Lakemoor Community Club Board of Directors Minutes – November 2020 APPROVED

Meeting type: Regular

Date: November 16, 2020

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

Start time: (Zoom host- Dirk Havlak)

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

Community members in attendance: Michele Rothman – Ken Lake Clerk, Al Hatten, Todd Bramble, Rita Westling, Marian Bailey, Carol Gruen, Alicia Roberts Frank, Alice Hart, Steve Durant, Rick Stence

VIS Community Manager attendance: Christina Rhoades

Minutes: October 19, 2020 minutes amended by Dirk to add comment by Christina Morse that residents need to clear storm drains as needed to reduce flooding and to prevent more organic debris from entering lake. Rob P motioned, Mike G seconded and board unanimously approved October minutes.

Community Comments: via email to Corporate Clerk. None.

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**REPORTS**

**Security** – Ralph Oliver- not present. Ralph gave a report at the Annual Meeting on Nov 12, stating that activity in general is light this year because of COVID. Described watching a suspicious character on Halloween night who eventually left the neighborhood.

**Treasurer** – Rob Panowicz: Presented the financials from October 2020. $224K in bank and CD’s, will move more to CDs. 3 community members are in arrears in excess of $1000, with 6 others with over $400 due. Liens can be applied to those in significant arrears. The auditors completed their review of 2019 (quite late) with no changes or discrepancies. The community is in good financial position. Full Oct report attached below. Rob asked Todd B to note that $5000 added to Common Areas budget to address hazard trees in common areas.

**Covenants & Compliance**: Randy L and Mike G are now co-chairs. Randy again stated the community is continually improving and thanks VIS for their help monitoring covenant and rules compliance. Second notice letters to go out to about 8 private dock owners who have not acknowledged notice of noncompliance or repaired their docks. Appeals are addressed at monthly executive sessions of the board. The December drive-through has been cancelled as a goodwill gesture for the holidays.

**VIS report**: Community Manager Christina Rhoades noted many properties have turned around. There are 101 open violations, but only 20 compliance letters went out after October drive-through, an improvement. Next drive-through is November 17. Christina R notes that the 3rd Monday is generally a conflict for her due to 2 other HOA meetiings, and prefers another date for LCC board meetings.

**Common Areas –** Todd Bramble. Todd gave an update at last week’s Annual Meeting. Current issues are lawn treatments by Wolberts, which were last performed at the Tot Lot and Main Rec in 2018 (Sports Park completely resodded in 2019). None were performed in 2020. Todd plans to meet with Edmund from Wolberts to discuss lawn/vegetation treatments and obtain a bid going forward. If the bid seems unreasonably high, an alternative would be for Todd to design a treatment program as he has expertise in turf management.

Tim’s irrigation finished winterizing the irrigation systems at the parks on November 15.

As private dock owners rebuild/remodel their problema docks, some will need access through Westside Park to float new dock and remove old one. One owner requested and was granted that option, and Todd borrowed ½ inch plywood from his employer to put down to minimize ruts from delivery truck/tráiler. He thinks the board should consider a protocol of how to handle such requests in the future. One option is to purchase community plywood for this, but storage is an issue. Also such park access should be limited to the drier months of the year, to reduce impact on turf and tree root systems.

**Architectural** – No chair currently. Mike Gowrylow stated there were a couple of tree cutting notifications, but no new applications were received or reviewed during October.

**Events** – No chair currently. The board asked Michele Rothman to assume the Events chair position, and she agreed. Michele stated she has many favorable comments about the October 30 Reverse Trick-or-Treat event. Turnout was great, helped by the nice weather. Pumpkin carving winners were announced in a Nov 13 email: 1st Place:  Josh Faro; 2nd Caleb Moodenbaugh and The Christiansen Family; 3rd The Mondau Family.

The committee and Dixie Havlak have suggested 3 holiday events: Dec 11-26 Urban Forest Gnome Walk; Dec 13 Ken Lake Holiday Hayride; and Dec 14-22 Neighborhood Cookie Exchange. Because of the recent increased COVID related restrictions on gatherings, it was decided the Hayride should not be done, even though efforts were made to make the event more COVID safe, but just not safe enough for the board to sign off on it. The other 2 events could proceed with precautions.

**Lake/Stormwater** – Al Hatten reported on current lake analytics. Temperature is 47 degrees, water clarity continues to be excellent with visibility in excess of 2 meters. The lake level is 2” ABOVE MAX and average for this time of year. MAX capacity is determined to be set when there is evidence of drainage in the West canal outlet. All other analytics of the lake remain stable and essentially unchanged.

The Lake Quality Committee will suspend further analytics until April of 2021.  During this time, the committee will begin the development of a draft comprehensive lake management strategy and will present recommendations to the LLC Board in early Spring 2021 for comment and direction. Jeff Swotek is assisting Al with this effort.

**Urban Forest –** Co-chair Marian Bailey provided a written UF report which she summarized.

The committee met Friday November 13th 2020 via zoom.

Ken Lake Holiday Activities : Dixie Havlak hopes to coordinate an ‘Urban Forest Gnome Walk’, inviting residents, especially children to learn how tiny fantasy gnomes interact with their forest. Watch the UF Kiosk and a flyer for more information.

Invasive Plant Control **:** Members have been coordinating management of and removal of invasive species. This is an ongoing project. Invasive plants are very difficult to remove / control once they are established. State, County and Federal agencies employ teams of people to reduce non-native, invasive species impacts on public lands. We, in Ken Lake, are fortunate to have volunteers willing to take on the challenge of improving the habitat and health of our UF both through a planning process as well as physically working to remove them. The committee focuses on a few very problematic species verses all the species out there.

English Ivy at the entrance to the UF is our focus this winter. In the recent past great work was done at the entrance remove it from the big leaf maple trees and to pull roots around the kiosk. During this winter, when the soil is moist, pulling and removal activity will begin on the left side of the entrance.

Root rot patch of dead trees **:** It has been suggested a patch of dead standing spires should be brought down as they could potentially fall onto Highway 101. Quotes are being collected to assure LCC funds are used in a responsible manner. Hopefully short wildlife snags can be retained as the trees are brought down. For resident safety, the trail will be closed for a short time during project implementation.

Kaiser Road Area Restoration : Progress is coming along. Surprisingly not many of the young Douglas fir planted a couple of years ago succumbed to this summer’s drought conditions (yea!!). The seedlings have put on good growth. Natural big leaf maple seed dispersal is occurring and young trees are starting up. Native shrub seeds have drifted in or were moved in via wildlife and are beginning to grow. Supplementing some root rot resistant and drought resistant tree seedlings will be discussed in the future.

UF responsibility**:** The UF is a community property and resource for all KL residents. We urge all to refrain from dumping yard waste, debris, and garbage into it. Additionally all users: litter is increasing along trails. Please don’t drop your water bottles, cans, plastic wrappers, and etc. while in the UF. And to all, please join us in keeping the UF a pleasure to walk / ride in by picking small pieces of litter as you see them.

We recognize the 2 year anniversary of UF establishment. How many neighborhoods have their own natural area to decompress from life’s stresses? The amount of volunteer hours donated to the UF is significant, especially those committed trail builders. Thanks go out to all who have committed to the UF. Also the committee thanks all residents who appreciate accessing this amazing resource.

NOTE: No indication of homeless people using the area has been observed since residents are routinely walking or biking on the trails.

Chair Transition : Christina Morse’s work as committee chair is greatly appreciated. As she moves on, Marian Bailey and John Busscher have assumed the responsibly of co-chairs.

**Gardens** – Chair Christina Morse reported that the Community Gardens at Tot Lot Park are winterized. She is exploring ways to infuse the project with some funds.

President Wendy Harris accepted the committee reports.

**Old Business**

1. Park Security System/RFID locks, implementation plan – Rob P reported that implementation plan was further delayed because the RFID reader did not work properly. Plan now is to individually test each of the programmed bands with new implementation date set at January 31. It is hoped bands can be distributed to households during the month of January.
2. Annual Meeting results: Conducted by Zoom on Thursday, Nov 12. President Wendy summarized the board’s accomplishments during 2020, a difficult year because of COVID. Election result: Alica Roberts Frank and Dirk Havlak were selected to fill 2 of the 3 open positions starting January 1. One board position remains open. Only 28 votes were cast. 2021 LCC Budget was ratified. After Annual Meeting adjourned, Town Hall commenced with resident John Busscher, a forester, sharing thoughts on community’s private and common area trees.

**New Business**

1. Appoint new Architectural Committee Chair – Dan Andersen has agreed to assume the ACC chair position. The other 2 committee members are Mike Gowrylow and Dirk Havlak. Terms are intended to be staggered, this will be revisited with new 2021 term.
2. City’s pump station in Main Rec Park – On November 2, Dirk H, Mike G, and Randy L met with Marcus Goodman with City of Olympia Public Works about improving access to the sewage pump house in Main Rec Park. The City would like to put a paved road from Camden Park Drive entrance to the pumphouse, at their cost, so that their large Jetter pump truck (the size of a city bus) can access it year round. Normally maintenance of the pump station should occur quarterly but this is usually skipped during the winter months due to soggy sod conditions. There is a backup diesel generator that kicks in for the pumps during power outages, but if it were to also fail, it could lead to a raw sewage spill into our lake. The City is also willing to move or remove the swingset and surrounding pea gravel, and install an ADA paved path to one of the picnic tables. After board discussion, it directed Dirk to inform the City that we would like to pursue further discussion of this generous offer. The LCC Board has plans to upgrade play equipment in the Main Rec Park, so this is particularly timely. The earliest the road install could occur is summer 2021, so planning will get started soon at the City, with LCC involvement. Rob P stated that LCC needs to preserve its private lake status (no public access) in its negotiations with the City.
3. Proposal to build a new 4th swim float by community volunteers – This fall, Dirk H and his crew of volunteers repaired the Main Rec swim float, and built a new diving swim dock for Westside Park. Some lake residents and users have noted swimmers sometimes have difficulty swimming the long stretch between the Main Rec and middle floats, and suggested to Dirk that a 4th swim float between the 2 would be helpful. Dirk notes he has an large float tub, lots of usable pressure treated lumber salvaged from the old diving dock, and other leftover hardware that could be used to build a 4th swim float with the same 10 x 10’ dimensions as 2 of the floats. 3 more floats, a ladder, dock cleats, anchoring hardware, bumper strips, and Trex type decking would need to be purchased to complete the project. Dirk estimated a cost of about $2000, much less than the $6000+ normally charged by outside vendors. Floats do not require City permitting. Dirk and Rob noted there is $3500 in the 2021 reserve budget for “dock repairs”. **VOTE:** Rob P motioned, Mike G seconded and the board unanimously agreed to fund up to $3500 to the construction of a 4th swim float by Dirk H and volunteer crew. This will occur sometime over the winter, weather and COVID restrictions permitting.
4. Assessing hazard risk common area trees – the board has budgeted $5000 toward tree management in the Common Areas. The UF committee has used an arborist to evaluate its forest. The board wants an arborist opinion (either the UF arborist, or another one who doesn’t make a living cutting trees) regarding our common area trees. CAM Todd B would like to focus on one or two parks at a time each year for tree work, but it would be good to do an overall assessment for hazard trees in the parks, as well a the culdesacs and hill median which are city property, but LCC managed. Christina M would like to be involved in this process.
5. Year round sani-stations at Tot Lot and Main Rec – Dirk stated that community walkers and runners, and postal delivery persons and other day workers appreciate having access to the sani-stations at our parks. Normally the toilets at Main Rec and Westside Park are removed approx. Nov -March each year, with Tot Lot remaining year- round. The ADA toilet at Main Rec is double the cost of a regular toilet. The board decided to remove the Westside Park toilet over the winter, and switch the Main Rec toilet from ADA to regular during the winter months, so that there with be at least 2 toilets in the community areas throughout the year.
6. Community Survey to assess Playground needs – funds are budgeted to upgrade the playground equipment at Tot Lot and Main Rec in 2021. To assist Todd B in determining what the community wants and can afford, a survey would be helpful. Incoming board member Alicia Roberts Frank agreed to help develop a survey.
7. FYI: Randy L stated the City is proceeding with their plans to adopt high density housing options, including duplexes, triplexes, and fourplexes. This may be passed as early as Dec 2020. Housing will be market-rate. Rob P stated we need to know the process, and how to intervene at the conditional land use permit phase before the building permit phase, if we have any hopes of forestalling high density housing construction in Ken Lake. Our covenants specify single family housing, but that may not be enough to stop it. Randy L and Mike G have been following this issue closely.
8. Next Board Meeting – Monthly Board Meetings are held on the third Monday of each month and will be virtual meetings until further notice. However, in order to avoid meeting during holiday week, the **next board meeting will be on the second Monday, December 14** at 6 pm via Zoom, unless in person meetings allowed and safe.
9. Community comments via Zoom - none

Meeting adjourned at 7:50 PM Submitted by Dirk Havlak, LCC BOD Secretary

**LAKEMOOR COMMUNITY CLUB**

**Balance Sheet As at October 31, 2020**

**ASSETS** Operating Reserve Total

Cash in Banks Fund Fund

Operational Checking $ 104,173 $104,173

Petty Cash Checking $ 8,347 $ 8,347

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

Reserve Fund $ 37,386 $ 37,386

TOTAL CASH $ 162,520 $ 62,386 $ 224,906

Accounts Receivable $ 22,288 $ 22,288

**TOTAL ASSETS** $ 184,808 $ 62,386 $ 247,194

**LIABILITIES AND FUND BALANCE**

Prepaid Assessments & Accounts Payable $ 15,899 $ 15,899

TOTAL LIABLITIES $ 15,899 $ 15,899

Beginning Fund Balance $ 139,736 $ 30,803 $ 170,539

Current Period Increase (Decrease) $ 60,756 $ 60,756

Reserve Fund Expenditures

Contribution to Reserve Fund $ (31,583) $ 31,583 $ 0

Ending Fund Balance $ 168,909 $ 62,386 $ 231,295

**5TOTAL LIABLITIES & FUND BALANCE** $ 184,808 $ 62,386 $ 247,194

**LAKEMOOR COMMUNITY CLUB**

**Statement of Revenues and Expenses For the Nine Months Ended October 31, 2020**

**REVENUES Actual Budget Variance**

Assessments $ 190,740 $ 190,740 $ 0

Other $ 11,137 $ 8,427 $ 2,710

**TOTAL REVENUES** $ 151,893 $ 149,128 $ 2,766

**EXPENSES**

Corporate Costs $ 45,268 $ 48,502 $ (3,650)

Community Activities $ 3,202 $ 5,483 $ (2,281)

Maintenance $ 23,258 $ 39,917 $ (16,659)

Security $ 22,168 $ 22,258 $ (90)

Utilities $ 11,129 $ 9,708 $ 1,421

Infrastructure Improvements $ 4,513 $ $ 4,513

Transfer to Reserve Fund $ 31,583 $ 31,583 $ 0

**TOTAL EXPENSES** $ 141,121 $ 157,452 $ (16,747)

**NET INCREASE (DECREASE) IN FUND BALANCE** $ 60,756 $ 41,715 $ 19,457

**TREASURER’S NOTE:**

1. These financial statements are subject to year-end December 31, 2019 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. We anticipate that projects costing approximately $10,000 will be carried over to 2021.
3. Reserve Fund projects totaling $34,000 will also be 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. These nine (9) accounts total $6,539. We are pursuing collection actions to the extent authorized under the Governor’s COVID-19 proclamations.