**Lakemoor Community Club Board of Directors Minutes – March 2021 FINAL**

Meeting type: Regular

Date: March 16, 2021

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

Start time: 6:04 PM (Zoom host- Dirk Havlak)

Board members in attendance: President Wendy Harris, VP Mike Gowrylow (arrived 6:38), 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, Doug Osborne, Dani Clark, Devin Johnson, Diana Stence, Jim DeAngelis, Steve Durant, Linda Hodge

Also non-resident Ralph Oliver (security)

VIS Community Manager attendance: Christina Rhoades

Minutes: With one clarification of February 8, 2021 minutes under New Business, item 3, Christina Morse moved, Rob P seconded, and the minutes were unanimously approved.

Community Comments: via email to Corporate Clerk.

Tory Tjersland had 3 comments – 1) Bank loan interest is very low at 1.99% which might help financing canal cleanups and a LCC community center at Ballfield park. 2) Suggests LCC form an advocacy group to lobby for noise barrier between Ken Lake and Hwy 101. 3) Ask city manager to paint stop lines on pavement at community stop signs to remind drivers to fully stop before turns.

**REPORTS**

**Security** – Ralph Oliver reported a series of mailbox tampering and thefts of LOCKED mailboxes, many on Canterbury. He says there is a mailbox version that is even more secure; he will supply information on how to get them. May require neighbors to pool resources to install/purchase. Otherwise things have been pretty quiet with cold weather and COVID. He states he just got vaccinated with the single dose J&J COVID vaccine, which makes him feel better about approaching park users. He described recent phone issues and tax statement problems with VIS.

**Treasurer** – Rob Panowicz: see attached Feb 2021 financial report with notes attached below.

* Expenses and receipts are tracking close to budget.

**Covenants & Compliance**: Randy L that overall community is looking better than ever. Lots of residents are doing their spring cleaning. Rules regarding fine structure and appeals process now ready for legal review before sharing with community for review and comment.

**VIS report**: Community Manager Christina (Chris) Rhoades reported during March inspection, compliance requests went out to the lot owners in the following categories, with some overlap: 19 exterior maintenance, 9 landscaping, 5 vehicle, 1 trash can, 2 storage, 3 out of season décor. Also the are approximately 14 docks still out of compliance. Chris appreciates help from Mike G and Randy L during her drive throughs which helps VIS determine extenuating circumstances on some of the properties. Several members have pledged to make recommended changes.

**Architectural** – Chair Dan Andersen reported via email: one action for period of 2/9/21 through 3/13/21

2/28/21 Arreaga, 1805 Cedarbury, modification of fence specifications approved

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

* Boat registration notices sent out 2 weeks ago, 5 have paid; another reminder to be sent soon, hoping to wrap up payments by end of April
* Proposed Main Rec Park cleanup on Saturday, April 10. 2 city yardwaste dumpsters to be ordered for that, so that cleanup can be done by Fishing Derby on May 1. Christina M and Marian Bailey agreed to flag native plants in park to be avoided.
* Wolberts is to supply a quote soon for continued lawn fertilization, etc soon
* No new news on City’s Pumphouse generator repair. Todd has tried to stay on top of ruts created by heavy City trucks.
* Michele R and Todd are to Zoom on Mon 3/22 with locksmith Joel Brincken regarding gate RFID locks operation.
* While there will be an RFID lock on main courts gate at Sports Park/Ballfield Park, there are side gates that are generally unlocked. One is into dog park – Marian B said one of the dog park requirements is to have 2 unlocked exits as a safety issue (in the event of a threatening dog or human). Wendy said our association is exempted from following ADA guidelines in parks, although some modifications have been made for some park plans. So question is open whether the side gates at courts should be locked. They won’t have RFID locks like the main gate.

**Events** – Chair Michele Rothman noted current committee members include Pat Andersen, Dixie Havlak, April Potts, Alicia Roberts Frank, and Wendy Harris.

* Committee recently met by Zoom and had a productive meeting. Plans include:
* April 3 – Easter Egg neighborhood walk and spotting, but no hunt due to COVID. A flyer describing it is in February printed newsletter, will be repeated in March newsletter
* May 1 – Fishing Derby organized as before by Jay Johnson. He will put out signage, tape of docks to indicate spacing between COVID groups, arrange food and trophies. Fish stocking by Nisqually Trout Farm to happen at Westside Park in the 1-2 weeks before event.
* June or July? – Community Driveway/Yard sale (not Garage Sale because of COVID). Paula Baumgarten has agreed to coordinate.
* Friday evening summer social hours – April Potts working on this
* MUSIC IN THE PARK – $1500 was budgeted for 3 events at Main Rec Park in the summer. Entertainers have already been arranged by April, Dixie, and Pat
  + July 4 at 3 PM with Pinehearts
  + July 18 at 5 PM with Tracy Hooker’s band
  + August 28 at time TBD with John Gipson’s band (CCR, etc)
* July 4 celebration – won’t have a potluck, but bike race, parade, and social distanced “bring your own picnic” could happen. Details TBD depending on COVID rules/phase at that time. Other ideas: boat race and/or boat parade. What games would be COVID safe?

**Lake/Stormwater** – Al Hatten noted that the Lake Management Plan proposal was approved at February’s board meeting, and included in February’s printed newsletter. He has received 7 comments and replies so far. He wants to be inclusive in the plan development process, and reminds everyone they are still in early phase of process. To gather more input, a digital survey will go out soon by email. Lake health: chemistries are stable, with lake capacity full (level “0”), temperature still chilly at 47 deg, visibility at 6 feet. He estimates algae growth will probably be below normal like last year due to cooler than average summer being predicted.

Mike G and Christina M wondered why we couldn’t block the lower outflow culvert to possibly keep the lake level up higher for the summer. Dirk advised against that without checking with the city first. The culverts are situated as they are to prevent flooding (like what happened in 2008/9) and by the time flood/heavy rain risk abates, the flow out of the culverts has reduced significantly. Al commented that blocking the lower culvert to the height of the upper culvert would delay lake level drop for 2 weeks at the most. We could verify this with the city.

Christina M said the community has done a good job this year keeping the storm drain grates clear of debris.

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

* Educational walk with Dixie Havlak and Marian B held to discuss mosses and lichens in the UF, with 12 residents and guests attending.
* Earth Day display will be put up soon in UF kiosk, promoting a poster event culminating with Earth Day April 22. Christina M will supply art paper to those interested in making a poster using theme “Being Present in the Urban Forest” with submissions due April 11.
* A wooden chicane has been built at the trail entrance to slow down bikers
* Invasive ivy has been removed from left side of trail at entrance at cost of $812, which includes paid labor and dumping fees.
* 20-25 native species have been planted and volunteer watering program is planned to improve survival through dry months

**Gardens** – Chair Christina Morse:

* Gardens are warming up with anticipated planting around Mother’s Day
* Efforts are being made to repurpose old picnic table boards from Main Rec into 2 x 12” boards for garden beds. Todd and Dirk working on this.
* The Hugel beds need to be reconstructed, which is why some extra wood is around those beds
* Deer problem remains unresolved
* CM says 1 or 2 beds are available for renting @ $35 per year

President Wendy Harris accepted the committee reports.

**Old Business**

1. Park Security System/RFID locks, implementation plan – Rob P has transferred the programmed RFID packets for LCC households to Michele R. Zoom meeting planned with Brincken locksmith for training.
2. City offer to put in paved road to Main Rec pump station – Dirk. Not much progress as City is in planning process and figuring out regulatory requirements. Todd has had to smooth out ruts from City equipment several times already this winter.
3. Play equipment at Main Rec – board members Alicia RF, Wendy H, Dirk H met at Main Rec with Todd’s staking equipment and determined probable site of new playground equipment. It will be approximately 40 x 32’ rectangle oriented parallel to the asphalt and near the Cedarbury gate at south side of park. The current set of swings is failing, hard to repair, and needs to be removed because of planned paved road for pump house. New swings with 2 bays, 4 swings plus a climbing structure of some sort is planned. Dirk has created RFPs for 4 western Washington playground equipment vendors, which Todd will use to secure bids. Budget is $19,500 for the whole project. Painting the asphalt with games such as 4-square and kiddie roads are being considered.
4. Directory – Michele has asked community for updated information and is working with VIS database to create the 2021 biennial printed directory.
5. Lake Management Plan – included in February printed newsletter. Alicia RF has created a digital survey to help provide the committee input going forward.
6. Update on 4th swim float – Dirk is ordering the materials for a 10 x 10’ swim float (same size as other 2) to be located between the Main Rec float and the mid-lake float. Estimated cost using volunteer labor and some repurposed wood and hardware from old diving float plus new materials is under $2500. Build date in late April, after all volunteers have received their COVID vaccine.

**New Business**

1. Neighborhood Matching Grant: Dirk discussed the City’s NMG program. Applications for a share of $23,000 in funds are due March 22. When LCC redid the landscaping of our Entrance Island in 2019, we opted to not have accent lighting installed due to cost. LCC has received $3360 in 2016 and $5000 in 2019 from this program for Entrance Island improvements. Dirk has obtained a new lighting bid from Rodda & Sons West, the 2019 contractor. Dirk will use that bid to seek an NMG for half of the cost ($3700 out of $7456). The board agreed to pursue the grant, and if awarded in May, will proceed with the lighting project, which will be a very nice addition to our community entrance. If not selected for a grant, then board will revisit whether to proceed with project or shelve it for the future.
2. Landscaping issue at entrance corners – Dirk. While preparing for NMG application, the city engineer was consulted as Entrance Island is city property. The city traffic engineer noted the traffic light pole and 2 pedestrian crossing light poles have buried bases from landscaping mulch and rocks. The buildup around the poles occurred years ago, and was only noticed now. The city would like this remedied as it puts the covered bases at risk of corrosion. While this landscaping revision could possibly be done by volunteers, the board recommended we have a professional landscaper do it, especially since there is an irrigation system on both corners and safety concerns near a busy intersection. Dirk will contact Rodda first to see if they can do the job.
3. Town Hall April 22 – Since 2019, the board has tried to have 2 Town Hall meeting for residents each year. It has been proposed that we could have a town hall on Earth Day, April 22, with the theme “Protecting the Ken Lake Environment”. Focus could be on lake and/or forest issues. Lake Committee chair Al Hatten will actually be gone then, so exact topic is TBD.
4. Next board meeting: The LCC board now meets on the **3rd Tuesday** of the month, with no planned meeting in July. The next board meeting will be Tuesday, April 20, 2021 at 6 pm via Zoom format.
5. Upcoming events: April 3 - Easter Egg Hunt Alternative; April 22 - Earth Day poster display and Town Hall; Fishing Derby May 1
6. Community comments via Zoom – none.

Meeting adjourned at 8:27 PM Submitted by Dirk Havlak, LCC BOD Secretary

**Treasurer’s report for Feb 2021:**

**LAKEMOOR COMMUNITY CLUB**

**Balance Sheet**

**As at February 28, 2021**

**ASSETS** Operating Reserve Total

Cash in Banks Fund Fund

Operational Checking $ 90,434 $ 90,434

Petty Cash Checking $ 9,558 $ 9,558

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

Reserve Fund $ 53,347 $ 53,347

TOTAL CASH $ 149,992 $ 78,347 $ 228,339

Accounts Receivable $ 30,292 $ 30,292

**TOTAL ASSETS** $ 180,284 $ 78,347 $ 258,631

**LIABILITIES AND FUND BALANCE**

Prepaid Assessments & Accounts Payable $ 10,597 $ 10,597

TOTAL LIABLITIES $ 10,597 $ 10,597

Beginning Fund Balance $ 154,625 $ 68,709 $ 223,334

Current Period Increase (Decrease) $ 24,696 4 $ 24,700

Reserve Fund Expenditures

Contribution to Reserve Fund $ (9,634) $ 9,634 $ 0

Ending Fund Balance $ 169,687 $ 78,347 $ 248,034

**5TOTAL LIABLITIES & FUND BALANCE** $ 180,284 $ 78,347 $ 258,631

**LAKEMOOR COMMUNITY CLUB**

**Statement of Revenues and Expenses**

**For the Two Months Ended February 28, 2021**

**REVENUES Actual Budget Variance**

Assessments $ 50,575 $ 50,575 $ 0

Other $ 1,594 $ 550 $ 1,044

**TOTAL REVENUES** $ 52,169 $ 51,125 $ 714

**EXPENSES**

Corporate Costs $ 9,515 $ 13,999 $ (4,484)

Community Activities $ 333 $ 100 $ 233

Maintenance $ 4,131 $ 5,350 $ (2,093)

Security $ 3,341 $ 3,020 $ 321

Utilities $ 519 $ 2,200 $ (1,681)

Infrastructure Improvements $ 0 $ 0 $ 0

Transfer to Reserve Fund $ 9,634 $ 9,634 $ 0

**TOTAL EXPENSES** $ 27,473 $ 34,303 $ (7,704)

**NET INCREASE (DECREASE) IN FUND BALANCE** $ 24,696 $ 16,822 $ 8,748

**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.