

Glenhaven Lakes Club, Inc.
664 Rainbow Drive Sedro
Woolley, WA 98284

Annual Members Meeting Sunday
February 27, 2022 1:00 pm

Present: (President) Courtney Long, (Vice president) Andre Brionez, (Secretary) Andi Zamora, (Treasurer) Erica Fifer, (Director) Bev Crouter, (Director) Steve Eakins

- I. Call to order by Courtney Long at 1:04 pm.
 - A. Welcome members. Courtney reminded attendees to post their name on Zoom, the same as listed in their Membership information.
 - B. Introductions of Board Members
 - C. Introduction of A&Z Members
 1. More participants welcome - please volunteer if interested
- II. Proof of notice verified by operations manager
- III. Quorum confirmed by operations manager
- IV. Approval of Agenda
 - A. Typo: 2021 Budget should read 2022
 - B. Motion to approve by Peter James, second by Karen Meyer
- V. Votes Collected, Minutes of 2021 Annual Meeting
- VI. Election of Board Members
 - A. Four positions up for election
 1. Bev Crouter, Steve Eakins, Andi Zamora declarations were read
 2. No questions from members
- VII. Reports
 - A. Year in Review (Operations Manager)
 1. A&Z Committee
 2. Compliance & Enforcement
 3. 2021 Grounds Projects -- reviewed
 4. 2022 Planned Project Goals -- reviewed
 5. AppFolio transition – reviewed – Paperless/GLC transitioning to AppFolio. Aim to launch April 1
 6. No Questions/Comments from Members.
 - B. Statement of Financial Condition (Board Treasurer)
 1. The audit is currently in process.
- VIII. Consideration/Approval of Proposed 2022 Budgets
 - A. 2022 water operations budget reviewed. No increase proposed
 1. Questions / Comments / Responses:
 - a) Members: 1. Are the two budgets halved? There are things that repeat in both budgets. 2. Will the 50/50 split be a year-to-year decision or permanent? 3. Are there actual expenses for 2021? 4. How do you make the budget without them? 5. Inflation is about 7% this year on average; is this yearly budget on the order of 7% or less than last year?
 1. Yes, there are some items we split 50/50 and there are other items that are exclusively water or operations.
 2. The split is determined by the spending amount in each budget.

3. We don't currently have them as our bookkeeper recommended a review by the CPA.
 4. Primarily created by looking at previous year's budget. We anticipate having actual expenses from CPA within the month then can set a date to reconvene the meeting for end of March.
 5. The increase is less than 7% (about 3.2%)
- B. General Operations Budget – reviewed. \$12 dues increase per year discussed.
1. Pool Assessment -- Pool repairs done without loans and interest.
 2. No questions.
- IX. Waive 2020 Audit
- A. Waive Audit -- 26 yes, 16 no -- motion passed to waive 2020 audit
- B. Questions / Responses:
1. Members: a) When was the last full audit? b) Is there a written policy for how often a full audit should be done? c) What is the difference between a full audit and an audit review?
 - a) 2019.
 - b) No policy but we typically do an audit review if a full audit is waived. Audit reviews are significantly less expensive than a full audit.
 - c) In a full audit every penny is accounted for and thoroughly checked. A review is a general overview, if all is good, it is certified as in line with the general accounting practices.
- X. Voting Results:
- A. 2021 Minutes: 43 yes, 2 no
- B. Board Elections:
1. Beverly Crouter -- 37 yes, 0 no
 2. Steve Eakins – 37 yes, 0 no
 3. Andi Zamora -- 39 yes, 0 no
- C. Waive Audit -- 26 yes, 16 no -- motion passed to waive 2020 audit
- D. Motion for the meeting to stand adjourned to reconvene at the call of the president made by Travis West, second by Julie Major; motion passed and will reconvene on March 27 at 1:00 pm.
- E. Motion to postpone item 8 on the agenda (vote for 2022 proposed budgets) to the adjourned meeting to be called by the president made by Julie Major, second by Travis West; motion passed.
- F. Discussion about what to do with the votes already placed (keep or invalidate them).
There will be an expense involved in a completely new vote.
Travis West made a motion to invalidate the votes regarding the proposed budgets for 2022. Second by Steven Reynolds. Motions cannot be taken from the floor regarding items not on the agenda, action was not taken.
- G. Questions from members regarding how the reconvened meeting will work, how information will be sent, and members notified and how the voting will work.
Answer; Notice for the reconvened meeting will be sent the same way the notice is sent for the annual meeting. All members will be notified. The votes from those who already voted will be held, those who haven't voted will have an opportunity to vote and those with held votes will have an opportunity to change their vote.
1. Member: Travis West moved that we end the discussion and take the vote.
Motions cannot be taken from the floor regarding items not on the agenda, action was not taken.

XI. Open Forum

A. Member: Wants an update on water moratorium.

1. Board voted to cancel the moratorium at the January board meeting.

B. Member: Thank you to the community volunteers, board, water staff, and office staff and notified members of an upcoming tree planting event.

C. Member: suggested to look at ways to keep a remote option for in-person meetings

D. Member: Would like the board to review the board code of conduct (particularly article 2, section b and c) to relax the language so board members may use any form of communication to address issues that don't require confidentiality. Member requested the board review the policy at the next board meeting.

E. Member response to above member comment. The board members do not act independently as they have insurance policies to consider as to how the board handles things outside of the meetings as a unit. Reminder as a board member, you have a fiduciary responsibility to the community.

XII. Adjournment -- Motion made by Travis West to adjourn this meeting until we can reconvene next month; second by Saul Luark. Meeting adjourned at 3:35 pm

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Reconvened Annual Membership Meeting Monday
April 18, 2022 6:30 pm

**Present: (President) Courtney Long, (Vice president) Andre Brionez, (Secretary) Andi Zamora,
(Treasurer) Erica Fifer, (Director) Bev Crouter, (Director) Steve Eakins**

- I. Call to order by Courtney Long at 6:32 pm.
 - A. Welcome members. Courtney reminded attendees to post the name as listed in their Membership information for the zoom meeting.
 - B. Introduction of Board Members
- II. Proof of notice verified by operations manager
- III. Quorum confirmed by operations manager
- IV. Approval of Agenda
 - A. Motion to approve agenda to include discussion of Balance Sheet in Item V made by Chad Schaefer, second by Jim Conlan. Motion passed.
- V. Consideration/Approval of Proposed 2022 Budgets
 - A. Reviewed budget in last meeting; missing piece was final balance sheet from 2021 and year to date actuals in budgets.
 1. Questions/Comments:
 - a) Member: Balance sheet positive. COVID challenges have passed so will we start collecting on past due accounts.
 - b) Member: Reserve actuals in 2021 don't seem to match what was budgeted? Part of the plan for the dues increases was to contribute to the reserves.
 - (1) That is a typo. A corrected budget will be posted on the website.
 - c) Member: When did the switch from 60/40 to 50/50 happen?
 - (1) January 2022
 - d) Member: Per the increase for line item 4115; does that reflect the change from 60/40 to 50/50?
 - (1) That is income related to more water connections than expected.
 - B. General Operations Budget vote
 1. 44 yes 14 no
 - C. Water Operations Budget Waive 2020 Audit vote
 2. 64 yes 9 no
 - VI. Adjournment -- Motion to adjourn made by Steve Reynolds, second by Jason Downing; Motion passed.