

Glenhaven Lakes Club, Inc
664 Rainbow Drive
Sedro Woolley, WA 98284
Board of Directors Meeting Minutes
Monday March 8th, 2021 6:30

Present: Courtney Long (President), Andre Brionez (Vice President), Jen Bononi (Treasurer), Andi Zamora (Director), Erica Fifer (Director)

Absent: None

- I. Call to Order – meeting called to order at 6:31 pm by Courtney Long via Zoom, verified there is a quorum.
 - a. Open Forum
 - i. JR White – Congratulated newly elected board members and expressed “thumbs up” to new board members.
 - b. Changes/additions to the order of agenda
 - i. Under Unfinished business – need to add in a discussion of tank funds as item C
 1. Jen B – motion to make change and accept the order of agenda, Andre seconded, approved unanimously
 - c. Accept order of agenda – Accepted as part of change motion.
- II. Approval of Minutes
 - a. Reviewed 2/3/21 minutes.
 - i. Andre made motion to accept, seconded by Andi, approved unanimously.
- III. General reports
 - a. A&Z Report
 - i. No report, Bekki noted they just met the previous Saturday, after the agenda and meeting packet went out.
 - ii. Discussed open positions, no new applicants for open positions.
 - b. Glenroad Report
 - i. No report
 - ii. We discussed that we extended the invitation to the Glenroads board member at the Annual meeting to attend our board meeting.
 - c. Chair Report
 - i. Chair report was read by Courtney
 - ii. We discussed that there was a GLC member complaint regarding a GLC staff member. Courtney reiterated that those could go directly to her
 - iii. Courtney reminded all Board Members to refrain from using any names, addresses or other identifying information when discussing enforcement or correspondence.
 - d. Treasurer’s report
 - e. Water Report
 - i. Company inspected tanks and determined cleaning was unnecessary

- ii. Bekki indicated there was nothing abnormal in the report
 - f. Operations Report
 - i. Reviewed written report, nothing outstanding
 - g. Enforcement
 - i. Spreadsheet review
 - 1. Discussed how we track multiple notifications on the spreadsheet. Bekki reviewed how dates are noted, if any action is taken beyond notification the Board receives a letter that summarizes action taken
 - ii. Enforcement Actions
 - 1. Multiple unkempt lot notifications
 - a. Andre made a motion to proceed with the fines, Jen seconded, all voted in favor
 - 2. Vandalism of GLC property
 - a. Board reviewed the recommendation fine
 - b. Andre made a motion to approve the recommendation fine \$500. Jen seconded, all voted in favor.
- IV. Correspondence
 - a. Email from Attorney, Greg
 - i. Greg confirmed that GLC is allowed to issue fines for violations of the governing documents at this time, however late fees for nonpayment of dues and interested may not be issued.
 - b. Bekki noted that some correspondence was sent before the annual meeting but not early enough to be discussed.
 - c. – concerns with raising dues. This was addressed verbally at the annual meeting, no need for the board to respond.
 - d. -Response to the decision by the board regarding damage due to a water main break in a home
 - e. – counter proposal to proposed budget.
 - i. This was discussed at the annual meeting except for the request for detailed accounting for all legal fees.
 - 1. Discussed if we could give general information without disclosing private information, decided the request did not have enough detail to determine what specifically was being requested, discussed asking for more detail.
 - f. Member writing to express concern and frustration with a neighbor operating a body shop out of their residence.
 - i. Bekki is working with the member and neighbor to remedy the complaint
 - g. Lighting at the office
 - i. This was not correspondence from a member, a member requested Bekki present the issue to someone ‘above her’.
 - ii. Member has concerns with lights at the office. Bekki explained that the lights deter crime, lights were always there but have been repaired. Bekki noted that the lights were there when the member moved in. Bekki discussed options with

the member including motion sensors and changing where they were pointing but it appears the member will only be satisfied if all lights are removed.

- iii. Bekki provided Courtney's contact information to the member.
- iv. Since there is no letter or email from the member, no response is required at this time.

V. Unfinished Business

a. Generator proposal

- i. Multiple companies were contacted several times to try to get bids. Two responded, only one came on site. Express Electric is the lowest bid and a company GLC has worked with in the past.
- ii. Request approval for an amount not to exceed \$58,000 to be paid from water reserve account for replacement of pump house generator.
- iii. Andi moved to approve generator replacement proposal not to exceed \$58,000 paid from water reserve funds, Andre seconded, passed unanimously.

b. Electronic communication fee

- i. Courtney suggested we table it for now. Some discussion about revisiting it in the future if we need to when we have actual costs to base the fee on.
- ii. Andi made a motion to cancel the fee to remain with paper billing, Erica seconded, passed unanimously.

c. Tank Cleaning

- i. Erica made a motion to have the tank cleaning fees come out of the maintenance funds not the reserve funds, Jen seconded, passed unanimously.

VI. New Business

a. Election of new board officers

- i. President – Andre made a motion to elect Courtney be President, Andi seconded, approved unanimously.
- ii. Vice President – Courtney made a motion to elect Andre as Vice President, Andi seconded approved unanimously.
- iii. Treasurer – Jen made a motion to elect Erica as Treasurer, Courtney seconded, approved unanimously.
- iv. Secretary Erica made a motion to elect Andi as secretary, Courtney seconded approved unanimously.

b. Yearly Board calendar

- i. Reviewed Board yearly calendar. Erica made a motion to approve Board yearly calendar – Courtney Seconded, approved unanimously.

c. Approval of fines – this was already addressed, reviewed information provided.

d. Clarification of reserve funds transfer

- i. A memo was developed to outline and document distribution of dues and reserve funds.
- ii. Andi made a motion to approve the memo, Andre seconded, approved unanimously.

e. Pool House Roof proposal

- i. Chad sent a proposal. He obtained 3 bids, recommends using Joosten's roofing.

- ii. We discussed a metal roof, Bekki followed up with Chad and he had not looked into a metal roof because the cost is more. Based on the longevity of metal roofs it was suggested we look into that.
- iii. Erica made a motion that we use Joostens, that Chad follow up and get quotes for a metal roof, and we will make a decision between metal and composite based on estimate. Andi seconded, approved unanimously.
- f. Consolidation of Bills
 - i. Jen asked about multiple phone carriers, etc. Would it be less expensive to consolidate the bills and use one carrier
 - ii. Bekki discussed that there are multiple uses and different companies get better coverage in some areas. The plans are evaluated every two years.

VII. Action Items

VIII. Open Forum

- a. Gayle – regarding the metal roof, she suggested considering Tesla Solar Roof panels, they are a roofing and solar panel system in one. Bekki discussed that we already have solar panels on the roof.
- b. JR White – stated that he has been to meetings in the past and said tonight was the most enjoyable, he noted that board were considerate to each other and members and that he appreciates the ability to come to consensus
- c. Kara West – agreed with JR White. On office lighting, she indicated she lives next door to the office and appreciates the lighting, it is easier to see people. She indicated before lighting was repaired/improves she used to see people hanging around the office. She recommended black out curtains to neighbors with concerns. On transition to paying fee on line versus printed communications – she recommended putting it off for two years so it's not a new request that would need to be approved by the community. Courtney thanked her for her comments and stated that that the electronic communication was not intended as a cost savings but in response to members requests.
- d. JR White – On the topic of the metal roof he stated that it may cost maybe 50% more but that there is a huge gain in the long run.

IX. Executive Session – no executive session

X. Adjourned – Andi made a motion to adjourn, Andre seconded, approved unanimously, adjourned at 8:31