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

**Meeting type**: Regular

**Date**: May 21, 2019

**Place**: Jefferson Middle School Library

**Start time**: 6:03 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, Linda Panowicz, Pat Andersen, Dan Andersen, Esther Baker, Rita Westling, Carrie Rivers

**Minutes**: April 16, 2019 minutes amended (1 minor typo), moved, seconded, and unanimously approved.

**Community Comments**:

Carrie Rivers wished to speak on 3 topics.

1. CR discussed board conduct

2) CR complained about Vantage’s high late fees

3) CR thinks Vantage position as service provider for the last 5 years needs to be reevaluated.

**Reports**:

**Security** – Ralph Oliver noted between May 6 and May 15, he confronted 33 nonresidents in the swimming area parks, Christopher and Westside Park. He encountered one obviously counterfeit bracelet. He refers those nonresidents to the public Kenneydell Park on Black Lake. He commented that the lake will get much use once school lets out in late June, and the weather warms up. (See later discussion in New Business). Ralph commented that the new signage announcing presence of security seems to have helped.

**Treasurer** – Rob P presented April’s report. - $188,253 in cash. He has moved money from checking to a better interest-bearing money market account and is investigating other higher interest generating strategies. The reserves have been slightly depleted by payments for Ballfield park and Entrance Island improvements.

Treasurer’s Comments:

1. As reflected in the summary financial statements, we are tracking closely with our budget.
2. In September our outside consultants will review and update our current (2017) reserve study.
3. A complete reserve study will take place in 2020 and will include a study of our lake in light of the continued rise in the silt levels throughout the lake. (Se Aspect Consulting’s report posted on our web page).

**Covenants –** Covenants committee (approved April meeting) currently consists of John Ulmer, Randy Lubert, and Susan Dumph.

After request for applicants to the committee by email and newsletter, one member applied, Maria Nardella.

### John Ulmer stated the LCC Covenants are the rules of the community. Bylaws describe the conduct of the Board. According to RCW 68.38.020 – “Association powers. Unless otherwise provided in the governing documents, an association may: (1) Adopt and amend bylaws, rules, and regulations”.

JU described the committee’s plan to come up with recommendations for covenants clarifications, then submit them to Stephen Smith, (current attorney for the board/community) for approval. Proposed clarifications/rules and regulations would then be reviewed by the board with community comment over a 2-month period before board approval to enact them. It is hoped that this can be accomplished before the end of the year

**Architectural** – Karl Young emailed his report to the Board: “For the 30-days prior to today’s Board meeting, there were five applications for tree removal.  None violated the Covenants or the City tree density rules.  The LCC Clerk has received copies of all signed-off ACC applications.”

**Common Areas** – Brian Frankowski submitted his report to board by email, which WH read:

**May Common Areas Report**

**Entrance Island**

* Permit approved (5/15/2019)
* Grant complete
* Contractor is working to fit us in his schedule in mid-June. Project will take approximately two weeks to complete once work begins.
* Expect traffic delays of up to 5 minutes when exiting Ken Lake during construction. There will be no traffic interruptions entering the neighborhood from Black Lake Blvd.

**Ballfield Park**

* Pressure Washing of courts is scheduled for June
* New tennis court net on order
* Play Equipment to be installed late June

**Urban Forest**

* Signs are on order. Switched vendors after waiting a month for the signs from our first vendor.
* Purchased swinging sign board for UF events

**Christopher Park**

* Found a source for cedar timbers to rebuild the picnic tables in June. Will host a work party on Saturday, June 22 to rebuild the tables.

**Other Activities**

* BOAT TAGS: Second notice served on May 1. Final notice will go out on June 1. Delinquent boats will be removed from parks June 15.
* Annual backflow testing scheduled for all locations

**Newsletter Items**

**Looking for Plywood**

* Need plywood to lay on grass during play equipment installation at Ballfield Park to minimize impact to new turf
* Large pieces only, half sheet or more
* Email [kenlakeparks@gmail.com](mailto:kenlakeparks@gmail.com) if you have some plywood to donate

**Picnic Table Re-Build Work Party:** Saturday, June 22 at 9am at Christopher Park

* Will be rebuilding the rotten picnic tables at Christopher Park with cedar timbers
* Tools you can bring: gloves, safety glasses, orbital sander, hammer, drill, socket set
* Pizza lunch will be provided

**Events** – Tiffany not present, so Wendy reported that no events occurred in May.

Upcoming events:

**June 8** - community garage/yard sale. Flyers going out in newsletter

**July 4 celebration** – Wendy Harris in charge again – As in previous years, there will be a bike ride/fun run, parade, picnic at Christopher Park, kid activities, and horseback riding. A major change this year is moving horse riding to Tot Lot because Ballfield grass still needs to be protected. Typically 35-40 volunteers needed, with online signup through website, or by directly contacting Wendy.

**Gardens** – Christina Morse provided this update via email:

Seven gardens have been rented, two have been donated.  Garden plot #7 is a free pick of strawberries for all children.  Garden plot #7 is a donated plot to a community member.   Strawberries hopefully will be ready to pick in about 30days.  Currently a deer exclusion fence is installed.

Plots #5 and #9 are open to rent, please contact Christina Morse (360-584-8620, mobile) if you have a last-minute desire to grow zucchini, herbs, beans, cherry tomatoes, garlic or flowers.

**Lake/Stormwater -**

**Lake** – Al Hatten not present, but Dirk and Mike noted Aspect Consulting Report was finally received May 17, delayed due to Quigg Construction’s late report to Aspect. Total estimate for a dredging project for the east and west drainage canals of Ken Lake came in at $295,000. Since the cost is so high, and the lake is still draining through the west canal , then through the Tot Lot on to Percival Creek, there is no plan to implement this project. However, the report is very detailed about how dredging this area might be accomplished with its estimated cost. This drove home the fact that any action to dredge the lake will be very costly and needs to be considered in the Reserve Studies going forward. The report will be posted to the Ken Lake website for community review. Further research is needed to determine how rapidly our lake is filling in, and the costs of remediating that to preserve our unique community asset going forward. Al Hatten has contacts in Department of Ecology that should be helpful resources to us.

**Stormwater –** no report

**Outreach** – No report

**Urban Forest** – Christina Morse submitted this report by email: The Urban Forest committee continues offer the 1st Saturday of the month casual ‘Walk in the Woods’ 10 AM, meet at the Kiosk. Here are the Share the Trails accepted for mixed use: - Keep dogs under control – 6 ‘ leash maximum - Walkers have the right of way, bikers stop and let them pass - Pedestrians keep left to face oncoming cyclists

**Old Business**

1. **Kaiser Woods Park** – a community meeting was held by the City of Olympia at City Hall on May 2. It was attended by almost 300 people. Mike Gowrylow, Randy Lubert, Mark McCaffey, Marian Bailey, and Karl Young attended. The Parks department plans to take feedback from this meeting and online park survey to revise its plans for a mountain bike park. They will publicize their changes on the city park website.

Concerns voiced were need for more protected and separate hiking trails from biking trails, more parking, and an alternative access to the park other than Park Drive through Westbrook Park neighborhood. Another concern is the ecological impact of a mountain bike park on wetlands and runoff.

1. **Architecture Control Committee** – since the terms of the Architecture Committee had expired, and our Covenants describe a 3-member committee with staggered terms, a request was made by email and newsletter for community members to apply for this important committee. Bruce Treichler applied for the committee.

**The Board unanimously approved Bruce Treichler for the ACC.**

Since no other members applied for the ACC, including the previous members, 2 board members agreed to serve on the committee. After discussion, **the Board unanimously approved Dirk Havlak who will serve a 1-year term, Mike Gowrylow who will serve a 2-year term, and Bruce Treichler who will serve a 3-year term, so that terms are staggered as written in the covenants.**

1. **Covenants Committee** – Maria Nardella has applied to be on Covenants Committee. She is recently retired and wishes to contribute her organizational skills.

**After a motion by Rob P, second by Randy L, Maria Nardella was unanimously confirmed to be on the Covenants Committee**.

**New Business**

1. **Non-Discrimination Policy** – It came to the attention of the board, through Common Areas Manager Brian, that LCC did not have such a policy on the books. He learned this during the application approval process for the Community Grant we were awarded through the City of Olympia. He recommended that the LCC *adopt a non-discrimination policy based on the City of Olympia’s policy, and federal and state protected class statuses.*

**Rob P motioned, Randy L seconded, and the board unanimously approved the following:**

**Non-Discrimination Policy**

**Lakemoor Community Club shall not discriminate against residents, community members, board and committee members and nominees, volunteers, contractors, vendors, clients, or employees on the grounds of protected class status. This includes, but is not limited to the federal protected classes of race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, marital/familial status, veteran, or genetic information, in addition to the Washington state protected classes of sexual orientation, gender identity, sex (including maternity), use of a guide dog or service animal by a person with a disability, HIV/AIDS or Hepatitis C Status, or other status as protected by law.**

*The non-discrimination policy should be published annually in our community newsletter, affirmed and included in the meeting minutes at our annual stakeholders meeting, published on our website, and should be considered for inclusion in future revisions of our community covenants.*

1. **Ken Lake wristbands/Gate Security at Lake Parks -**  In Spring 2019, a non-resident Capitol High School student purchased 80 look-alike Ken Lake ID bracelets, with numbers and all.

Summer 2018, a group of high school students had a large party at Christopher Park, which ended with Olympia police responding, a resident being banned from the parks, and $300 in damage to one of the floating docks.

With this knowledge, the board and Brian have researched various possible solutions to increase gate security at Lake Parks, including installing locks at the gates. Lock options include numeric key pad locks ($1500), keyed locks ($3000 self-installed, $6000 professionally installed), RFID card lock ($18,000), and RFID bracelet lock ($20,000). There are pros and cons to all these options, including no locks.

John Ulmer spoke with OPD Officer Clarke about lake signage to deter non-resident entry and which might enable OPD to act on trespassers. Officer Clarke suggested that the signs stress: 1) Private Property, 2) No trespassing, 3) Resident Use Only, 4) No Lifeguard on Duty, and 5) Enter at Own Risk.

We need to check our current signage and make sure these items are noted and modify them accordingly.

No action was taken regarding locks or wristbands, but Ralph, Brian, and the board will continue monitoring the situation as summer swimming season progresses.

John said he would contact Karl Young regarding Security ideas, as he has served on its ad hoc committee. John said he would also contact our insurance company regarding liability and signage. Rob will look into WSCAI (HOA assoc) regarding how other HOAs have handled lake security. It was again pointed out that Washington State has only 2 private lakes, so may need to look elsewhere for precedents.

1. **Entrance Island Lighting** - Brian asked board to make a decision on optional lighting for Entrance Island Project. Estimate from Rodda & Sons, contractor for project, for installing 14 lights was $4800, including tax. After discussion, **the board decided not to approve this option**. Currently there are no lights on the island, other than entrance sign, and lights are subject to vandalism, and not felt to be necessary in this location and at this cost.
2. **Aspect Consulting “Road Map Memo for Ken Lake Canals Dredging”** -  report was accepted and remaining consulting fees are to be paid. See previous discussion under Lake Committee and Treasurer’s Report. The report will be forwarded to Cedcore, the company performing Reserve Studies for LCC.
3. **Missing Middle Issue** - Randy announced the Growth Management Hearing Board (GMHB) will have a meeting at City Hall on May 23 at 9 am. The Missing Middle issue will be the primary topic discussed. RL plans to attend.
4. **Town Hall/State of the Community Meeting** – scheduled for June 19, 7-8:30 pm at Jefferson MS library. Plan is to invite all of community with a flyer – John to work with Michelle on this. At meeting, will discuss board’s strategic objectives and plans, receive community comments. An officer with Olympia Police Department will attend to discuss security issues.
5. **Next Board meeting on June 18, at 6 pm at Jefferson MS library. There will be no BOD meeting in July**

**The August BOD meeting will probably be Tuesday, August 6** **at 6 pm**, due to vacation conflicts – and will take place **at Christopher Park** (with the newly refurbished picnic tables). To be confirmed.

Meeting adjourned at 7:58 pm.

Submitted by Dirk Havlak, LCC BOD Secretary