

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

Board of Directors Meeting
Monday September 12, 2022 6:30 pm

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

- I. Call to order by Andre Brionez at 6:30 pm. Quorum present; confirmed by Vice President Steve Eakins.
 - A. Open Forum: none.
 - B. Changes/Additions to the Order of the Agenda:
 1. Add discussion of code of conduct, attorney policy, and guest policy survey under New Business Item 6 Policy Review (which were tabled from last month)
 2. Add Correspondence to Executive Session (legal matter)
 3. Move Hearing Minutes discussion to Executive Session
 - C. Accept the Order of the Agenda
 1. Motion to accept order of agenda as amended made by Bev, second by Erica, approved unanimously.
- II. Approval of Minutes
 - A. August 8th, 2022 Minutes
 1. Remove “and accepted” from each report that doesn’t require a vote (II.C. 1-3, III. A, B & C)
 2. Remove compliance/enforcement #s
 3. Motion to approve August minutes as amended made by Erica, second by Bev, approved unanimously.
 - B. July 12th, 2022 Minutes
 1. Update II.D. to identify who voted which way (Courtney, Andi, Steve, Gayle, Bev voted yes; Erica, Andre abstained)
 2. Update V.A. to replace “unfinished” with “new”
 3. Motion to approve July minutes as amended made by Steve, second by Erica, approved unanimously.
 - C. Member hearing minutes -- moved to Executive session
- III. General Reports:
 - A. A&Z Report: reviewed
 - B. Glenroads Report: none. Discussed ways to reach out to Glenroads board members to encourage their attendance at GLC Board meetings.
 - C. Chair Report: Jaws was awesome! 60+ attended Goonies movie night. Maybe do monthly movie nights, even through the fall/winter inside the clubhouse.
 - D. Treasurer’s Report: reviewed output from AppFolio; getting less detailed information (only summaries not detailed sheets like before). Treasurer will meet with manager and

Bev to discuss budget reports to be in between the two reports in detail. (54% of members are enrolled in AppFolio). Would like to see unpaid fees/fines/liens on these reports.

1. Balance Sheet: reviewed
2. Operations: reviewed
3. Water: reviewed

IV. Other Reports

- A. Water Report: reviewed
- B. Operations Report: reviewed
 1. Discussed ideas about soap box derby event for next summer; suggested a day to have volunteers help the kids work on their cars for kids who don't have tools/skills to help them
 2. Add "organized end of summer event" Kudos to staff for such a fantastic summer!
- C. Compliance/Enforcement: reviewed

V. Correspondence:

- A. Member letter -- request for an appeal to a hearing. Appeal is already scheduled; any additional discussion moved to Executive session due to legal matters.

VI. Unfinished Business:

- A. Board declarations (Drafs, Ravenheart, and Lunsford)
- B. Motion to move to closed session to vote on Board declarations made by Bev, second by Steve, approved unanimously.
- C. Motion to return to open session made by Bev, second by Steve, approved unanimously.
- D. Board voted unanimously to appoint Scott Drafs to board of directors.

VII. New Business

- A. House Plan Permit Packet fees
 1. Motion made by Erica to amend fee schedule to add a flat Administrative Fee of \$100 Administrative Fee for printing/copying House Plan Permit Packets to cover costs (paper, toner, staff time, etc.) and a flat fee of \$200 for completing Availability Notification for Public Fire Water Form, second by Scott, approved unanimously.
- B. Reserves decision for 2021 fiscal year
 1. Budget surplus discussed. Reserves decision postponed to May 2023 board meeting due to current financial audit.
- C. Policy review
 1. 09-05-01 Agenda Setting Policy: reviewed; no need to change
 2. 09-05-02 Policy for Member Participation at Board Meetings: reviewed; no need to change.
 3. 10-12-01 Election Procedure for GLC Candidates: reviewed. Board considering restricting candidacy requirements in Item 1 to read "be a property owner **and reside in Glenhaven** for at least 12 months." Manager will run the language by the attorney.
 4. Pool Guest Use Survey: Board discussed options for gathering community input on issues (including, but not limited to, the Use of GLC Recreational Grounds

and Facilities policy) such as surveys posted on social media and special meetings.

5. Attorney Contact Policy: reviewed. The attorney specifically requests a single point of contact, which is the general manager, so there is not a need for an attorney contact policy.

6. Table discussion of Code of Conduct; add it to the agenda for next month.

VIII. Action Items:

- A. Erica will check with Glenroads board members to ask about reports and/or attendance at GLC meetings.
- B. Bekki will review board calendar to be sure Reserves Decision is listed for May.
- C. Bekki will contact the attorney regarding proposed changes to Policy 10-12-01.
- D. Bekki & Steve will work together to brainstorm guest use policy update options and ways to engage the community.
- E. Add discussion of Code of Conduct policy to agenda for next month.

IX. Open Forum:

- A. Member -- Asked about whether there are GLC regulations restricting square footage of houses being built in the community. There is not a specific square footage limitation, just setbacks that must be met and restrictions on footprint and height.

X. Executive Session: Motion made by Bev to exit General session and move to Executive Session to discuss personnel matter, member correspondence and member hearing minutes, second by Steve E; approved unanimously.

- A. Motion made by Steve to close Executive Session and resume General Session; second by Scott; approved unanimously.
- B. Board voted on a matter regarding personnel; motion to vote on the matter was made by Bev, seconded by Gayle, approved unanimously.

XI. Adjourned -- Motion to adjourn made by Bev, second by Gayle, approved unanimously.
Adjourned at 9:00 pm