

Glenhaven Lakes Club, Inc.

664 Rainbow Drive
Sedro Woolley, WA 98284
Board of Directors Meeting
December 11th, 2017

PRESENT: Beverly Crouter (President), Steve Reynolds (Treasurer), Steve McCreight, Laura Lunsford (Secretary), John Hirsch, Bekki Dodd (Office Manager), **ABSENT:** Lori Hansen (Vice President), John Major

- I **Call to Order – 7:01 pm**
****Reading of team agreement****
- A. **Open Forum:** None.
 - B. **Changes/Additions to the Order of the agenda: **Motion made by McCreight to move Budget to Unfinished Business from New Business, seconded by Hirsch, motion passes unanimously****
 - C. **Accept the order of the Agenda **Motion made by Steve Reynolds to accept the Agenda as amended, seconded by Major, motion passes unanimously****
John H
- II **Approval of November 13th, 2017 minutes**
****Motion made by Steve Reynolds to accept minutes as corrected, seconded by Hirsch, motion passes unanimously****
- III **General Reports**
- A. **A and Z Report**-reviewed and accepted
 - B. **Glenroads Report** – No report submitted
 - C. **Chair Report** – No report submitted
 - D. **Treasurer’s Report** – submitted and accepted
 - 1. Balance Sheet – reviewed and accepted
 - 2. Monthly P & L Operations – reviewed and accepted
 - 3. Monthly P & L Water – reviewed and accepted
 - 4. Year to Date P & L Operations –reviewed and accepted
 - 5. Year to Date P& L Water – reviewed and accepted
 - 6. Reynolds Report – Year to Date Profit & Loss Budget vs Actual General Ops/Water Ops - reviewed and accepted
 - E. **Office Manager’s Report** - Received
 - 1. Water Report – reviewed and accepted
 - 2. Operations Report – reviewed and accepted
 - 3. Enforcement – reviewed and accepted
- IV **Correspondence:** None.
- V: **Unfinished Business:**
- A. **Budget**-Discussed and reviewed
- VI: **New Business:**
- A. **Capitol project pool/clubhouse bathrooms**-Discussed and reviewed

****Motion made by John Hirsch to approve an amount not to exceed \$14,144.00 from the General Operations Reserve account to complete the proposed Pool House Changing Rooms remodel, seconded by McCreight, motion passes unanimously****

- B. GLC purchasing policy-Reviewed and discussed**
****Motion made by Steve Reynolds to amend Policy # 07-06-02-GLC Purchasing Policy. Current policy states: "For all purchases over \$1000, a minimum of three bids must be obtained from qualified bidders". Amend to read: "For all purchases over \$3000, where possible, a minimum of three bids must be obtained from qualified bidders". Also, to exclude the "lowest possible cost" under the Definition section. Seconded by McCreight, motion passed unanimously****
- C. Renter's fee-Discussed**
- D. Clubhouse reservation fee-Discussed**
- E. Reserve Study-Discussed**
****Motion made by Laura Lunsford to move the Reserve Study out one year, seconded by Reynolds, motion passes unanimously****
- F. Staff Christmas Bonus-Discussed**
****Motion made by Steve Reynolds to approve bonuses of \$500.00 for each GLC staff member, seconded by McCreight, motion passes unanimously****
- G. Estimate for generator-Discussed and reviewed**
****Motion made by John Hirsch to approve the bid from Dedicated Generator Solutions for an amount not to exceed \$2400.00 for repair of our Generator, seconded by McCreight, motion passes unanimously****
- H. Sale of old Backhoe-Discussed**

VII: Executive Session: None

VIII. Action Items: None

IX: Open Forum: None

****Motion to adjourn meeting made by Laura Lunsford, seconded by McCreight, motion passes unanimously.****

Meeting Adjourned at 8:57pm.

Respectfully submitted by:

Laura Lunsford, Secretary