

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

Board of Directors Meeting  
Monday December 12, 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 Drafs, (Operations Manager) Bekki Dodd.**

- I. Call to order by President at 6:31 pm. Quorum present; confirmed by Vice President
  - A. Open Forum: none (no members present)
  - B. Changes/Additions to the Order of the Agenda: none
  - C. Accept the Order of the Agenda
    1. Motion to accept order of agenda made by Bev, second by Gayle, approved unanimously.
- II. Approval of Minutes
  - A. November 14th, 2022 Minutes
    1. Reviewed the sample November minutes and November hearing minutes sent on December 12<sup>th</sup> to the board.
    2. Motion made by Bev to approve sample November minutes and November hearing minutes sent on December 12<sup>th</sup> to the board, second by Erica, approved unanimously.
- III. General Reports:
  - A. A&Z Report: reviewed
  - B. Glenroads Report: will be removed from future agendas
  - C. Chair Report: done
  - D. Treasurer's Report: reviewed
- IV. Other Reports
  - A. Water Report: reviewed
  - B. Operations Report: reviewed
  - C. Compliance/Enforcement: reviewed
- V. Correspondence:
  - A. Member letter reviewed.
  - B. Employee Handbook: reviewed and approved pending attorney approval.
  - C. Motion made by Erica to approve employee handbook pending attorney approval, second by Steve, approved unanimously.
- VI. Unfinished Business: none
- VII. New Business
  - A. Policy Review
    1. 12-01-01 Check Signing: reviewed, accepted as reviewed
    2. 07-06-02 Purchasing Policy: reviewed, accepted as reviewed

3. 07-06-03 Sales of GLC Assests: reviewed, accepted with the change of Office Manager to Operations Manager.

a) Motion made by Andi to accept the change of Office Manager to Operations Manager, second by Erica, approved unanimously.

VIII. Action Items:

A. Employee handbook; Operations Manager to send to attorney.

B. Board member check signer information to the bank by end of March 2023.

IX. Open Forum: none

X. Adjourned -- Motion to adjourn made by Andre, second by Bev, approved unanimously.

Adjourned at 7:32 pm