

Glenhaven Lakes Club, Inc.  
664 Rainbow Drive  
Sedro Woolley, WA 98284  
Board of Directors Meeting  
March 11<sup>th</sup>, 2019

Present: Beverly Crouter (President), Steve Reynolds (Treasurer), Steve McCreight, John Hirsch (Asst Secretary), Courtney Long, Bekki Dodd (Office Manager),

Absent: Lori Hansen (excused)

- I. Call to Order : 7:00 PM Quorum present.
  - A. Open Forum

Dave Wickland , Pres, GR, had comments about GR account and GLC accounts at Banner Bank in the takeover of Skagit Bank to ensure they remained separate with separate EIN numbers. We need to keep communication lines between GR and GLC open.
  - B. Changes/Additions to the Order of Agenda: None
  - C. Accept the Order of the Agenda:

**\*\*Motion made by Steve McCreight to accept the order of the agenda, seconded by Courtney Long, motion passes unanimously\*\***
- II. Approval of Minutes:
  - A. Feb 18<sup>th</sup> 2019 Minutes:

**\*\*Motion made by Steve Reynolds to approve the Feb 18th, 2019 Minutes, seconded by Courtney Long, motion passes unanimously\*\***
- III. General Reports:
  - A. A & Z Report: John Major, A&Z member, discussed some ideas on septic system timelines and construction.
  - B. Glenroads Report: DW discussed earlier.
  - C. Chair Report: Lori Hansen has submitted her resignation from the Board for personal reasons.
  - D. Treasurer's Report:
    1. Balance Sheet: Reviewed and accepted.

2. Income Operations: Reviewed and accepted.
  3. Income Water: Reviewed and accepted.
- E. Office Manager's Report:
1. Water Report: Reviewed and accepted.
  2. Operations Report: Reviewed and accepted.
  3. Enforcement: Reviewed and accepted.
- IV. Correspondence:  
None
- V. Unfinished Business:
- A. Audit update  
Auditor has completed the basic overall audit but not the finished product yet, due to busy schedule.
- VI. New Business:
- A. Review policies in code of conduct: Discussed.
- B. Yearly Calendar: Board Calendar by quarters

**\*\*Motion made by Courtney Long to accept the Board Calendar, seconded by John Hirsch, motion passes unanimously\*\***

- C. Yearly Board of Dir meeting dates:

**\*\*Motion made by Courtney Long to accept the Yearly Board of Director meeting dates, seconded by Steve McCreight, motion passes unanimously\*\***

- D. Capital Projects priority list: Discussed.

- E. Pump House Phase 2 electrical equipment upgrade and quote: Discussion combined with Meter equipment (item F. below).

- F. Badger Meter equipment and software upgrade and quote:

WDM2 Surratt gave a presentation on our pump house and water meter situation. Discussion on water meters status and upgrade needs as well as state requirements. Our meters will no longer be operational to work with current software upgrades used by Badger and they need to be updated.

Pump house printer is currently not operational as it will only work with outdated software. Computer system at the pump house that controls our water system is outdated and we

cannot get repairs or replacement parts that our system needs to keep our water system working. The proposed new system should last us twenty years. The current system was put in over twenty years ago. Our water system is essential to our community. If we had component failures today we might not be able to keep our system running without these upgrades.

**\*\*Motion made by Steve McCreight to approve funds not to exceed \$80,000 for Pump House Phase II upgrade to come from Water Reserves funds, seconded by Steve Reynolds, motion passes unanimously\*\***

**\*\*Motion made by Steve McCreight to approve funds not to exceed \$20,000 for Badger meter equipment and software upgrade to come from Water Reserve funds, seconded by Steve Reynolds, motion passes unanimously\*\***

- G. Mower: Current lawn mowers are getting very heavy use during the year and wear out rapidly. A larger commercial mower would be beneficial in reducing costs, and significantly reduce man hours needed to mow.

**\*\*Motion made by Steve McCreight to approve the purchase of a commercial Toro mower for a cost not to exceed \$7500 to come from General Operations Reserves, seconded by Courtney Long, motion passes unanimously\*\***

- H. Election of Officers: The Board elected the following officers:

Treasurer: Steve Reynolds unanimous  
Secretary: John Hirsch unanimous  
Vice President: Courtney Long unanimous  
President: Bev Crouter unanimous

The Board also reviewed which officers should be GLC check signers and removed names of those not required.

VII. Action Items: None

VIII. Open Forum: No members to speak.

IX. Exec session: personnel matter

**\*\*Motion made by Steve Reynolds to enter executive session for a personnel matter, seconded by Steve McCreight, motion passes unanimously\*\***

**\*\*Motion made by Courtney Long to exit executive session, seconded by Steve Reynolds, motion passes unanimously\*\***

No action taken.

X. Adjourned:

**\*\*Motion made by Steve McCreight to adjourn, seconded by Steve Reynolds, motion passes unanimously\*\***

Meeting adjourned 9:44pm

Respectfully submitted by:

John Hirsch, Secretary