

## Glenhaven Lakes Club, Inc.

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

February 1st, 2023

### Notice of Annual Membership Meeting

Place: Zoom/GLC Clubhouse, Date: February 26<sup>th</sup>, 2023, 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 26<sup>th</sup>, 2023, 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 or the GLC clubhouse the day of the meeting. Votes must be received by 1:00 pm on February 26<sup>th</sup>, 2023, 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 and fines must be paid current.

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### AGENDA

Sunday, February 26<sup>th</sup>, 2023

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 2022 Annual Meeting
6. Election of Board members
7. Reports
  - A. Year in Review
  - B. Statement of Financial Condition
8. Consideration/Approval of Proposed 2023 Budgets
  - A. General Operations budget presentation
  - B. Water Operations budget presentation
9. Audit
10. Voting results
11. Open forum
12. Adjournment

## BUSINESS REQUIRING A VOTE BY THE MEMBERSHIP AT THE 2023 ANNUAL MEETING

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

1. 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.
2. Assign your voting rights to another individual by completing and sending in the enclosed Official General Proxy form.
3. Drop off your ballot/proxy in person at the GLC Clubhouse Feb 26th by 1:00 pm prior to the Meeting.
4. Email your official ballot/proxy (or a picture) to [office@glenhavenlakes.com](mailto:office@glenhavenlakes.com).
5. Vote in person at the annual meeting on February 26<sup>th</sup> at the GLC clubhouse.

### **Issue #1 Approval of the February 28<sup>th</sup>, 2022, 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 Andre Brionez expires this month as well as the appointed term of Scott Draffs, and Gayle McMurtery leaving three, 3-year positions open. Andre Brionez, Scott Draffs, and Steve Reynolds 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 2023 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 \$12.00 per lot per year. This would change the yearly dues amount from \$374.00 per lot, per year to \$386.00 per lot per year. Dues revenue in Glenhaven are specifically divided between operational expenses and reserve funds which are primarily used for capital expenditures. Of the \$386.00, \$342.00 will go to operational expenses and \$44.00 will be dedicated to reserves and will not be used for 2023 operational expenses.  
Please complete and sign the enclosed ballot and return it to GLC.

### **Issue #4 Ratification of the 2023 Water Operations Budget: See enclosed budget.**

- The water fees property owners pay are applied to water operational expenses and to fund water reserves. In Glenhaven, any lot connected to the water system is billed a water fee. The Water Operations Budget calls for water fees to be the same amount for everyone connected to the water system, \$186.00 per quarter. Of the \$186.00 per quarter for water, \$140.00 will go to water expenses and \$46.00 will be dedicated to water reserves. The budget does not call for an increase in water fees in 2023. Please complete and sign the enclosed ballot and return it to GLC.

### **Issue #5 Waive 2022 Audit Requirement**

- A full audit is currently being done for 2022, so there is no request to waive the 2022 audit. GLC had a full audit for 2017. The Audit was waived for 2018 and an audit review was done for 2019, 2020, and 2021. 2022 is currently being audited. The 2017 full audit as well as the 2019, 2020 and 2021 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.



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

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

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.



		CURRENT 2022	ACTUALS 2022	PROPOSED 2023
	<b>GLC PROPOSED GENERAL OPERATIONS 2023 BUDGET</b>			
<b>Income</b>	<b>General Operations only Budget</b>			
<b>4000</b>				
4005	Dues '23 386 X 1194	\$446,556	\$481,516	\$460,884
4010	Bank Interest	\$600	\$138	\$600
4015	Intrest, liens	\$15,000	\$269	\$15,000
4020	Fines	\$5,500	\$39,455	\$10,000
4025	Clubhouse rental income	\$750	\$2,300	\$1,000
4030	Pool Income	\$800	\$1,835	\$1,500
4035	Transfer Fees	\$18,000	\$23,498	\$18,000
4050	Pool Assessment balance to collect	\$20,000	\$28,002	\$6,600
4060	3% convenience payment	\$3,500	\$439	\$0
4095	Misc. income	\$800	\$1,938	\$800
<b>4099</b>	<b>Total General Operations Income</b>	<b>\$511,506</b>	<b>\$579,390</b>	<b>\$514,384</b>
<b>Expense</b>				
<b>6000</b>	<b>Employee Costs</b>			
6105	Salaries and wages (6 full time)	\$174,040	\$203,634	\$203,083
6106	Grounds Maintenance	\$10,000		\$0
6107	Life Guards & Monitors	\$46,400	\$47,996	\$46,512
6110	Health & Welfare	\$21,960	\$17,719	\$21,960
6115	Payroll Taxes	\$30,000	\$32,581	\$30,000
<b>6198</b>	<b>Total Employee Expense</b>	<b>\$282,400</b>	<b>\$301,930</b>	<b>\$301,555</b>
	<b>Gen. Ops.</b>			
<b>6300</b>	<b>Repairs and Maintenance</b>			
6305	Building Repair & Maintenance	\$4,000	\$5,581	\$4,000
6310	Pool Repair Maintenance	\$5,500	\$17,528	\$15,000
6315	Veheical Repair & Maintenance	\$8,500	\$5,098	\$6,000
6320	Grounds Repair & Maint.	\$10,000	\$7,071	\$10,000
6322	Septic System Repair & Maint.	\$2,500	\$0	\$2,500
6325	Office Equipment Repairs & Maint.	\$1,400	\$110	\$1,400
6330	Tools and Equipment Repairs & Maint.	\$2,500	\$1,360	\$2,500
6335	Tools & Small Equipment purchase or replacement	\$6,500	\$3,902	\$7,200
6340	Veheical Fuel Gas and Diesil	\$5,500	\$4,033	\$7,000
<b>6398</b>	<b>Total Repairs and Maintenance</b>	<b>\$46,400</b>	<b>\$44,683</b>	<b>\$55,600</b>
<b>6400</b>	<b>Administrative Expenses</b>			
6405	Office Supplies	\$4,500	\$2,716	\$3,000
6410	General Supplies	\$1,600	\$2,833	\$1,600
6415	Postage	\$3,100	\$974	\$2,000
6420	Meeting Expense	\$500	\$294	\$500
6425	Board Expense	\$150	\$102	\$150
6435	Subscriptions, Dues, Website	\$3,000	\$5,169	\$4,750
6440	Permits, Licenses	\$2,200	\$1,148	\$2,200
6445	Travel Exp/Mileage Reimbursment	\$1,900	\$590	\$1,700
<b>6498</b>	<b>Total Administrative Expense</b>	<b>\$16,950</b>	<b>\$13,826</b>	<b>\$15,900</b>



		CURRENT 2022	ACTUALS 2022	PROPOSED 2023
<b>6500</b>	<b>Utilities</b>			
6505	Power PSE	\$15,500	\$13,430	\$15,500
6510	Telecommunication	\$6,000	\$5,020	\$6,000
6520	Pool Propane	\$12,000	\$17,039	\$17,000
6520	Other Propane	\$0	\$0	\$0
6530	Garbage	\$2,000	\$964	\$2,000
<b>6598</b>	<b>Total Utilities</b>	<b>\$35,500</b>	<b>\$36,453</b>	<b>\$40,500</b>
<b>6600</b>	<b>Legal / Acctg./ Professional Services and Fees</b>			
6605	Training / Education	\$1,800	\$0	\$1,800
6610	Legal Fees	\$12,000	\$5,215	\$12,000
6615	Accounting	\$22,000	\$3,800	\$0
6620	Other Prof. Services (Mailing, Audit, Reserve Study, Tree Cutting)	\$10,500	\$17,189	\$27,000
6625	Advertizing	\$150	\$49	\$150
<b>6698</b>	<b>Total Legal / Accounting / Prof. Services and Fees</b>	<b>\$46,450</b>	<b>\$26,253</b>	<b>\$40,950</b>
<b>6700</b>	<b>Taxes and Insurance</b>			
6705	Real Estate & Property Tax	\$4,500	\$3,362	\$5,000
6730	Federal Income Tax	\$2,500	\$451	\$2,500
6735	Insurance	\$27,000	\$34,842	\$32,000
<b>6798</b>	<b>Total Taxes and Insurance</b>	<b>\$34,000</b>	<b>\$38,655</b>	<b>\$39,500</b>
<b>6800</b>	<b>Community Activities</b>			
6805	Community activities/storm clean up	\$6,700	\$11,074	\$12,000
<b>6898</b>	<b>Total Community Activities</b>	<b>\$6,700</b>	<b>\$11,074</b>	<b>\$12,000</b>
<b>6900</b>	<b>Other Expenses</b>			
6905	3% convenience fee	\$875	\$717	\$0
6910	Reserve Contribution to Reserve Accounts	\$37,756		\$7,574
6920	Misc. Expenses	\$800	\$0	\$800
<b>6998</b>	<b>Total Other Expenses</b>	<b>\$39,431</b>	<b>\$717</b>	<b>\$8,374</b>
<b>6999</b>	<b>Total Expense General Operations</b>	<b>\$507,831</b>	<b>\$473,591</b>	<b>\$514,379</b>



		CURRENT 2022	ACTUALS 2022	PROPOSED 2023
	<b>GLC PROPOSED 2023 WATER BUDGET</b>			
	<b>Water System</b>			
<b>Income</b>				
<b>4100</b>	<b>Water System only Budget</b>			
4105	Water System Fees	\$581,466	\$551,801	\$587,760
4110	Bank interest water system	\$600	\$330	\$600
4115	Water Connection Fees	\$40,800	\$54,400	\$40,800
4120	Fees and Fines	\$1,000	\$700	\$10,000
4130	Water Reconnection Fees	\$200	\$0	\$400
4160	3% convenience payment fee	\$875	795	\$0
4195	Misc. Water Income	\$300	\$200	\$0
<b>4198</b>	<b>Total Water Income</b>	<b>\$625,241</b>	<b>\$608,226</b>	<b>\$639,560</b>
	<b>Water System Expense</b>			
<b>7100</b>	<b>Employee Costs</b>			
7105	Salaries and wages (6 full time)	\$170,040	\$171,234	\$193,083
7106	Life Guards & Monitors	\$0	\$0	\$0
7110	Health & Welfare	\$21,960	\$14,702	\$21,960
7115	Payroll Taxes	\$24,789	\$27,397	\$26,472
<b>7199</b>	<b>Total</b>	<b>\$216,789</b>	<b>\$213,333</b>	<b>\$241,515</b>
<b>7300</b>	<b>Repairs and Maintenance</b>			
7305	Building Repair & Maintenance	\$4,000	\$1,041	\$4,000
7310	Pool Repair Maintenance	\$0	\$0	\$0
7315	Vehical Repair & Maintenance	\$8,500	\$4,922	\$6,000
7320	Grounds Repair & Maint.	\$10,000	\$2,738	\$10,000
7325	Office Equipment Repairs & Maint.	\$1,400	\$337	\$1,400
7330	Tool & Equipment Repairs & Maint.	\$2,500	\$279	\$2,500
7335	Tools & Small Equipment purchase or replacement	\$6,500	\$9,625	\$7,200
7340	Vehical Fuel Gas and Diesel	\$5,500	\$4,196	\$7,000
7345	Water System General Maintenance	\$60,000	\$87,302	\$80,000
<b>7399</b>	<b>Total Repairs and Maintenance</b>	<b>\$98,400</b>	<b>\$110,440</b>	<b>\$118,100</b>
<b>7400</b>	<b>Administrative Expenses</b>			
7405	Office Supplies	\$4,500	\$2,283	\$3,000
7410	General Supplies	\$1,600	\$287	\$1,500
7415	Postage	\$3,100	\$898	\$2,000
7420	Meeting Expense	\$500	\$374	\$500
7425	Board Expense	\$150	\$102	\$150
7435	Subscription, Dues, Website	\$3,000	\$4,600	\$4,750
7440	Permits, Licenses	\$2,200	\$1,559	\$2,200
7445	Mileage Reimbursement	\$1,900	\$613	\$1,700
<b>7499</b>	<b>Total Administrative Expense</b>	<b>\$16,950</b>	<b>\$10,716</b>	<b>\$15,800</b>

<b>7500</b>	<b>Utilities</b>			
7505	Power PSE	\$15,500	\$16,023	\$15,500
7510	Telecommunication	\$6,000	\$4,272	\$6,000
7520	Pool Propane	\$0	\$0	\$0
7525	Other Propane	\$1,000	\$80	\$1,000
7530	Garbage	\$2,000	\$996	\$2,000
<b>7599</b>	<b>Total Utilities</b>	<b>\$24,500</b>	<b>\$21,371</b>	<b>\$24,500</b>
<b>7600</b>	<b>Legal / Acctg./ Professional Services and Fees</b>			
7605	Training / Education	\$1,800	\$696	\$1,800
7610	Legal Fees	\$12,000	\$4,316	\$12,000
7615	Accounting	\$22,000	\$1,995	\$0
7620	Other Prof. Services (Mailing, Audit, Reserve Study, Tree Cutting)	\$10,500	\$15,365	\$27,000
7625	Advertizing	\$150	\$0	\$150
<b>7699</b>	<b>Total Legal / Accounting / Prof. Services and Fees</b>	<b>\$46,450</b>	<b>\$22,372</b>	<b>\$40,950</b>
<b>7700</b>	<b>Taxes and Insurance</b>			
7705	Real Estate & Property Tax	\$0	\$0	\$0
7725	Public Utility Tax (on our water system)	\$32,000	\$23,172	\$32,000
7730	Federal Income Tax	\$2,500	\$455	\$2,500
7735	Insurance (General Liability including water system)	\$27,000	\$34,844	\$32,000
<b>7799</b>	<b>Total Taxes and Insurance</b>	<b>\$61,500</b>	<b>\$58,471</b>	<b>\$66,500</b>
<b>7800</b>	<b>Community Activities</b>			
7805	Community Activities	\$0	\$0	\$0
<b>7899</b>	<b>Total Community Activities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>7900</b>	<b>Other Expenses</b>			
7906	3% convenience fee	\$875	\$531	\$0
7910	Reserve contribution to Water Reserves.	\$144,756		\$132,195
7920	Misc. Expenses			
<b>7998</b>	<b>Total Other Expenses</b>	<b>\$145,631</b>	<b>\$531</b>	<b>\$132,195</b>
<b>7999</b>	<b>Total Expense Water System</b>	<b>610,220</b>	<b>437,234</b>	<b>639,560</b>



<i>Ballot</i> <i>Vote Weight 1</i>  <b>2022 Minutes</b>  <b>Yes___    No___</b>	<i>Ballot</i> <i>Vote Weight 1</i>  <b>2023 Board Candidates</b> Andre Brionez _____    Scott Draffs _____ Steve Reynolds _____ You may vote for up to 3 candidates
<i>Ballot</i> <i>Vote Weight 1</i>  <b>Water Operations 2023 Budget</b>  <b>Yes___    No___</b>	<i>Ballot</i> <i>Vote Weight 1</i>  <b>General Operations 2023 Budget</b>  <b>Yes___    No___</b>

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**  
[assistant@glenhavenlakes.com](mailto:assistant@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 – 2023**

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 below named individual for the following ballot measures; approval of the 2022 Annual Meeting Minutes, 2023 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 27, 2022, 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 Form

## Glenhaven Board of Directors

My name is Steve Reynolds, Denise Reynolds is my wife of 51 years. We raised four children and have six grandchildren. I have lived in Glenhaven for seven years and owned the property for several years prior to building our home. I'm a retired Business Owner, Journeyman Carpenter, U.S. Army Veteran, and Volunteer. I spent most of my professional career as principal owner/partner of Pearson Construction Corp., a design build firm located in Bellingham. We employed Architects, Carpenters, and other tradespersons. I also owned a structural steel and aluminum company for fifteen years or so and a real estate investment LLC.

I previously served on the GLC Board as Treasurer for approximately six years. I was involved in consulting with the new bridge fabricator, the pool contractor, and offered input on other construction related projects. I also (with the help of an attorney) restructured the General Manager Contract. As treasurer I authored a spread sheet that was easy to read and understand. I also worked on the update to the Reserve Study and the financial plan to meet those goals.

I have been involved in voluntary service organizations and projects most of my life. I learned about service work in the Scouting program and served as a leader as an adult. While in rotary International I served as a member, director, President, and assisting district Governor.

Some of my other Volunteer Service included:

Advisory committee for the WA State Apprentice Carpenter Program (Chair)

Bellingham Technical College Construction Program Advisor

Organized and participated in volunteer construction projects for Lydia Place, YWCA Women's Shelter, and several projects in Mexico benefiting children

I'm applying for a position on the GLC Board of Directors because this is a beautiful community within treasured surroundings. I believe my life experiences and knowledge can add to the preservation and conservation of GLC, while contributing experienced leadership to this community.

Thank you for your consideration,

Steve Reynolds

January 9, 2023

## Declaration Form

### Glenhaven Board of Directors

I, Andre Brionez do hereby declare that I am a candidate for a position on the GLC Board of Directors.

I've served in the GLC community on a grassroots level as long as I've resided here. Helping neighbors in need, advocating for positive change, and encouraging members to educate themselves on the GLC and be involved in the community.

Prior to serving on the board, I voluntarily attend many Board meetings to have a better understanding of how our HOA is ran.

I have a no-nonsense approach to issues in our community and feel this will continue to be an asset to the Board.

Glenhaven is my home, all its members are my neighbors, and I believe I can do an excellent job of representing their best interest by serving them as a member of the Board of Directors.

Thank you

Andre Brionez

January 10,2023

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## Declaration Form

### Glenhaven Board of Directors

My name is Scott Drafs, and I would like the privilege of continuing to serve on the GLC Board for another term. I have been a homeowner in Glenhaven Lakes for 6 years.

Thank you,

Scott Drafs

January 9, 2023



Approved: 05/09/16  
Policy # 16-05-01

## GLC Policy for Using GLC Recreational Grounds and Facilities (Current Policy)

Definition: For the purposes of using GLC recreational grounds and facilities, the "immediate family" of GLC members in good standing, their "tenants" or their "tenant families" are defined as follows.

"Immediate Family" will be defined as property owners, property owners' spouses, their children, their children's spouses, and their grandchildren, whether these family members reside with club members or not. All members, in order to be considered members in good standing, must be current in all their financial obligations to GLC, Inc. Good standing is defined as being current on all dues, assessments, water bills, fees, and fines.

"Tenants" will be defined as up to three unrelated individuals as listed on the master lease.

"Tenant Family" will be defined as tenant, tenants' spouse, their children, their children's spouses, and their grandchildren, provided these family members reside with tenants. Only one "tenant family" per property can qualify for member access privileges.

Exceptions may be made for special situations, i.e., foster children, exchange students, etc.

Purpose: The purpose of the policy is to specify who can use GLC's recreational grounds and facilities and under what conditions.

Policy: A member in good standing, their immediate family and their tenants are free to enjoy the Island, Clubhouse, Pool, and any other amenities offered by GLC Inc. Members who are not in good standing shall be denied access to all GLC recreational grounds and facilities. All members, their immediate family, their guests, their tenants and their tenant's guests must abide by GLC Restrictive Covenants, By-laws, Resolutions, Policies and rules and regulations at all times or be subject to revocation of facility access privileges. Groups greater than 20 people require a reservation prior to using the facilities during the summer months (June-Sept.).

Member: All members, their immediate family, their guests, their tenants, and their tenant's guests must register with GLC staff upon entering the Island during the summer season. To verify access eligibility property owners acting as a landlord and/or their tenants are encouraged to provide GLC with a copy of their rental/lease agreement. This agreement may be required on a case-by-case basis at the discretion of GLC staff. All guests are subject to a daily guest fee and must be accompanied by the member or the member's tenant. Members and their tenants are expected to clean up after themselves and members are financially responsible for damages caused by their family, their guests, their tenants and their tenant's guests.

Age requirements: Children under 10 are NOT allowed on GLC property unless they are under the direct supervision of a person who is at least 18 years old, and who is

responsible for the child. No one under 18 years of age is allowed in the clubhouse without a parent or guardian.

Reservations: With the exception of the summer months when the pool is open, the GLC clubhouse can be reserved by members in good standing and their tenants through the GLC administration office. Request for reservations by nonmembers for community service functions must be submitted in writing to the Board of Directors and must be approved at a regularly scheduled meeting. Reservations do not guarantee exclusive use of the clubhouse and the facility must remain accessible to members in good standing and their tenants. A refundable deposit and a \$50 user fee will be required for all reservations unless a waiver is pre-approved by the Board of Directors.

Rules & regulations: Rules and regulations for individual facilities shall be posted at each facility, posted on the GLC website and available at the GLC administration office.

Hours of operation: All GLC owned parks and open space is open for use from 8:00 a.m. to sundown unless otherwise posted. Hours of operation for individual GLC owned buildings are variable and will therefore be posted at each facility, posted on the GLC website and available at the GLC administration office.

Dogs: Dogs that are under control shall be allowed on GLC property. "Under control" means that the owner, by means of a leash, restrains the dog to the owner's immediate proximity, preventing the dog from trespassing upon property or annoying or chasing other persons, animals, or vehicles of any sort. Dogs, except service animals, are not allowed in the clubhouse, pool house or pool area (see GLC Resolution 15-02-01 for other exemptions and additional details).

Alcohol: With limited exceptions, alcohol possession and/or consumption on GLC owned property is prohibited.

Disclaimer: Members, their immediate family, their guests, their tenants, and their tenant's guest use GLC property at their own risk. Members are responsible for the safety and conduct of their family, their guests, their tenants, and their tenant's guests while on GLC property, including but not limited to the Island, Clubhouse, Pool, and Pool house.



## GLC Policy for Using GLC Recreational Grounds and Facilities

(Immediate family is defined as property owner, spouse, children and 5 guests of their choice)

### (Pick 5)

Definition: For the purposes of using GLC recreational grounds and facilities, the "immediate family" of GLC members in good standing, their "tenants" or their "tenants' families" are defined as follows.

"Immediate Family" will be defined as property owners, their spouse, their children, and five additional family members/friends whether these family members/friends reside with club members or not. Members will register their five family members/friends with the GLC office. Immediate family/friends' changes can be made once per year, by the member. All members, to be considered members in good standing, must be current in all their financial obligations to GLC, Inc. Good standing is defined as being current on all dues, assessments, water bills, fees, and fines.

"Tenants" will be defined as up to three unrelated individuals as listed on the master lease.

"Tenant Family" will be defined as tenant, tenant's spouse, their children, and five additional family members/friends whether these family members/friends reside with the tenant or not. Tenants will register their five family members/friends with the GLC office, and any necessary changes can be made yearly by the tenant. Only one "tenant family" per property can qualify for member access privileges.

Exceptions may be made for special situations, i.e., foster children, exchange students, etc.

Purpose: The purpose of the policy is to specify who can use GLC's recreational grounds and facilities and under what conditions.

Policy: A member in good standing, their spouse, their children, their registered immediate family/friends, their tenants, their tenants' spouse, children, and registered immediate family/friends are free to enjoy the Island, Clubhouse, Pool and any other amenities offered by GLC Inc. Members who are not in good standing shall be denied access to all GLC recreational grounds and facilities. All members, their spouse, their children, their registered immediate family/friends, their guests, their tenants, their tenant's spouse, children, their registered immediate family/friends, and their guests must abide by GLC Restrictive Covenants, By-laws, Resolutions, Policies and rules and regulations at all times or be subject to revocation of facility access privileges. Groups greater than 20 people require must notify the GLC office prior to using the facilities during the summer months (June-Sept.).

Member: All members, their spouse, their children, their registered immediate family, their guests, their tenants', their tenants' spouse, their tenants' children, their tenants registered immediate family/friends, and their tenant's guests must register with GLC staff upon entering the Island during the summer season. To verify access eligibility property owners acting as a landlord and/or their tenants are encouraged to provide GLC with a copy of their rental/lease agreement. This agreement may be required on a case-by-case basis at the discretion of GLC staff. All unregistered guests are subject to a daily guest fee and must be accompanied by the member upon entering the grounds and facilities. Immediate family, and all registered immediate

family/friends, and tenants' immediate family, and registered immediate family/friends are not required to be accompanied by the member or the member's tenant.

Members and their tenants are expected to clean up after themselves and their guests. Members are financially responsible for damages caused by their spouse, their children, their registered immediate family/friends, their guests, their tenants, their tenants' spouse, children, registered immediate family/friends and their tenants' guests.

Age requirements: Children under 10 are NOT allowed on GLC property unless they are under the direct supervision of a person who is at least 16 years of age, and who is responsible for the child. No one under 18 years of age is allowed in the clubhouse without a parent or guardian.

Reservations: The GLC clubhouse can be reserved by members in good standing and their tenants through the GLC administration office. Request for reservations by nonmembers for community service functions must be submitted in writing to the Board of Directors and must be approved at a regularly scheduled meeting. Reservations do not guarantee exclusive use of the clubhouse and the facility must remain accessible to members in good standing and their tenants. A fee will be required for all reservations unless a waiver is pre-approved by the Board of Directors.

Rules & regulations: Rules and regulations for individual facilities shall be posted at each facility, posted on the GLC website and available at the GLC administration office.

Hours of operation: All GLC owned parks and open space is open for use from 8:00 a.m. to sundown unless otherwise posted. Hours of operation for individual GLC owned buildings are variable and will therefore be posted at each facility, posted on the GLC website and available at the GLC administration office.

Dogs: Dogs that are under control shall be allowed on GLC property. "Under control" means that the owner, by means of a leash, restrains the dog to the owner's immediate proximity, preventing the dog from trespassing upon property or annoying or chasing other persons, animals, or vehicles of any sort. Dogs, except service animals, are not allowed in the clubhouse, pool house or pool area (see GLC Resolution 15-02-01 for other exemptions and additional details).

Alcohol: With limited exceptions, alcohol possession and/or consumption on GLC owned property is prohibited.

Disclaimer: Members, their spouse, children, registered immediate family/friends, their guests, their tenants, their tenants registered immediate family/friends and their tenants' guests use GLC property at their own risk. Members are responsible for the safety and conduct of their spouse, children, registered immediate family/friends, their guests, their tenants, their tenants registered immediate family/friends and their tenant's guests while on GLC property, including but not limited to the Island, Clubhouse, Pool, and Pool house.



**GLC Policy for Using GLC Recreational Grounds and Facilities**  
(Immediate families are defined as property owners, their spouse, and their children)  
**(15 Free Passes)**

Definition: For the purposes of using GLC recreational grounds and facilities, the "immediate family" of GLC members in good standing, their "tenants" or their "tenants' families" are defined as follows.

"Immediate Family" will be defined as the property owner, the property owner's spouse, and their children.

All members, in order to be considered members in good standing, must be current in all their financial obligations to GLC, Inc. Good standing is defined as being current on all dues, assessments, water bills, fees, and fines.

"Tenants" will be defined as up to three unrelated individuals as listed on the master lease. Tenants "Immediate Family" will be defined as the tenant, the tenants' spouse, and their children. Only one "tenant family" per property can qualify for member access privileges.

Exceptions may be made for special situations, i.e., foster children, exchange students, etc.

Purpose: The purpose of the policy is to specify who can use GLC's recreational grounds and facilities and under what conditions.

Policy: A member in good standing, their immediate family, their guests, their tenants, their tenant's immediate family and their tenants' guests are free to enjoy the Island, Clubhouse, Pool, and any other amenities offered by GLC Inc. The property owner's immediate family, their tenants, and their tenant's immediate family are not required to be accompanied by the member or the member's tenant.

Each member household will be allotted 15 free guest passes per year. (The member can pass their 15 free guest passes on to their tenant if they so choose.)

Members, who are not in good standing shall be denied access to all GLC recreational grounds and facilities. All members, their immediate family, their guests, their tenants, their tenant's immediate family and their tenant's guests must abide by GLC Restrictive Covenants, By-laws, Resolutions, Policies and rules and regulations at all times or be subject to revocation of facility access privileges. Groups greater than 20 people require a reservation prior to using the facilities during the summer months (June-Sept.).

Member: All members, their immediate family, their guests, their tenants, their tenant's immediate family, and their tenant's guests must register with GLC staff upon entering the Island during the summer season. To verify access eligibility property owners acting as a landlord and/or their tenants are encouraged to provide GLC with a copy of their rental/lease agreement. This agreement may be required on a case-by-case basis at the discretion of GLC staff. All guests are subject to a daily guest fee.

All member guests, and their tenant's guests, must be accompanied by the member or the member's tenant. Members, their immediate family, their guests, and their tenants, tenants' immediate family and guests are expected to clean up after themselves and members are

financially responsible for damages caused by their immediate family, their guests, their tenants, their tenant's immediate family, and their tenant's guests.

Age requirements: Children under 10 years of age are NOT allowed on GLC property unless they are under the direct supervision of a person who is at least 16 years of age, and who is responsible for the child. No one under 18 years of age is allowed in the clubhouse without a parent or guardian.

Reservations: The GLC clubhouse can be reserved by members in good standing and their tenants through the GLC administration office. Request for reservations by nonmembers for community service functions must be submitted in writing to the Board of Directors and must be approved at a regularly scheduled meeting. Reservations do not guarantee exclusive use of the clubhouse and the facility must remain accessible to members in good standing and their tenants. A fee will be required for all reservations unless a waiver is pre-approved by the Board of Directors.

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Disclaimer: Members, their immediate family, their guests, their tenants, their tenant's immediate family, and their tenant's guests use GLC property at their own risk. Members are responsible for the safety and conduct of their immediate family, their tenants, their tenant's immediate family, and their tenant's guests while on GLC property, including but not limited to the Island, Clubhouse, Pool, and Pool house.



<p><i>GLC Poll for Using GLC Recreational Grounds and Facilities</i></p> <ol style="list-style-type: none"> <li><i>This is a poll to help the board decide which policy the community would like to see enacted</i></li> <li><i>Read about each policy in your booklet or on the GLC website</i></li> <li><i>Choose a policy in this poll that you would like to see the board enact</i></li> </ol>	<p><i>Community Poll</i></p> <p><i>GLC Policy for Using GLC Recreational Grounds and Facilities</i> (See policy draft in your booklet or on the GLC website)</p> <p><b>“15 FREE PASSES” Policy</b></p> <p><b>YES ____ NO ____</b></p>
<p><i>Community Poll</i></p> <p><i>GLC Policy for Using GLC Recreational Grounds and Facilities</i> (See policy draft in your booklet or on the GLC website)</p> <p><b>“Keep Current” Policy</b></p> <p><b>YES ____ NO ____</b></p>	<p><i>Community Poll</i></p> <p><i>GLC Policy for Using GLC Recreational Grounds and Facilities</i> (See policy draft in your booklet or on the GLC website)</p> <p><b>“PICK 5” Policy</b></p> <p><b>YES ____ NO ____</b></p>

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Property Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

Mobile  Home

**Please complete and sign this poll and return them to:**

**Glenhaven Lakes Club  
664 Rainbow Dr.  
Sedro-Woolley, WA 98284  
or email this ballot or a picture of your ballot to  
[assistant@glenhavenlakes.com](mailto:assistant@glenhavenlakes.com)**

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

*Email Address*

*Phone #*

*I consent to electronic communication.*

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