

Glenhaven Lakes Club, Inc.

**664 Rainbow Drive
Sedro Woolley, WA 98284
Board of Directors Meeting
June 12th, 2017**

PRESENT: Beverly Crouter (President), Steve Reynolds (Treasurer), Steve McCreight, Laura Lunsford (Secretary), John Hirsch, Steve Grieser (General Manager). Absent: Lori Hansen (Vice President), excused. John Major tardy-arrived at 7:15 pm.

I Call to Order – 7:03 pm

A. Open Forum:

1. Several members asked about an update on the ongoing Reed Lake issues. Steve informed it is being worked on, and notices will be mailed out regarding any actions that will be taken.
2. Member inquired about neighbors' yard maintenance-Steve informed of ongoing enforcement neighborhood wide. Also, regarding speeding cars-informed County is responsible for calls regarding this issue.

B. Changes/Additions to the Order of the agenda - Motion made by John Hirsch to accept changes to Order of the Agenda, seconded by Reynolds, motion passes unanimously.

C. Accept the order of the Agenda

D. Fire Chief

1. No new rules for fireworks this year as of yet.
2. Discussed enforcement of legal or illegal burns, and how to report. Chief will provide copy of these rules for office use for membership questions.

E. Annual Commercial Insurance Review-speaker: Greg Poehlman from HUB International Northwest.

1. Question re: Fireworks-does Fireworks being allowed in Glenhaven affect our HOA Insurance? Response is no, it does not. However, Liability Insurance would protect if a member did decide to try to take action for allowing Fireworks that resulted in property damage.
2. Deductible amounts were discussed, and Greg did not recommend raising any deductibles to potentially save on premiums, as he did not believe it would be beneficial.
3. Earthquake insurance was discussed. Clarifications made on what is covered.
4. Cyber Security Insurance was discussed. Now that credit cards are being accepted, we discussed what our risk might be. Cyber Hacktivisim is a new scam. Having a back-up systems offsite was recommended.
5. Employee Dishonesty Insurance was discussed. Access to Bank accounts is checked and audited regularly, and checks and balances in place to avoid this.

6. Back Hoes, vehicles, equipment values need to be adjusted-Steve will follow up.
7. Discussed pending Insurance Claim-Steve informed that it has now been completed and closed.
8. Earthquake deductible was discussed for clarification on deductibles and coverage.
9. Competitive bidding discussed. Multiple agencies were looked at, but conclusion was that there is no significant difference between the limited agencies that offer HOA Insurance.

II **Approval of May 8th, 2017 Minutes**

A. Discussion had regarding how to notate motions that happen as a result of an Executive Session. Confidentiality was mentioned as an issue for these sessions. According to policy, we need to reasonably identify motions made after and in regard to executive session.

Motion made by McCreight , seconded by Hirsch to approve the minutes as corrected. Motion passes unanimously.

III **General Reports**

- A. **A and Z** - May and June Minutes - Reviewed
- B. **Glenroads** – No report submitted.
- C. **Chair Report**
 1. Work day involvement thank you to Board Members. Summer kick-off was a huge success and well attended!
- D. **Treasurer's Report** – submitted and accepted
 1. Balance Sheet – reviewed and accepted
 2. Monthly P & L Operations – reviewed and accepted
 3. Monthly P & L Water – reviewed and accepted
 4. Year to Date P & L Operations –reviewed and accepted
 5. Year to Date P& L Water – reviewed and accepted
 6. Reynolds Report – Year to Date Profit & Loss Budget vs Actual General Ops/Water Ops - reviewed and accepted
- E. **General Manager's Report** - Received
 1. Water Report – reviewed and accepted
 2. Operations Report – reviewed and accepted
 3. Enforcement – reviewed and accepted

IV **Correspondence - None**

V: **Unfinished Business:**

- A. **Survey – Final Draft**-need to add 55+ age bracket to number of household members section. Submitted by date set for July 20th, date set for Winner notification set to be notified by August 8th, 2017. Need to also add blurb about filling out survey online as an option as well.
- B. **Team Agreement – Final Draft (handout at meeting)**
- C. **GLC Representation at Glenroads Meetings** - discussed sending General Manager, Steve Grieser to Glenroads Board Meetings. GM

expertise and knowledge could be very valuable to them during processes of changing bylaws, documents, fees, accounting, etc.

Motion made by Steve Reynolds that Steve Grieser be appointed as a GLC Representative to attend Glenroads Board Meetings. Yes votes from Beverly Crouter, John Major, Steve Reynolds, Steve McCreight, and Laura Lunsford. No vote from John Hirsh. Motion passes.

VI: New Business:

- A. Personnel Policy Handbook – Please review before meeting** – employee use of Glenhaven property and amenities-is it ok? Need to clarify this as a potential added perk for employees. Steve will add this to the policy handbook to allow.

Motion made by Steve McCreight to enter Executive Session to discuss a Legal matter, seconded by Hirsch, motion passes unanimously.

VII: Executive Session: A Legal matter was discussed. No action taken.

Motion made by John Major to exit Executive Session, seconded by Reynolds, motion approved unanimously.

VIII: Action Items:

- A. Steve will follow up with Gravity Payments regarding indemnification in regard to accepting credit card payments, to get clarification.
B. Laura will be in charge of setting up questions from Community Survey on Survey Monkey by July 1st.

IX: Open Forum: none

Motion to adjourn meeting made by Steve McCreight, seconded by Reynolds, motion passes unanimously.

Meeting Adjourned at 9:55pm.

Respectfully submitted by:

Laura Lunsford, Secretary