

Glenhaven Lakes Club, Inc

664 Rainbow Drive

Sedro Woolley, WA 98284

Board of Directors Meeting

December 14th, 2020

Present: Courtney Long (Director), Andre Brionez (Director)

Absent: None.

I. Call to Order: 6:32 PM via Zoom Meeting

A. Changes/Additions to the Order of the Agenda: Urgent matter of Resignation of Board Members and Appointment and Nominations of new Board Members/Officers moved to first item on Agenda, removal of Item IV. Correspondence, and removal of item VII. Action Items. Move Open Forum to after change in BOD/Officers.

B. Accept the Order of the Agenda:

****Motion made by Courtney Long to accept the Order of the Agenda as amended, seconded by Andre Brionez, motion passes unanimously****

****Motion made by Courtney Long to accept Resignations as submitted prior to tonight's meeting of the following Board Members, and to remove them as signers on Glenhaven Lakes Club Bank accounts held at: WECU, People's Bank, and Banner Bank: Lori Hansen (President), Steve McCreight (Vice President), Steve Reynolds (Treasurer), and John Hirsch (Secretary), seconded by Andre Brionez, motion passes unanimously****

****Motion made by Courtney Long to appoint the following new Board Members, having previously submitted their Declarations: Erica Fifer, Laura Lunsford, Jen Bononi, and Andi Zamora, seconded by Andre Brionez, motion passes unanimously****

Following the appointment of 4 new Board Members, a Quorum is present. Bev Crouter has agreed to be a consultant for the Board of Directors at least until the Annual Meeting in February, due to her extensive experience on the Board of GLC.

****Motion made by Courtney Long to nominate Officers to the Board as follows: Courtney Long (President), Andre Brionez (Vice President), Laura Lunsford (Secretary), and Jen Bononi (Treasurer), seconded by Andre Brionez, motion passes unanimously****

****Motion made by Laura Lunsford to add new signers to the Glenhaven Lakes Club Bank accounts held at: WECU, People's Bank, and Banner Bank as follows: Courtney Long (President), Laura Lunsford (Secretary), Erica Fifer (Director), and Jen Bononi (Treasurer), seconded by Andre Brionez, motion passes unanimously****

C. Open Forum:

1. Discussion was had with community member Mr. Bridges regarding concerns about transparency of the former Board of Directors, concerns surrounding not properly following Bylaws, and Grievances being filed against some former Board Members.
2. Bev Crouter expressed her gratitude to the former GLC Board Members for their dedication and hard work in volunteering for our community and expressed interest in moving forward.

II. Approval of Minutes

A. November 9th, 2020 Board of Directors Meeting

****Motion made by Courtney Long to approve the November 9th, 2020 Meeting Minutes, seconded by Andre Brionez, motion passes unanimously****

B. November 24th, 2020 Special Executive Board of Directors Meeting

****Motion made by Courtney Long to approve the November 24th, 2020 Special Meeting Minutes, seconded by Andre Briones, motion passes unanimously****

III. General Reports

- A. A & Z Report: Reviewed and accepted
- B. Glenroads Report: No Report submitted
- C. Chair Report: No Report submitted
- D. Treasurer's Report:

1-3. Board discussed and agreed that a Special Budget Work Session would be held on Monday, January 4th, 2020 at 6:30 PM for the purposes of reviewing and approving the Budget to be ready for approval and voting by the Board Meeting on Jan 11th, 2020.

4. Fraud Update: See Operations Report below

E. Other Reports

- 1. Water Report: Reviewed and accepted
- 2. Operations Report: Reviewed and accepted. Bekki gave an update on Fraud that occurred by an unknown, outside party on the GLC Banner Bank Account. No funds were lost, and checks were stopped, accounts closed, and new ones opened and everything was transferred to a new account. Bekki gave an update that our new GLC Employee Timeclock was all set up and ready to be used. Board members discussed and agreed that it is not needed, and Bekki will look into seeing if we signed a contract for the Timeclock. Also was discussed that there is a monthly fee for this item. The Board agreed that we should cancel the contract and see about returning the item.
- 3. Enforcement: Reviewed and accepted. The Board agreed that times are tough right now, due to the Pandemic, and that we will not be enforcing collection of fines for members at this time.

IV. Removed-Not Applicable

V. Unfinished Business

- A. 2021 Budget: Discussed Above-Special Budget Work Session Scheduled
- B. Foreman job update: Employee hired for this position has resigned and is no longer employed by Glenhaven Lakes Club
- C. Employee Timeclock: Discussed above

VI. New Business

- A. Staff Christmas Gift: Staff Christmas Bonuses have been given in the past each year. The Board discussed and agreed that we would not discuss individual amounts given to each employee, for privacy reasons, but that we would discuss the total amount awarded to the staff in the regular session so that members were aware.
- B. Board Declarations: Discussed above
- C. Motion to change transfer fee on the fee schedule: Board discussed that we have not raised this fee in over 7 years. This fee is incurred during title transfers.

****Motion made by Courtney Long to approve increase in the GLC transfer fee from \$200.00 to \$300.00, seconded by Andre Brionez, motion passes unanimously****

- D. Tank inspection quote and request: Our water tank has not been cleaned and inspected in over 5 years. Our WDM stated that the suggested timeframe for this process is once every 3 years. The Board discussed and agreed that Andre would help in the process of seeking out quotes from 3 agencies to complete this work for GLC, for presentment at the next Board Meeting for review.

VII. Action Items:

- A. Special Meeting Request: Agenda Item removed-not applicable

VIII. Open Forum:

- A. Member West thanked all who stepped up to join the Board. Happy with the seemingly new, positive direction, and prioritizing of the GLC staff.
- B. Bev Crouter acknowledged some hard times recently for GLC but wanted to again acknowledge the many years of service by the former BOD.
- C. Member Shelby asked if GLC employee bonuses get voted on by the membership. Courtney Long responded that, no they do not, because they are already part of the Annual Budget for GLC that was pre-approved by the membership in February of 2020.

****Motion made by Courtney Long, seconded by Andre Brionez to enter Executive Session, motion passes unanimously****

IX. Executive Session: Personnel and Board Matter/Employee Bonuses

****Motion made by Laura Lunsford to leave Executive Session, seconded by Jen Bononi, motion passes unanimously****

Actions Taken:

****Motion made by Courtney Long, seconded by Andre Brionez to distribute a total amount of \$2,000.00 to Glenhaven Lakes Club staff for Christmas Bonuses this year, motion passes unanimously****

Action Items from Executive Session:

1. Letter to be drafted to office staff member Jen, updating the status of her Grievance, stating that the results of the Investigation were that her Grievance was found to be valid.
2. The Board also discussed drafting a letter to the staff at GLC, informing them of the changes, and letting them know of the direction moving forward for GLC. All Board Members will have input on this.

Reminder to the Membership that all Board Positions that were filled at tonight's meeting, apart from Courtney Long's position are temporary positions. The final voting for permanent Board positions by the Membership will happen at the Annual Meeting in February.

****Motion made to adjourn by Andre Brionez, seconded by Jen Bononi, motion passes unanimously****

Meeting Adjourned at 8:40 PM

Respectfully submitted by:

Laura Lunsford, Secretary