

Glenhaven Lakes Club, Inc.

664 Rainbow Drive Sedro Woolley WA 98284
Phone (360) 595-2061 Email office@glenhavenlakes.com

January 12th, 2024

Notice of Annual Membership Meeting

Place: Zoom/GLC Clubhouse, Date: February 25th, 2024, Time: 1:00 PM

The Board of Directors of Glenhaven Lakes Club, Inc. hereby notifies the members that the next Annual Meeting will be held both in person at the GLC Clubhouse at 2997 Glenhaven Drive and via Zoom on February 25th, 2024, at 1:00 pm as prescribed in Section 4.7 of the GLC Bylaws.

The owner of record must sign in under their name, as registered with Glenhaven. Sign in begins at 12:00 pm. The Zoom link can be found on our website glenhavenlakes.com

Official proxies/ballots can be mailed or dropped off at the GLC office at 664 Rainbow Drive no later than February 23rd or dropped off at the GLC clubhouse the day of the meeting. Votes must be received by 1:00 pm on February 25th, 2024, to be counted. If you lose your proxy/ballot, please contact the GLC office to have a new proxy/ballot assigned and either mailed to you or made available for pick up.

It is necessary for members to be in "good standing" to vote. This means that all GLC dues, assessments, (including the pool assessment) water fees, charges and fines must be paid current.

AGENDA

Sunday, February 25th, 2024
1:00 pm

1. Call to order 1:00 pm
 - A. Welcome to members.
 - B. Introductions of Board and A & Z members
2. Proof of Notice of Meeting
3. Determination of the Presence of a Quorum
4. Approval of Agenda
5. Approval of Minutes of 2023 Annual Meeting
6. Election of Board members
7. Reports
 - A. Year in Review
 - B. Statement of Financial Condition
8. Consideration/Approval of Proposed 2024 Budgets
 - A. General Operations budget presentation
 - B. Water Operations budget presentation
9. Audit
10. Voting results
11. Open forum
12. Adjournment

Glenhaven Lakes Club, Inc

664 Rainbow Drive
Sedro Woolley, WA 98284
Annual Membership Meeting
February 26th, 2023

1. Call to Order: 1:01 PM

A. Welcome to Members:

B. Introduction of Board, A&Z Members, and GLC staff:

Board Present: Andre Brionez (President), Steve Eakins (Vice President), Erica Fifer (Treasurer), Andi Zamora (Secretary) Zoom, Beverly Crouter (Director), Gayle McMurtery (Director)Zoom.

Board Absent: None

2. Proof of Notice of Meeting: Notice mailed to all members.

3. Determination of the Presence of a Quorum: We have a quorum.

4. Approval of 2020 Agenda:

****Motion made to accept the order of the agenda, seconded, motion passes. ****

5. Approval of Minutes of Feb 2022 Annual Meeting:

****Motion made to dispense with reading of 2022 annual minutes, seconded, motion passes. ****

6. Election of Board Members: Candidates for three Board positions.

Candidates are given an opportunity to speak.

Scott Draft, Steve Reynolds, and Andre Brionez each gave a candidate speech.

Ballots were cast and collected.

7. Reports:

A. Year in Review:

B. Statement of Financial Condition:

Scott Draft, Treasurer: There are no unsatisfied judgments against GLC.

A full audit is currently being done for 2022, so there is no request to waive the 2022 audit.

8. Consideration/Approval of Proposed 2020 Budgets:

Treasurer report.

A. General Operations budget presentation:
Balance sheet discussion.

B. Vote on General Operations budget: Ballots collected.

C. Water Operations budget presentation: The budget does not call for an increase in water fees in 2023

D. Vote on Water Operations budget: Ballots collected.

9. Audit: No Request

10. Open Forum:

A member spoke stating appreciation for the Board and work done by staff.

A member spoke about short-term rentals having the same access to facilities as long-term or homeowners.

A member was requesting in late spring make facilities available on the island

A member spoke about wanting chickens and asked what the required votes for a petition.

11. Adjournment:

Votes were tabulated and results were:



Board Candidates:

Andre Brionez	Yea 52	Nay 1
Scott Draft	Yea 52	Nay 1
Steve Reynolds	Yea 61	Nay
2022 Minutes approval:	Yea 54	Nay 6
General Ops Budget	Yea 52	Nay 10
Water Ops Budget	Yea 54	Nay 8

****Motion made to adjourn, seconded, motion passes****

Meeting adjourned 3:15 pm

BUSINESS REQUIRING A VOTE BY THE MEMBERSHIP AT THE 2024 ANNUAL MEETING

This year there are five methods by which members in good standing can vote/turn in their ballots.

Read the enclosed information and check your selection on the corresponding ballot and mail this form to the GLC office at 664 Rainbow Drive, Sedro Woolley WA, 98284.

1. Assign your voting rights to another individual by completing and sending in the enclosed Official General Proxy form.
2. Drop off your ballot/proxy in person at the GLC Clubhouse Feb 25th by 1:00 pm prior to the Meeting.
3. Email your official ballot/proxy (or a picture) to office@glenhavenlakes.com.
4. Vote in person at the annual meeting on February 25th at the GLC clubhouse.
5. Drop your ballot off at the office at 664 Rainbow Drive any time before 4:30 February 23rd by using the mail slot at the front door.

Issue #1 Approval of the February 28th, 2023, Annual Member Meeting minutes.

- The minutes are included for review.
Please complete and sign the enclosed ballot and return it to GLC.

Issue #2 Election of Board Members: Candidate statements are available in this packet, on the GLC website and at the GLC office.

- The term of Erica Fifer expires this month as well as the appointed term of Sarah Wigoda, and there is one additional open seat, leaving three, 3-year positions open. Erica Fifer, Sarah Wigoda, and Cory Hemmerling have declared themselves running for election. Declaration statements are enclosed and posted to the GLC website for your review prior to voting. Please complete and sign the enclosed ballot and return it to GLC.

Issue #3 Ratification of the 2024 General Operations Budget: See enclosed budget.

- The General Operations Budget calls for an increase. The proposal for the yearly dues would create an increase of \$30.88 per lot per year. This would change the yearly dues amount from \$386.00 per lot per year to \$417.00 per lot per year. Dues revenue in Glenhaven are specifically divided between operational expenses and reserve funds which are primarily used for capital expenditure. Of the \$417.00, \$366.96 will go to operational expenses and \$50.04 will be dedicated to reserves and will not be used for the 2024 operational expenses. Please complete and sign the enclosed ballot and return it to GLC.

Issue #4 Ratification of the 2024 Water Operations Budget: See enclosed budget.

- The Water Operations Budget calls for an increase. The proposal for the monthly water fees would create a monthly increase of \$10.00 per property with a water connection per month. This would change the monthly water fee amount from \$62.00 per month to \$72.00 per month. Water revenue in Glenhaven is specifically divided between operational expenses and reserve funds which are primarily used for capital expenditure. Of the \$72.00 per month \$48.33 will be applied to water operational expenses and \$23.67 will go to fund the water reserves. In Glenhaven, any lot connected to the water system is billed a water fee. The Water Operations budget calls for all lots connected to the water system to be billed the same fee. The current quarterly billing cycle will change to a monthly billing cycle as of March 1st, 2024. Please complete and sign the enclosed ballot and return it to GLC.

Issue #5 Waive 2023 Audit Requirement

- An audit review is currently being done for 2023, so there is no request to waive the 2023 audit. An audit review was done for 2021 and 2022. The 2021 and 2022 Audit reviews previously completed by the CPA, found GLC to be in conformity with generally accepted accounting practices and issued a qualified opinion on the GLC financials.

Revised	GLC PROPOSED WATER OPERATIONS 2024 BUDGET			
Jan. 4, 2024				
Income	2023	2023	2024	
783 conn. Water Operations	Current Budget	Actual	Proposed	
4200	Water Income			
4110	Bank Interest	\$ 600	\$ 2,078	\$ 1,500
4205	Water Use	\$ -	\$ 32,910	\$ -
4206	Reconnection Fees	\$ 400	\$ 100	\$ 400
4207	Water Fees \$864. annually	\$ 587,760	\$ 606,365	\$ 676,512
4215	Water Connection Fees	\$ 40,800	\$ 54,400	\$ 34,000
4220	Water Fees & Fines	\$ 10,000	\$ 892	\$ 1,000
4055	Insurance deductions from Payroll	\$ 1,677	\$ 3,859	\$ 2,800
4299	Total Water Income	\$ 641,237	\$ 700,605	\$ 716,212
7000	Water System Expenses			
7100	Employee Costs			
7101	MetLife Water	\$ 1,677	\$ 2,296	\$ 2,800
7105	Salaries & Wages	\$ 193,083	\$ 182,510	\$ 192,000
7106	Overtime Expenses	\$ -	\$ -	\$ -
7110	Aflac Group Health Policy	\$ -	\$ 1,563	\$ -
7111	Premera Health Policy	\$ 13,470	\$ 13,668	\$ 17,887
7115	Payroll Taxes at 15%	\$ 26,472	\$ 24,330	\$ 28,800
7199	Total Employee Costs	\$ 234,702	\$ 224,366	\$ 241,487
7300	Repairs and Maintenance, Water			
7305	Bldg. Repair & Maint.	\$ 4,000	\$ 3,390	\$ 2,000
7315	Vehicle Repair & Maint.	\$ 6,000	\$ 4,701	\$ 4,600
7320	Grounds Repair & Maint.	\$ 10,000	\$ 1,578	\$ 2,000
7325	Office Equip. Repair & Maint.	\$ 1,400	\$ 2,672	\$ 750
7330	Tools & Equip. Repair & Maint.	\$ 2,500	\$ 942	\$ 1,500
7335	Tools & Equip. Purchase	\$ 7,200	\$ 5,889	\$ 4,500
7340	Vehicle Fuels	\$ 7,000	\$ 4,001	\$ 5,000
7345	System Maintenance	\$ 80,000	\$ 68,508	\$ 80,000
7399	Total Repairs & Maintenance	\$ 118,100	\$ 91,681	\$ 100,350
7400	Admin. Expenses, Water			
7405	Office Supplies	\$ 3,000	\$ 126	\$ 1,000
7410	General Supplies	\$ 1,500	\$ 375	\$ -
7415	Postage	\$ 2,000	\$ 353	\$ 500
7420	Meeting Expenses	\$ 500	\$ 220	\$ 350
7425	Board Expenses	\$ 150	\$ -	\$ 150
7435	Subscriptions, Dues, etc..	\$ 4,750	\$ 3,950	\$ 4,150
7440	Permits & Licenses	\$ 2,200	\$ 1,765	\$ 2,000
7445	Travel Exp. & Mileage Reimb.	\$ 1,700	\$ 434	\$ -
7499	Total Administration Expense	\$ 15,800	\$ 7,223	\$ 8,150

7500	Utilities, Water			
7505	Power	\$ 15,500	\$ 14,080	\$ 15,500
7510	Telecommunication	\$ 6,000	\$ 5,012	\$ 5,500
7520	Propane for Pumphouse	\$ 1,000	\$ 201	\$ 600
7530	Garbage, Waste and Recycling	\$ 2,000	\$ 1,030	\$ 2,000
7599	Total Utilities	\$ 24,500	\$ 20,323	\$ 23,600
7600	Other Expenses, Water			
7605	Training	\$ 1,800	\$ -	\$ 3,000
7610	Legal Fees	\$ 12,000	\$ 2,671	\$ 5,000
7620	Other Professional services	\$ 27,000	\$ 24,523	\$ 10,000
7625	Advertising	\$ 150	\$ -	\$ -
7630	Reserve Study annual review	\$ -	\$ -	\$ 400
7635	Accounting & Audits	\$ -	\$ -	\$ 5,000
7699	Total Other Expenses	\$ 40,950	\$ 27,194	\$ 23,400
7700	Taxes & Insurance, Water			
7720	WA. State Sales Tax	\$ -	\$ 3,155	\$ 4,000
7725	Public Utility Tax	\$ 32,000	\$ 31,963	\$ 32,000
7730	Federal Income Tax	\$ 2,500	\$ 464	\$ 2,500
7735	Insurance on Water System	\$ 32,000	\$ 40,412	\$ 40,000
7799	Total Taxes and Insurance	\$ 66,500	\$ 75,994	\$ 78,500
8000	Other Expenses, Water			
8110	Reserve Contribution	\$ 132,195	\$ 164,429	\$ 222,425
8115	Additional May Reserve Contribution	\$ -	\$ 40,000	
8210	Bank Service Charges	\$ -	\$ 20	\$ 50
8220	Misc. Other Expenses	\$ -	\$ 12,988	\$ 500
8999	Total Other Expenses	\$ 132,195	\$ 217,437	\$ 222,975
8999	Total Expenses Water System	\$ 632,747	\$ 664,218	\$ 698,462
10001	Water Income/Expense	\$ 8,490	\$ 36,386	\$ 17,750

Revised	GLC PROPOSED OPERATIONS 2024 BUDGET			
Jan. 4, 2024				
Income		2023	2023	2024
4000	General Operations Income	Current Budget	Actual	Proposed
4005	Dues \$417 x 1194	\$ 460,884	\$ 465,320	\$ 497,898
4006	Guest Fees	\$ 1,500	\$ 1,955	\$ 1,800
4007	Returned Check Charges	\$ -	\$ 550	\$ 550
4008	Paper billing Service Fee	\$ -	\$ 2,242	\$ 2,000
4010	Bank Interest	\$ 600	\$ 792	\$ 600
4020	Fines-G.Ops	\$ 10,000	\$ 7,023	\$ 7,023
4025	Clubhouse Rental Income	\$ 1,000	\$ 3,000	\$ 1,800
4035	Transfer Fees	\$ 18,000	\$ 35,500	\$ 22,000
4036	New Construction Fee	\$ -	\$ 22,500	\$ 10,000
4045	Late Charges /Fees/Interest	\$ -	\$ 7,844	\$ 7,500
4046	Attorney Fees/Liens	\$ -	\$ 3,871	\$ 4,000
4050	Pool Assessment Bal. to Collect.	\$ 6,600	\$ 2,152	\$ 2,420
4055	Insurance deductions from Payroll		\$ 9,333	\$ 9,333
4095	Misc. Income	\$ 800	\$ 50	\$ 100
4099	Total General Operations Income	\$ 499,384	\$ 562,132	\$ 567,024
Expenses				
3000	Credit Card In & Out for old system.			
3300	Gen. Operations	\$ -	\$ 14,817	\$ -
3301	Water System	\$ -	\$ 4,237	\$ -
3399	Total Credit Card Reconciliation		\$ 19,054	\$ -
6000	Expenses General Operation			
6000	Employee Costs			
6001	MetLife	\$ 1,676	\$ 2,296	\$ 2,800
6105	Salaries & Wages	\$ 249,595	\$ 212,454	\$ 182,400
6107	Life Guards and Monitors	\$ -	\$ -	\$ 43,200
6110	Aflac Group Health Policy	\$ -	\$ 7,037	\$ -
6111	Premera Employee Health Policy	\$ 13,470	\$ 13,668	\$ 17,887
6115	Payroll Taxes & Fees 15%	\$ 30,000	\$ 28,350	\$ 36,943
6199	Total Employee Costs	\$ 294,741	\$ 263,804	\$ 283,230
6300	Repairs and Maintenance			
6305	Bldg. Repair & Maintenance	\$ 6,500	\$ 6,962	\$ 6,000
6310	Pool Repair & Maintenance	\$ 15,000	\$ 9,236	\$ 10,000
6315	Veh. Repair & Maintenance	\$ 6,000	\$ 4,954	\$ 4,600
6320	Grounds Repair & Maintenance	\$ 10,000	\$ 5,975	\$ 2,000
6325	Off. Equip. Repair & Maintenance	\$ 1,400	\$ 1,237	\$ 750
6330	Tools & Equip. Repairs	\$ 2,500	\$ 3,079	\$ 2,000
6335	Tools & Equip. Purchases	\$ 7,200	\$ 4,807	\$ 4,500
6340	Fuel	\$ 7,000	\$ 4,001	\$ 5,000
6399	Total Repairs & Maintenance	\$ 55,600	\$ 40,251	\$ 34,850

6400	Administrative Expenses			
6405	Office Supplies	\$ 3,000	\$ 2,546	\$ 3,000
6410	General Supplies	\$ 1,600	\$ 2,198	\$ 2,200
6415	Postage	\$ 2,000	\$ 458	\$ 500
6420	Meeting Expense	\$ 500	\$ 389	\$ 300
6425	Board Expense	\$ 150	\$ 111	\$ 150
6435	Subscriptions, Dues, Website	\$ 4,750	\$ 8,358	\$ 8,500
6440	Permits, License's	\$ 2,200	\$ 1,093	\$ 2,000
6445	Travel and Mileage Reimbursement	\$ 1,700	\$ 1,263	\$ 1,400
6499	Total Administrative Expense	\$ 15,900	\$ 16,416	\$ 18,050
6500	Utilities			
6505	Power	\$ 15,500	\$ 14,079	\$ 15,500
6510	Telecommunication	\$ 6,000	\$ 5,122	\$ 5,500
6520	Propane for Pool	\$ 17,000	\$ 7,797	\$ 11,213
6530	Garbage, Waste & Recycling	\$ 2,000	\$ 1,030	\$ 2,000
6599	Total Utilities	\$ 40,500	\$ 28,028	\$ 34,213
6600	Legal Acc., Prof. Fees			
6605	Training & Education	\$ 12,000	\$ -	\$ 3,000
6610	Legal Fees	\$ 12,000	\$ 17,942	\$ 15,000
6620	Engineering, Trees, Other Prof. Fees	\$ 27,000	\$ 18,329	\$ 16,000
6625	Advertising Expense	\$ 150	\$ -	\$ 150
6630	Reserve Study Expenses	\$ -	\$ -	\$ 400
6635	Audits & Accounting	\$ -	\$ -	\$ 5,000
6699	Total Legal Acct. & Prof. Fees	\$ 51,150	\$ 36,271	\$ 39,550
6700	Taxes			
6705	Real Estate & Property Taxes	\$ 5,000	\$ 3,580	\$ 5,500
*6730	Federal Income Taxes	\$ 2,500	\$ 464	\$ 2,500
6735	Insurance	\$ 32,000	\$ 40,412	\$ 42,650
6799	Total Taxes and Insurance	\$ 39,500	\$ 44,456	\$ 50,650
6800	Community Activities			
6805	Community Activities Expenses	\$ 12,000	\$ 10,167	\$ 10,000
6899	Total Community Activity Expenses	\$ 12,000	\$ 10,167	\$ 10,000
6900	Other Expenses			
6910	Gen. Ops. Reserve Contribution	\$ 43,000	\$ 54,161	\$ 59,748
6915	Additional May Resreve Contribution	\$ 7,574	\$ 40,000	\$ -
6920	Misc. Expenses	\$ 800	\$ 2,862	\$ 200
6998	Total Other Expenses	\$ 51,374	\$ 97,024	\$ 59,948
6999	Total Expenses Gen. Operations	\$ 560,765	\$ 536,416	\$ 530,491
11000	G.O. Income Over expenses	\$ (61,381)	\$ 25,716	\$ 36,533
1200	5% Allowance for delinquencies			\$ 26,524

<i>Ballot</i> <i>Vote Weight 1</i> 2023 Minutes <i>Yes</i> ___ <i>No</i> ___	<i>Ballot</i> <i>Vote Weight 1</i> 2024 Board Candidates Erica Fifer _____ Sarah Wigoda _____ Cory Hemmerling _____ You may vote for up to 3 candidates
<i>Ballot</i> <i>Vote Weight 1</i> Water Operations 2024 Budget <i>Yes</i> ___ <i>No</i> ___	<i>Ballot</i> <i>Vote Weight 1</i> General Operations 2024 Budget <i>Yes</i> ___ <i>No</i> ___

Signature _____

Print Name _____

Address _____

Email Address _____

Phone # _____

Mobile

Home

Please complete the information, sign the ballot, and return them to:

Glenhaven Lakes Club

664 Rainbow Dr.

Sedro-Woolley, WA 98284

Or email, this ballot or picture of your ballot to

office@glenhavenlakes.com

Sign up for an invite to register your online portal here!

Email _____

Phone # _____ *Cell* *Home*

I consent to electronic communication

Note: You do not have to consent to electronic communication to activate your portal.

Glenhaven Lakes Club, Inc.
664 Rainbow Drive
Sedro-Woolley, WA 98284
Phone 360-595-2061 Email office@glenhavenlakes.com

SPECIAL PROXY – 2024

To eliminate concern over validity of a proxy, the Board is presenting the following as an official proxy. The use of a proxy is not to be taken lightly. The Board recommends that you understand the ramifications of this action prior to assigning your voting authority to another party.

NOTE: By signing this proxy, you are assigning your voting rights to the named individual below for the following ballot measures; approval of the 2023 Annual Meeting Minutes, 2024 Budgets, and the election of Board Members.

You are advised that Glenhaven Lakes Club, Inc. has neither reviewed nor approved any information that may be contained in any solicitation of your proxy. It is each member's responsibility to verify the accuracy of any information or statements contained in any solicitation to his/her personal satisfaction.

I, _____, DO HEREBY CONSTITUTE AND APPOINT
(Print your name here)

_____ ATTORNEY – IN – FACT AND AGENT FOR ME IN
(Name)

MY NAME, PLACE AND STEAD TO VOTE AS MY PROXY AT THE ANNUAL MEETING OF THE GLENHAVEN LAKES CLUB, INC. A NON – PROFIT WASHINGTON CORPORATION, TO BE HELD AT 1:00 PM FEBRUARY 25, 2024, OR ANY ADJOURNMENT THEREOF.

Member Signature

Date

Phone Number

Email Address

Address

Div Blk Lot

THIS OFFICIAL FORM MUST INCLUDE THE NAME OF THE INDIVIDUAL BEING APPOINTED AS AGENT, SIGNATURE OF MEMBER, PHONE NUMBER AND EMAIL ADDRESS IF APPLICABLE.

Declaration Forms

I, Sarah Wigoda, do hereby declare that I am a candidate for a position on the GLC Board of Directors. I live in Glenhaven with my Husband Paul Wigoda, and our two dogs Kokomo and Baker.

I accepted a temporary position in July 2023 on the board to fill an open seat with the term ending February 2024. Please consider this email as my declaration to continue on with the board, I am learning the workings of this HOA and enjoy being part of the team for the betterment of Glenhaven.

I care very much for Glenhaven and have the desire to keep this jewel of an area just as beautiful and thriving as it is today. There is so much this neighborhood provides, it is the amenities of a club house, a private island, a pool, green space, plenty of maintained roads to walk and bike, trails, two lakes, and a gorgeous mountain to look at each day. I am outgoing, have made an effort to talk with neighbors, become friends, and generally have a desire to continue what is here at Glenhaven Lakes.

With that said it does take work and effort of the HOA to preserve this neighborhood and keep it working smoothly for the residents.

I, Erica Fifer, do hereby declare that I am a candidate for a position on the GLC Board of Directors. I am a 14-year resident of the Glenhaven community. In that time, I have been active in the community as a Girl Scout troop leader. I took on a small troop of 4 girls and have grown it into two troops with a total of 21 girls. I have worked with the girls to identify community issues within Glenhaven and to put into place projects to address those issues. Please see the attached addendum for more information on my work with Girl Scouts in the Glenhaven community and Skagit and Whatcom Counties.

I am also a licensed professional Civil Engineer. I work with landowners throughout Western Washington on projects on their lands. I have experience in stream restoration, watershed analysis, sediment transport and restoration of wetland systems. I have worked on structural designs, pipeline projects, earth work projects and waste transfer and storage. I have also worked on bridge design and stream channel and bank stabilization. I have reviewed and helped to write technical papers and procedures. My professional resume is attached to this declaration. I feel this experience would be helpful in serving our community.

I have applied for the open board position because I love the Glenhaven community. I have worked hard to give back to and support my community. Beyond Girl Scouts I have volunteered at the local school and have donated well over a hundred masks to people in the Glenhaven community, as well as close to 1000 more to the larger community including Whatcom and Skagit counties, the Mount Baker School District and Harlem General Hospital in New York (my youngest asked me to do this). I would like to step up and help my community through serving on the board.

I, Corey Hemmerling, do hereby declare that I am a candidate for a position on the GLC Board of Directors. I have been a member of this community for just over 2 years now. In that time, I enjoyed all that Glenhaven has to offer. I am running for a seat on the board to help ensure that this community stays levelheaded. After all, nobody wants another Sudden Valley!