

**Lake Marcel Board Meeting-Virtual Meeting via MS Team Chats Audio/Video**

March 12th, 2024, 7:00 PM

Attendees:

Board members				
<input checked="" type="checkbox"/> <b>President:</b> Laura Davis	<input checked="" type="checkbox"/> <b>Vice President:</b> Frankie Tipton	<input checked="" type="checkbox"/> <b>Treasurer:</b> Brian Blomquist	<input checked="" type="checkbox"/> <b>Secretary:</b> Nicole Roehrig	<input checked="" type="checkbox"/> Karen Giluck
<input checked="" type="checkbox"/> Doug Lapchis	<input checked="" type="checkbox"/> Travis Johnson	<input type="checkbox"/>		
Community members present (please sign into Teams with full name for recording of attendance)				
Andrew Varga	Peter Templin	Dale Keltner	Mary Harenda	Rick DeBlock
Juan Morfin	Windy Walker	Angie Ward		

This meeting of the board of Lake Marcel Community Club is called to order at **7:03 PM on March 12th, 2024** by Laura Davis, President and a quorum **IS** present, confirmed by Nicole Roehrig, Secretary.

1. Rules of Order: THE CHAIR PRESENTS RULES OF ORDER FOR THE MEETING—OR ALL AGREE THE RULES ARE KNOWN AND UNDERSTOOD. Laura Davis stated that we use Robert’s Rules of Order.
2. **It was motioned to approve the current meeting agenda by [Karen Giluck] and a second by [Frankie Tipton] and the vote outcome was [5 yay, passes and approved as presented].**
3. **It was motioned to approve the date and previous board meeting minutes (Feb 13, 2024) by [Travis Johnson] and a second by [Brian Blomquist] and the vote outcome was [5 yay].**
4. Community Member Comments. THIS IS A PLACE HOLDER FOR MEMBER COMMENTS. WE WELCOME YOUR COMMENTS. NO MINUTES FOR THESE ITEMS WILL BE RECORDED. LMCC MEMBERS WHO WISH TO HAVE THEIR COMMENTS ON FILE WITH THE OFFICE ARE INVITED TO SUBMIT A WRITTEN COPY OF THEIR COMMENTS TO BE KEPT ON FILE AT THE OFFICE.  
Community members will be given 2 minutes to speak and will be timed. A timer will be used to help keep time and alert the speaker if time has lapsed.
5. Treasurer’s report: Brian Blomquist reported out.
  - a. Inventory of lots was completed after request from a member at the budget re-ratification meeting.
    - a. 406 lots recorded in the community,
    - b. 2 lots are subdivided and shared between 2 owners,
    - c. a number of lots have been combined to form a single residence. A number of these lots are also still undeveloped and do not have mailing addresses.
    - d. Lots: 1-001 through 1-148, 2-149 through 2-297, 3-001 through 3-044, and 4-001 through 2-065

e. Eleven of these lots do not provide income to the HOA, two are owned by the King County Water District and nine are owned by the LMCC directly leaving 395 dues paying lots.

King County Water District Owned Lots (2): 1-009, 1-010

LMCC Owned Undeveloped Lots (5): 1-011, 1-135, 4-015, 4-043, 4-054

LMCC Owned Beach 1 Lots (4): 1-095, 1-096, 1-097, 1-098

- b. As of the end of Feb, 13 lots had prematurely paid for the old amount of \$313 and now sending in the remaining \$12. There is concern that at least two of these underpaid lots are new community members whose escrow company was told the old amount (because the new amount was not approved yet) when the house sale closed between December and mid-February. Because these are new residents, we have no additional contact information for them other than the residence address so far. Brian would like advice from the board on how to handle these special underpayments. The two options are just crediting the missing amount for those in this situation and next year they will get an invoice for the new amount or knock on the door with a welcome to the neighborhood and request for the remaining twelve dollars. Payments are streaming in, and Laura and Brian have been managing without an office manager.
- c. Auditors were given the remaining information on Feb 29<sup>th</sup>. The report was sent back to us today but was sent incorrectly via the scanner, so we need an updated version to post.
- d. On advice from the same company doing the audit, we now file using 1120 H for taxes instead of the previous form 990EZ. The amount of paperwork is significantly less and simpler to prepare. Because of this change and the transition of the treasurer position happening when it did the 2022 taxes have just recently been filed. No fine or impact is noted by the accounting firm. Need to file in April instead of May.
- e. The new budget was integrated into the QuickBooks report and does contain the 2024 approved budget. The March 2024 Treasures report was posted this afternoon. Need to confirm that the accountant has input the information correctly.
- f. The March treasures report Vendor summary page shows two payments, one to WA F&W and one to WA SOS made last year that we have not made this year. Brian will investigate if these are some recurring costs that should be made this year or a one-time cost last year that I do not need to worry about it. Doug mentioned that we do not normally have a recurring Fish and Wildlife fee and it might be a non-recurring fish planting permit.
- g. Transition of accounts has been problematic and working with BOA to obtain full access of the account to make payments.
- h. The staggered CD for the reserve fund is still not processed. Delayed by the transition of treasurer's and obtaining access to the accounts. Paperwork completed by April board meeting is the goal.
  - a. Discussion and question asked how best to submit for payment. Continue to send an email to the LMCC office and Laura and Brian will monitor the email.

6. Committee reports:

- a. Lake and Dam: Travis Johnson reported.
- b. Trash screen order has been placed and it will be picked up on March 18<sup>th</sup> with all the pieces necessary to start we have reached out to Crux diving. We are awaiting a reply about scheduling a date for the trash screen and bubbler installation.
- c. There will be a Dam op on Thursday 3/14 at 10pm, please reach out to Travis for more information.
- d. Update from Shelly - "We meet with King County on Friday and are starting to plan a summer sampling program on the lake. Using R Cards where we test for E.coli and search for hot spots. If we find a hot spot, we can start to narrow down the source. I plan on meeting with the water quality team in the next 2 weeks to go over the plan. We will be preparing a sampling plan before we start, should start sometime in May"
- e. From the Washington Department of Fish and Wildlife, "It's Spring (almost) and geese are looking for nesting sites. Noisemaking devices are used to chase them before building a nest. Generally, this occurs in the morning. No geese are physically harmed. In parks and shorelines with short grass, large flocks of geese can denude areas of vegetation and litter them with their droppings and feathers. Public swimming areas used by many geese have been closed to swimming (see Public Health Concerns). When nesting, geese can be aggressive toward humans, and may "attack" people who come near their nests or young. Noisemaking Devices: Devices that make a loud bang can scare geese, causing them to take flight. Promptness (beginning as soon after the geese arrive as possible) and persistence are the keys to success when using these devices." For more information on geese, please check out the WDF&W website, I will be attaching a link in the meeting minutes. [https://wdfw.wa.gov/species-habitats/species/branta-canadensis?fbclid=IwAR2dwyjf2FeawTmFZJ5N674RBNsvOnYE34D\\_ImZORRcH47e-fyuc9JYPUMk#conflict](https://wdfw.wa.gov/species-habitats/species/branta-canadensis?fbclid=IwAR2dwyjf2FeawTmFZJ5N674RBNsvOnYE34D_ImZORRcH47e-fyuc9JYPUMk#conflict)
- f. If you have any questions about the Lake and Dam Committee, please email me at [travis.johnson@lakemarcel.net](mailto:travis.johnson@lakemarcel.net)
- g. Community events: Nicole Roehrig reported.
  - a. Easter Egg Hunt scheduled for March 30<sup>th</sup> at Beach one starting at 10 am
  - b. Easter Egg stuffing party is scheduled for March 23<sup>rd</sup> at Natalie Engel's house starting at 10 am.
    1. Planning committee is Julie Braun and Natalie Engel
    2. Event invites have been set up on the LMCC Facebook and communication is being requested to be sent out via the LMCC DL.
    3. Need for day of volunteers for set up, MC'ing the event, and clean up.
  - c. 4<sup>th</sup> of July 2024
    1. Planning committee meets the 2<sup>nd</sup> Sunday of every month on Teams from 7-8pm. All are welcome. Will be placed on the LMCC calendar.
    2. New this year: moving the event to Saturday July 6<sup>th</sup> at Beach one. The day will be a Carnival themed event with bouncy houses, games, sno

cones, cotton candy, face painting/temp tattoos, prizes, magician, and more. The company we are using will set up, run the event and booths, and clean up. The event will be from noon to 5 PM. No food will be provided but all are welcome to bring your own refreshments.

3. Flyers will be made to help advertise and recruit and will have communications in the newsletter and Facebook page with link to SignUp Genius. Volunteers are needed to proceed.

h. Community relations: No updates

i. Architectural Control: Karen Giluck reported out.

a. We are working on confirming a possible covenant violation for lot number 2-238 and, per [Policy 16 – LMCC Covenant Violations](#), and are looking to have the board approve sending a 'For Your Information' letter to the owners of lot 2-238

b. Two tree cutting applications -

1. One is all finished and in the owners' hands for lot # 4-034.
2. The other, waiting to see the application

j. Governing Documents: Travis Johnson reported out.

a. We had a great meeting on 3/3. Clarified some confusion about our committee setup. We will be operating under the historical precedence, where Nicole and I will be acting as the Co-Chair and Co-board liaisons. During the meeting we discussed creating a template for committee to fill out to give us more information. During the meeting we identified the following work items,

1. Template for gathering current roles and responsibilities – Abram
  - a. Will be discussing this during the next meeting on 3/17
  - b. Will be sending out a template to all committee chairs
    - i. Please fill out as best if you can
    - ii. Any question please reach out to me/or Nicole

b. Board Motion spread sheet and Board seats expirations – Rick

1. This information has been passed along to the president.

c. Meet with Frankie – Travis and Nicole

1. Unfortunately, we cannot get a shareable file now due to security reasons. But will continue to look for options moving forward

d. Discuss Finance Committee resolution with board – Travis and Nicole

1. Got feedback from several board members and passed along this feedback to Rick.

e. We are looking forward to continuing our work this month on gathering the roles and responsibilities of each committee.

f. If you have any questions about the Governing Document Committees, please email me at [travis.johnson@lakemarcel.net](mailto:travis.johnson@lakemarcel.net)

k. Facility and grounds maintenance: Laura Davis and Butch Varga reported out.

a. Weather conditions and lack of volunteers have caused a delay in work.

b. Work party will be scheduled for the 2-4<sup>th</sup> deflectors as soon as a date is agreed upon.

7. Old Business:

- a. Election for open seat on board
  - a. Nicole Roehrig nominates Chris Galeucia and has written confirmation of his nomination in his absence. No objections to this. 4 yays. **Chris Galeucia wins the nomination and director seat.**
  - b. Brian Blomquist nominates Rick DeBlock for the board. Rick accepts the nomination. 2 yays
8. New Business:
  - a. Budget Process Improvement Plan
    - a. Laura Davis introduced the desire to introduce an AOP process (Annual Operating Plan) into the boards processes. Before budgeting begins, the board needs to research/analyze needs and gaps – mostly through consulting with committees. Gather committee plans that cost, then as a board, prioritize and plan the year (maybe eventually out to 3 and 5 years), set a budget/allocate resources, prepare budget then review/approve and then monitor and repeat cycle each year. This is to support the budgeting work that the board does, and hopefully make it easier during budget time.
    - b. Brian Blomquist offered that he feels starting in May, in full swing by August, would be the best time to start these conversations on budgeting, so we can be ready to move come September.
    - c. Laura Davis stated that this was just to begin to address the concerns the board and members have been sharing since this board was appointed and, now that FY24 budgeting is finally wrapped up, I wanted to start discussions now around adding an AOP process in front of the budgeting process so we don't have issues like we have faced the past 2 years.
  - b. Office manager position posting:
    - a. Anna Peterson stepped down and Office Manager is now open
    - b. The board is covering the tasks (mail, email, dues payments, etc...)
    - c. If anyone knows a candidate, please send in their names/resumes to the office email. Posting will go out shortly
  - c. Handyman position posting:
    - a. Current handman is Ian Gillis and now lives in Bothell so difficult to commute here for work.
    - b. If you know anyone who is interested, please send name/resume to the office email.
  - d. HOA Director Training conference
  - e. Discussion of Corporate Transparency Act And HOAs Advisory
    - a. Federal government has instituted HOA to register their board members and will have fines who are not compliant. **Brian makes a motion that our secretary register with the federal registration and reporting requirements website and obtain all board members information and submit to the act as soon as possible. Doug Lapchis seconds the motion.** Discussion is that during the last meeting that this topic was going to confirm with the lawyer. **Brian amends his motion to state that I move that we comply with new Federal Security and**

**Reporting compliance requirements and instruct the LMCC Secretary to collect the information from the board and file the information on the organization's behalf as soon as possible and Karen seconds. Vote to approve amended motion. 5 yays, 1 nay, amendment is approved. Vote to approve the motion as amended. 5 yays, 1 nay, motion is approved.**

- f. Discussion of forming a standing Finance Advisory Committee
  - a. This committee's intent is to help understand the finances, come up with ideas and be involved in that work. The primary purpose would be to advise the treasurer. Specifically having members with previous knowledge of budgets and approved finances for community events. **Brian Blomquist moves that the board create a "Finance Advisory Committee" made up of interested and knowledgeable members of the community and chaired by the current LMCC Treasurer. The LMCC Treasurer independently and the LMCC board collectively will have the right to appoint and remove members of the committee at will, and the committee's purpose will be to advise the Treasurer and the Board on matters of finance and budgeting as it relates to the community. The duration of the committee will be indefinite, and it will continue to exist until the committee or the board elects to dissolve it. The committee will primarily advise the Treasurer who will inform the board, but on occasion members of the committee may be called upon to present information to the board directly. The initial members of the committee shall be "Susan Roberts", "Peter Templin", "Dale Keltner", "Paul Gibian" and along with the current Treasurer "Brian Blomquist". Frankie Tipton seconds the motion.** Discussion, do we need additional clarification of board vs committee work? Brian clarified that the committee would have as needed access to community documents to help guide the task. **Vote is unanimous and motion passes.**
  - g. Discussion of Robert McColley's Cell Tower Proposal: interested in purchase a parcel of land that the HOA currently owns. Has named 3 specific lots. Brian believes that the board review the proposal and presentation and then have Robb join at a later date for conversation. The community will need to vote on any sale. **Brian Blomquist moves to table until we can get the presentation and more information at the next board meeting in April. Travis Johnson seconds. Unanimous and motions passes.**
- 9. Action items:
  - a. Ask board review for the Agynbyte proposal and Brian, Frankie, and Doug volunteered.
- 10. Community Member Comments. THIS IS A PLACE HOLDER FOR MEMBER COMMENTS. WE WELCOME YOUR COMMENTS. NO MINUTES FOR THESE ITEMS WILL BE RECORDED. LMCC MEMBERS WHO WISH TO HAVE THEIR COMMENTS ON FILE WITH THE OFFICE ARE INVITED TO SUBMIT A WRITTEN COPY OF THEIR COMMENTS TO BE KEPT ON FILE AT THE OFFICE. Community members will be given 2 minutes to speak and will be timed. A timer will be used to help keep time and alert the speaker if time has lapsed.

11. **It was motioned to adjourn the meeting by [Travis Johnson] and a second by [Brian Blomquist] and the vote outcome was [/]. The meeting was adjourned at 8:57 PM.**
12. Next up: Monthly Board meeting is scheduled for **Tuesday April 9, 2024 at 7 pm**, via Teams (with a possibility of in-person)