

Minutes

Lake Marcel January Board Meeting

January 19, 2016 7:00 PM

Directors Present: Laura Mills, John Held, Allan Culverwell, Dan Gutschmidt, Russ Adelson, Laura Davis

Directors Absent: JW Gorman

LMCC Members Present: None

The meeting was called to order at 7:00 pm.

1. Closed Session 7:00 PM
 - a. Dan Gutschmidt mad a motion to convene in closed executive session for the following specific purpose(s): legal and personnel matters.
2. Moved to open session and 7:37pm. Recap of items discussed in closed session:
 - a. Legal matter – Lot 4-006 - Letter received from owners. LMCC will send a letter back to acknowledge their payment of the fine and to correct some of the owners' misconceptions. Letter to be reviewed by attorney. No further action will be taken after this point.
 - b. Personnel matter – Laura Mills has asked for a formal job offer as the LMCC Coordinator and Executive Secretary. John Held has prepared a draft offer letter for board review. Supervisor will be Russ Adelson.
 - c. Personnel matter – Angie Ward - new job offer as LMCC Office Manager and Assistant Treasurer. Supervisor will continue to be Allan Culverwell.
3. Rules of Order– Not reviewed but available to view if need.
4. Approve November Board Mtg. Minutes & provisional minutes of November 2015 Special Membership Mtg.
 - a. November Board Meeting Minutes Reviewed and Laura Davis **moved** to approve the November Board Meeting Minutes as written, Dan Gutschmidt seconds, no discussion. Passed unanimously.
 - b. Provisional Minutes of November 2015 special membership meeting reviewed – Dan Gutschmidt **moved** to approve provisional minutes, Russ Adelson seconds, passed unanimously.
5. Covenant Violations
 - a. Hearing on lot 2-210 (derelict vehicles). **Note: owners have not confirmed attendance nor claimed the certified letter.** Property owners did not attend meeting. No changes to the property have been made; vehicles have not been moved. Proceed to the next step in the covenant violation process
 - b. Lot 2-207 – Sent email regarding their derelict vehicles. They are making efforts to remove two of the vehicles. LMCC will monitor property and follow up with another letter to find out what additional action will be done about all the vehicles on lot and offer contact information for vehicle removal.
6. Action Item Review
 - a. 469- Level 2 Reserve Study to begin Friday Jan. 29th 10am at LMCC office. - Complete
 - b. 471 – Research new aquatic weed treatment companies. Allan to send list to Laura Mills. Due Feb. 16th.

- c. 472 – Letter to lake side residence to strongly encourage them not to use fertilizers and other lake toxins. Letter reviewed. Suggested to add to welcome packet. Include with the spring newsletter. Due March 15.
- d. 474 – JW Gorman to contact Kyle Shira 206-663-5721 re. King County speed trailer. To follow up on this for beach 2 area. – Feb. 16, 2016.
- e. 475- Laura Mills and Angie Ward to ask Adam Schwinn to look at locks and see what solution we can come up with to make it work without allowing the lock to unlatch without a key. –Due Feb. 16th, 2016.
- f. 476- Purchase signs to place on restroom privacy fence to make all aware that the premises are under 24 hour surveillance. – Laura Mills – Due Feb. 16, 2016

7. Discussion Items

- a. Lot 4-006 violation fine update – (See recap of closed session above.)
- b. Traffic survey results – traffic flowing as expected. Near beach 1 traffic runs about 5 miles per hour over the posted speed limit. Beach 2 traffic runs about 10 miles per hour over the posted speed limit. Traffic personnel suggested getting a trailer that posts mph of vehicles driving by. Discourages speeding. We would need a volunteer to facilitate the trailer and be a contact with King County. Also we would like to keep the speed strips down where the trailer is, or otherwise monitor vehicle speeds in that location, to see if adding the trailer makes a difference relative to the baseline.
- c. Payroll Hour Reporting Policy #6 update (See attached file LMCC_POL-6_Rev_3_DRAFT-1-6-16.docx)
 - 1. Allan Culverwell **moved** to approve the changes to the Payroll Hour Reporting Policy #6 to accommodate employees working from home. Russ Adelson seconded the motion, no discussion, motion passed unanimously.
- d. Parking lot gate lock at Beach 1 can be opened without key. Possible solutions discussed.
 - 1. Suggested to change to dead bolt in the gate to make it more secure. Have to unlock and lock the gate.
 - 2. Solid rubber tire, instead of an inflatable one.
 - 3. Action item assigned to look into further, ask locksmith and handyman for suggestions.
- e. Bathroom privacy fence.
 - 1. Signs to be placed on privacy fence stating premises are under 24 hour surveillance.
- f. Lost receipt – Laura Mills to be reimbursed for supplies purchased for the bathrooms. No receipt available, cost \$36.06 to be paid.

8. Committee Reports

- a. Architectural Review – Allan Culverwell
 - 1. Approved building application requires board signatures – complete
 - 1. Lot 3-026 - complete
- b. Facilities, Dam and Grounds Maintenance
 - 1. Tree clean up on LMCC Property – reach out to Above and Beyond Tree Care to chip branches back on to the LMCC property and take down hanging broken limbs.
 - 2. Additional irrigation companies meeting next week to provide bids for system at beach 1. Everflow will give us a 10% discount if we begin work in February with them.
- c. Fisheries, Water Quality & Aquatic Weed Control – Allan Culverwell
 - 1. Nothing to report
- d. Community Relations – John Held
 - 1. Lot 2-207 – Sent email regarding their derelict vehicles. They are making efforts to remove two of the vehicles. LMCC will monitor property and follow up with

another letter to find out what additional action will be done about all the vehicles on lot and offer contact information for vehicle removal.

- e. Safety & Security – John Gorman
 1. Not present
 - f. Community Events – Laura Davis
 1. No fireworks company nailed down
 2. Looking at organizing March Adopt-a-Road and Easter
9. Treasurer's Report
- a. 2015 year-end financial status
 - b. 2016 dues collection update
 1. Not all dues have been collected for the year.
10. New Motions -5 New motions:
- a. November Board Meeting Minutes Reviewed and Laura Davis **moved** to approve the November Board Meeting Minutes as written, Dan Gutschmidt seconded, no discussion. Passed unanimously.
 - b. Minutes of November 2015 special membership meeting reviewed – Dan Gutschmidt **moved for board** to provisionally approve minutes, Russ Adelson seconded, passed unanimously. (Final approval will be at the next membership meeting.)
 - c. Allan Culverwell **moved** to approve the changes to the Payroll Hour Reporting Policy #6 to accommodate employees working from home. Russ Adelson seconded the motion, no discussion, motion passed unanimously.
 - d. Allan Culverwell made a **motion** to extend a job offer to Angie Ward as written in offer letter written by John Held for Office Manager and Assistant Treasurer, Laura Davis seconded.
 1. Discussion – Change the start date to February 1, 2016.
 2. Inherent in this motion is the Directors' appointment of Angie Ward to a current vacancy on the Board of Directors per LMCC Bylaws Article V Section 8, if the motion is passed and the offer accepted.
 3. Passed unanimously.
 - e. Allan Culverwell made a **motion** to extend a job offer to Laura Mills as written in offer letter written by John Held for LMCC Coordinator and Executive Secretary, Dan Gutschmidt seconded. Laura Mills did not vote. Passed unanimously.
11. Member Comments
- a. No Members present
12. Meeting Adjourned –Dan Gutschmidt moved, Allan Culverwell seconded. Adjourned at 9:03pm

Action Items Assigned at this meeting-

474 – JW Gorman Kyle Shira 206-663-5721 King County speed trailer. To follow up on this for beach 2 area. – Feb. 16, 2016.

475- Laura Mills and Angie Ward to ask Adam Schwinn and a locksmith to look at locks and see what solution we can come up with to make it work without allowing the lock to unlatch without a key. – Feb. 16th, 2016.

476- Purchase signs to place on restroom privacy fence to make all aware that the premises are under 24 hour surveillance.

Assignments Made at this Meeting:

- Laura to work with Ann Marie to get November board and special membership meeting minutes up on Website.
- Allan to Email the digital copy of the healthy lake Marcel letter post to website.
- Tree clean up on LMCC Property – reach out to Above and Beyond Tree Care to chip branches back on to the LMCC property and take down hanging broken limbs.
- Laura Mills to acquire signs to be placed on privacy fence stating premises are 24 hour surveillance.

- Lost receipt – Laura Mills to be reimbursed for supplies purchased for the bathrooms. No receipt available. cost \$36.06 to be paid.

LMCC Payroll Hour Recording Protocol

At times when Lake Marcel Community Club (LMCC) employees perform work for LMCC, each employee will utilize the Google Voice telephone system to record start/end work times. Each call should identify the employee and the reason for the call, i.e., start work, end work, special circumstances, etc. Time sheets must co-ordinate with recorded log times.

At times when an employee starts, stops or otherwise performs work at the LMCC office:

1. Employee will call the Google Voice number upon initial arrival at the LMCC office from the LMCC phone to log start work time.
2. Employee will call the Google Voice number upon departure from the LMCC office from the LMCC phone to log end work time.

At times when an employee starts, stops or otherwise performs work when not at the LMCC Office:

1. Employee will call the Google Voice number from their home/cell number immediately prior to starting work. Reason for not utilizing LMCC office phone should be included, e.g., picking up mail, depositing checks to the bank, working at home.
2. Employee will call the Google Voice number from their home/cell number immediately prior to ending work. Reason for not utilizing LMCC office phone should be included.

Deviations from this procedure must be noted on the recorded call, timesheet, and emailed to the employee's supervisor.