

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

Board of Directors Meeting  
Monday December 13, 2021 6:31 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 6:31 pm. Quorum present.
  - A. Open Forum: no comments from board
  - B. Changes/Additions to the Order of the Agenda: Move treasurer's report to end of meeting, Add discussion about hiring of crew member to New Business
  - C. Accept the Order of the Agenda
    1. Motion to accept order of agenda by Andre, second by Erica, approved unanimously
- II. Approval of Minutes
  - A. Motion to approve amended minutes by Bev, second by Erica, approved unanimously
- III. General Reports:
  - A. A&Z Report: reviewed and accepted
  - B. Glenroads Report: none
  - C. Chair Report: none
- 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; reminder to refer concerned community members to the office for any issues related to water
  - B. Operations Report: reviewed and accepted; also want to acknowledge how awesome the employees are for coming in during their time off to help community members sandbag to protect their property from rising floodwaters. We have an incredible community!
  - C. Compliance/Enforcement: reviewed and accepted
- VI. Correspondence:
  - A. Letter from A&Z member regarding Hazard Tree Policy -- clarification on definitions and guidelines provided by office staff. Suggestion to post a reminder on the Hub or GLC FB page for community members. GLC Guidelines are very clear and are attached to the permit form as well.
- VII. Unfinished Business:
  - A. Building Moratorium -- motion to extend building moratorium on new water connections until the next board meeting made by Andre; second by Bev, approved unanimously.
- VIII. New Business:

- A. New program proposal to bring member accounts and information up to date with cloud computing system for paying bills, reporting issues, etc. Motion to direct Operations Manager to immediately move forward on the Appfolio program project purchase and implementation to be equally split between water and general operations reserve accounts in an amount not to exceed \$30,000 made by Bev, second by Andre, approved unanimously.
  - B. Budget proposal -- motion to approve the 2022 water budget made by Erica, second by Bev, approved unanimously. Motion to approve the 2022 general operations budget made by Erica, second by Andre, approved unanimously.
- IX. Action Items:
- A. none
- X. Open Forum
- A. Member has a way to get some docks donated to install community docks; member will provide materials at wholesale cost and provide free labor for maintenance. Can be installed in spring/summer and remove during the winter. Board will direct operations manager to review insurance liability, and member will create a proposal with more clear costs and bids.
- XI. Executive Session: motion made to move to end general session and move to executive session made by Bev, second by Andre, approved unanimously.
- A. Operation Manager review
  - B. Staff holiday bonus: Motion to approve holiday staff bonus to each of the five staff members on payroll for a total of \$1000 each made by Erica, second by Bev, approved unanimously.
  - C. Motion to adjourn executive session and return to regular session made by Bev, second by Erica, approved unanimously.
- XII. Motion to approve the business decided within executive session by Andi, second by Andre, approved unanimously.
- XIII. Adjourned -- Motion to adjourn by Bev, second by Erica, approved unanimously. Adjourned at 10:02 pm