

# **Glenhaven Lakes Club, Inc.**

**664 Rainbow Drive  
Sedro Woolley, WA 98284  
Board of Directors Meeting  
July 10th, 2017**

**PRESENT: Beverly Crouter (President), Steve Reynolds (Treasurer), Steve McCreight, Laura Lunsford (Secretary), John Hirsch, Steve Grieser (General Manager), Lori Hansen (Vice President), John Major**

## **I Call to Order – 7:00 pm**

**-Reading of the team agreement-**

### **A. Open Forum: 2 community members present**

- 1. A community member expressed concern for 2 smashed up, abandoned vehicles on her neighbor's property, as well as ongoing junk car and car parts. Explained the process of monitoring and noticing home owners for violations, which happens monthly.**
- 2. A community member brought forth concern for the condition of the tiles around the pool, as they are buckling and causing a tripping hazard. Suggested they should be replaced soon.**
- 3. A community member asked questions about sand and metal in water lines, which he believes is causing backup of his water lines to his home. Water was tested at address, and the report came back satisfactory. GLC will also be flushing water lines and continue working with home owners in that area.**

**B. Changes/Additions to the Order of the agenda – motion made by Reynolds to accept changes to the order of the agenda, seconded by McCreight, approved unanimously.**

**C. Accept the order of the Agenda**

## **II Approval of June 12<sup>th</sup>, 2017 minutes**

**\*\*Motion made by McCreight, seconded by Reynolds to approve the minutes as corrected. Motion passes unanimously, Lori Hansen abstained.\*\***

## **III General Reports**

**A. A and Z Report**-reviewed and accepted

**B. Glenroads Report** – No report submitted.

**C. Chair Report**

- 1. Review of all improvements made by GLC in our local community this past year.**

**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** –

- A. An e-mail was received from a community member regarding water being shut off on Summit Place and interactions with GLC staff regarding this issue. Notices will continue to be sent out ahead of time and clear time frames and communication given for any future water service shut-offs.

V: **Unfinished Business:**

- A. **Board Code of Conduct Clarification**-Reviewed new proposed Conflict of Interest Policy Statement. **Board and Committee Code of Conduct amendment suggested, with proposed changes, to section III Conflict of Interest. \*\*Motion made by Steve Reynolds, seconded by McCreight, motion passes unanimously.\*\***

VI: **New Business:**

A. **Capital Projects Discussion**

1. **Summit Pipe Replacement**-It was suggested we work with the same contractor we already worked with for previous pipe replacements, as they offered additional resources for GLC for any emergency water breaks. Suggested giving a number not to exceed for cost. It was agreed that they are an honest and reputable company that we worked successfully with before, who also bid the lowest.
2. **Clubhouse Bathroom Remodel**-It will be necessary to make them handicap accessible, but question was posed as to the quality and quantity of updating we need to do. It was agreed that a designer needs to come out and look at the space and see what would be feasible and practical.

- B. **Health Insurance Overview**-Our Insurance Broker reviews policy annually, to ensure we are providing the best insurance we can for GLC employees. A small amount of staff were surveyed, and overall they were satisfied with their coverage. It was suggested that the Board review staff Insurance policy annually when renewals come in.

- C. **AED for Clubhouse**-suggested that we have an AED that is updated and working for the Clubhouse. Steve will contact the Fire Department to ask for suggestions on purchasing one.

- D. **Water Use Efficiency (WUE) Report**-Reviewed report. Reports get better and better each year, and this year was no exception. Leakage, customer usage, and total pumped from well is down. Overall, water consumption is down.

- E. **Personnel Policy Handbook** – review sections 1-7 before meeting  
**\*\*Motion made to table this item by Lori Hansen, seconded by McCreight, passes unanimously.\*\***

**\*\*Motion made by Lori Hansen to enter Executive Session to discuss a personnel matter, seconded by McCreight, motion passes unanimously.\*\***

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

**\*\*Motion made by John Major to exit Executive Session, seconded by McCreight , motion approved unanimously.\*\***

**IX: Open Forum: none**

**Motion to adjourn meeting made by Lori Hansen, seconded by McCreight , motion passes unanimously.**

Meeting Adjourned at 9:42pm.

Respectfully submitted by:

Laura Lunsford, Secretary