

Glenhaven Lakes Club, Inc.

664 Rainbow Drive
Sedro Woolley, WA 98284

Board of Directors Meeting
Monday September 13, 2021, 6:30 pm

Present: (President) Courtney Long, (Vice president) Andre Brionez, (Secretary) Andi Zamora, (Treasurer) Erica Fifer, (Director) Bev Crouter

- I. Call to order by Courtney Long at 6:30 pm. Quorum present.
 - A. Open Forum: None
 - B. Changes/Additions to the Order of the Agenda: None
 - C. Accept the Order of the Agenda
 1. Motion to accept order of agenda by Bev, second by Andi, approved unanimously
- II. Approval of Minutes
 - A. August Meeting -- members in Attendance should delete Andi and add Erica
 - B. Motion to approve amended minutes by Bev, second by Andi, approved unanimously)
- III. General Reports:
 - A. A&Z Report: committee experiencing backlog and considering a proposal to make small changes to A&Z procedures to ensure all requests are being reviewed efficiently. Proposed changes include: (1) meeting twice a month from May until September due to volume of A&Z requests during those months; (2) all requests go to office to be checked for owner standing and any supporting documents for major projects before being forwarded to A&Z committee.
 1. Chad and June spoke from A&Z in support of adding an extra meeting per month during busy months to make meetings more convenient for members and having the office review requests will be helpful for A&Z members to provide additional insights.
 2. Need to get word out to members -- will make an announcement at the annual meeting in February.
 3. Connie will be leaving so an additional A&Z member will be needed. Anyone interested is encouraged to add their name on a sign-in sheet during the meetings and the office will reach out to them.
 4. Bev will work with Bekki to establish clear timelines for the new policy to present by the annual meeting.
 - B. Glenroads Report: none
 - C. Chair Report: Working on Bekki's performance reviews and will be sending them out to us for approval soon
- IV. Treasurer's Report:
 - A. Balance Sheet: reviewed and accepted.
 - B. Operations: reviewed and accepted.
 - C. Water: reviewed and accepted

- V. Other Reports
 - A. Water Report: reviewed and accepted
 - B. Operations Report: reviewed and accepted
 - C. Compliance/Enforcement: reviewed and accepted
- VI. Correspondence:
 - A. Member requesting donation for tree planting; motion to approve donation made by Bev, second by Andi, approved unanimously.
 - B. Member letter regarding tree fine; Bekki will respond to advise members of the process for handling the fine
 - C. Health Department offer to provide vaccine clinic in Glenhaven. They want to use the clubhouse (which is listed as an emergency shelter) to conduct the vaccine clinic. Staff and board approve.
- VII. Unfinished Business:
 - A. Guest passes/member usage policy -- will be presented at the annual meeting for community members to provide input.
- VIII. New Business:
 - A. Excessive water usage policy/change to fee schedule -- motion to approve policy on excessive water usage made by Erica, second by Andre, approved unanimously.
 - B. Water availability policy -- motion to approve policy on water availability made by Andi, second by Bev, approved unanimously.
 - C. Application of payments policy -- motion to approve policy made by Andre, second by Bev, approved unanimously.
 - D. Change to fee schedule regarding water connection fee -- motion to approve change to water connection fee to \$6800 made by Bev, second by Andi, approved unanimously.
 - E. Mini excavator lease proposal -- motion to approve \$68,095.00 to lease-to-own a mini excavator. The lease is a 3-year lease, and the payments are \$1,286.80 per month, including tax. This would be a capital expenditure. The payments of \$1,286.80 will be paid monthly. This will be a 40/60 split in 2021 and a 50/50 split in 2022 between water and general. Then the funds will be transferred accordingly every quarter at the same time regular transfers are made. This motion is Contingent on insurance estimate not exceeding \$500/month. Motion made by Andi, seconded by Bev, approved unanimously.
- IX. Action Items:
 - A. none
- X. Open Forum
 - A. none
- XI. Executive Session: none
- XII. Adjourned -- Motion to adjourn by Bev, seconded by Andre, approved unanimously. Adjourned at 8:59 pm

