outreach** – No report

**Urban Forest** – The UF Committee will be offering a **“Walk in the Woods**” on the **first Saturday at 10 am each month**, **starting April 6th**. This is an open invite to anyone in the community to walk with a committee member and hopefully others for about an hour.

See Old Business re: UF Trail Rules.

**Old Business**

1. **Delinquent accounts** – Treasurer Rob noted 9 community members have delinquent accounts – 4 members are 1 quarter behind, and 5 members are 2 or more quarters behind. He discussed his plan to bring these accounts into compliance via delinquent notices through Vantage, following LCC Collection Policy of 2017.
2. **Urban Forest Trail Rules** – Trail Rules have been developed by the Urban Forest Trail committee. A draft was presented at February’s BOD meeting and was circulated in the Ken Lake Newsletter. Comments from community members have been reviewed. Rob has looked at community documents from the original vote to buy the 22 acre UF property: purposes listed then were 1) Protect Watershed and 2) Provide recreational opportunities. Discussion led to removal of wording at bottom of signage that listed responsible fire department and instruction to call 911 if violations. The header and footer that is used at other park signage will be added. Rob P. moved to approve UF Trail Rules with the above changes, Susan D. seconded, and board approved unanimously. Brian found the extra **dog waste station** with bag dispenser and trash can (in a box within another box). This will be installed at the UF Kiosk, but without the trash collector because no arrangement to empty it are in place (not near another garbage bin).

**New Business**

1. **Contracts with Corporate Clerk (Michelle Rothman), Security (Ralph Oliver), Common Areas Manager (Brian Frankowski).** Over the last month, the BOD has worked on standardizing the 3 contracts for the above providers. Drafts of contracts have been prepared by Susan Dumph, which now include an indemnity clause and wording linking the contracts to list of duties for each position. Michelle’s contract has lapsed, Ralph’s contract is old, and Brian does not have a contract. Dirk H will print up the contracts with duties and provide copies to the 3 providers for review. The documents should be returned with any edits by the providers by April 9, with the goal of having all 3 contracts signed by the April board meeting.
2. **Forming Covenants Committee** – the Board wants to form an official Covenants committee. This issue is tabled until John Ulmer’s return.
3. Reminder that LCC is now a member of WSCAI (Washington State Community Associations Institute) courtesy of Rob Panowicz. Board members are now signed up and getting emails from this organization.
4. Discussed Ken Lake Newsletter – will continue monthly emailed newsletter 1-2 weeks after board meetings, with delivered paper newsletter delivered quarterly to households.
5. Rob P discussed Reserve Study by Cedcore - year 3 review happens this year. Providers, committees, and board members encouraged to submit future potential funding needs to facilitate reserve planning.
6. Next Board meeting is Tuesday, April 16 at 6pm at Jefferson MS Library. Future Board meetings: 5/21, 6/18, 8/20 (@CP), 9/17, 10/15, 11/19, 12/17

Meeting adjourned at 9:09 pm.

Submitted by Dirk Havlak, LCC BOD Secretary