

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

Board of Directors Meeting
Monday October 10, 2022 6:30 pm

Present: (President) Andre Brionez, (Vice President) Steve Eakins, (Secretary) Andi Zamora, (Treasurer) Erica Fifer, (Director) Bev Crouter, (Director) Gayle McMurtey, (Director) Scott Drafts, (Operations Manager) Bekki Dodd.

- I. Call to order by Andre Brionez at 6:32 pm. Quorum present; confirmed by Secretary Andi
 - A. Open Forum: none
 - B. Changes/Additions to the Order of the Agenda:
 1. Add approval of hearing minutes of legal matter in executive session
 - C. Accept the Order of the Agenda
 1. Motion to accept order of agenda as amended made by Bev, second by Andi, approved unanimously.
- II. Approval of Minutes
 - A. September 12th, 2022 Minutes
 1. Amend:
 - a) section III.D. to read "discuss" instead of "refine"
 - b) section VI.C to identify who made and seconded the motion.
 - c) section VII.A. to consolidate 1-3 into a single item
 - d) section VII.B. to remove unnecessary detail
 - e) section VII.C.4 to identify the specific policy title
 2. Motion to approve September minutes as amended made by Steve, second by Erica, approved unanimously.
- III. General Reports:
 - A. A&Z Report: reviewed
 - B. Glenroads Report: none. Erica reached out to invite Glenroads board to attend GLC meetings.
 - C. Chair Report: Awesome to see community support at work of neighborhood home. Getting caught up on board work.
 - D. Treasurer's Report: New report format to get similar output in AppFolio as old system; would like to add outstanding fees, fines, liens to report. Still lots of outstanding balances that we did not pursue during Covid; manager works with attorney on case-by-case basis to reach settlements with members. Any requests for additional changes to the report format should go to Treasurer.
 1. Balance Sheet: reviewed
 2. Operations: reviewed
 3. Water: reviewed
- IV. Other Reports
 - A. Water Report: reviewed

- B. Operations Report: reviewed
- C. Compliance/Enforcement: reviewed
- V. Correspondence:
 - A. Member letter -- Regarding purchase of GLC lot. Property negotiation is a legal matter, so board will discuss it in executive session.
- VI. Unfinished Business:
 - A. Election procedure policy update/answer from attorney. No change will be made to the language.
 - B. Employee handbook (proposed changes from attorney). Tabled pending review by Bev and Gail until December meeting.
- VII. New Business
 - A. Recreational Grounds and Facilities Policy drafts/info
 1. Proposed changes will be forward to attorney for input and inquire regarding necessary threshold for membership votes to approve a change.
 2. Proposed changes will be released to members before annual meeting for a vote.
 3. Board will revisit during the March 2023 meeting to confirm the votes.
 - B. Building Permit Fee
 1. Board will revisit adding a fee for building permit approval to cover costs involved in staff time to assemble and review building permits at next meeting. Will also discuss water connection fee.
 - C. Policy review 15-11-01 Board and Committee Code of Conduct discussed
 - D. Policy review 11-11-01 GLC Board Committee Policy reviewed
- VIII. Action Items:
 - A. Glenroads invite is completed.
 - B. Add debts to budget reports
 - C. Proposed changes for Use of GLC Recreational Grounds & Facilities Policy will be forwarded to attorney for input.
 - D. Add building permit fees (including water connection fee) to agenda for next month.
 - E. AppFolio Board Member and community member communication options explored for end of year
 - F. Bev & Gayle to review employee handbook for the December Meeting.
 - G. Add in-person meetings to next agenda; reach out to Julie and/or Michael to explore hybrid options.
- IX. Open Forum: none
- X. Executive Session: Motion made by Bev to exit General session and move to Executive Session to discuss legal matter, property transfer, and member hearing, second by Erica; approved unanimously.
 - A. Motion made by Andi to close Executive Session and resume General Session; second by Bev; approved unanimously.
- XI. Voted to approve property transfer as discussed in Executive Session, approved unanimously.
- XII. Voted to approve minutes for member appeal hearing, approved unanimously.
- XIII. Motion made by Andi to add a \$100 fee for unlocking bridge chain after hours, seconded by Erica, approved unanimously.

XIV. Adjourned -- Motion to adjourn made by Bev, second by Steve, approved unanimously.
Adjourned at 9:25 pm