

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

April 9th, 2024, 7:00 PM

Attendees:

Board members				
<input checked="" type="checkbox"/> <b>President:</b> Laura Davis	<input 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 checked="" type="checkbox"/> Chris Galeucia		
Community members present (please sign into Teams with full name for recording of attendance)				
Dale Keltner	Laurell Ramirez	Susie Roberts	Juan Morfin family	Cassie Johnson
Abram Jackson	Fiona McKay	Tina Wolford	Peter Templin	Butch Varga
Robb McColley	Rick DeBlock			

This meeting of the board of Lake Marcel Community Club is called to order at **7:06 PM on April 9th, 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 amend the current meeting agenda by [Brian Blomquist] to add an agenda item to fully funding the reserve fund in the new business section after ratification email and a second by [Travis Johnson]. Motion to amend the motion on the floor to add an agenda item to fully fund the reserve fund in the new business section after ratification email allowing for 10 minutes and the vote outcome was [vote was unanimous]. Motion to approve the motion on the floor to add an agenda item to fully funding the reserve fund in the new business section after ratification email allowing for 10 minutes and the vote outcome was [vote was unanimous]. It was motioned to approve the amended meeting agenda by [Brian Blomquist] and seconded by [Travis Johnson] and the vote outcome was [vote passes unanimously].**
3. **It was motioned to approve the date and previous board meeting minutes (March 12, 2024) by [Brian Blomquist] and a second by [Travis Johnson] and no discussion, the vote outcome was [5 yays and approved].**
4. **It was motioned to approve the special meeting minutes from March 25, 2024, by [Karen Giluck ] and a second by [ Brian Blomquist] and no discussion, the vote out was [5 yays, 1 abstained, approved as presented]**
5. 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.

6. Treasurer's report: Brian Blomquist reported out.

- a. Approximately 100 lots that have not paid dues. 10 of which are habitually late (have not paid more than 1 year). 2 lots are under payment plans.
- b. We are under budget trend by \$10,000 mostly due to a reduced office manager payroll spend.
- c. We received the permit for fish planting and are legal to put fish in the lake.
- d. An updated reserve study was completed by Samdal & Associates and posted on the community website. It now includes a maintenance schedule for the new dam bubbler and anode replacement and an updated funding schedule.
- e. Updated reserve study completed by Samdal & Associates to include maintenance and come up with a new payment plan to include dam bubbler and anode replacement were scheduled into the plan and new funding schedule was updated and posted.
- f. Tax and audit CPA has requested to be informed if they will be doing an audit for 2023 and/or having them file our taxes. They have charged us \$2,600.00 for the last two years for both an Audit and Tax filing. There is a new business item to discuss approving them for the 2023 audit and tax filing.
- g. Creation of the laddered CD for the reserve account has started moving again, new documents to put me on the account are underway after which a check for the recommend \$125,000 of reserve funds will be deposited into a 3,6,9,12-month ladder CD the current of which is 4.75%
- h. Received letter (4/4/24) from the IRS that we owe \$2,053 for 2021 late fees from 990EZ tax filing. Taxes were filed in August so stacked up late fees and interest which was due on 5/15/22. It was prepared by CBS accounting and signed by John Gorman on 7/5/22 with the CBS preparer (Keith Applegate) signing it 7/21/22. Contacted CBS to see if there is any additional information on why it might have been filed late and any advice on whether there would be grounds for an abatement of this fine and associated charges. The IRS agent offered to halt all collection actions for 9 weeks but advised that interest charges on the amount due would still accumulate. If we pay the amount listed in the next 10 days (by 4/19/2024), we will avoid any additional interest charges.

7. Committee reports:

- a. Lake and Dam: Travis Johnson reported.
  - a. Dam Ops: Today there was a dam ops and Crux diving installed the trash screen today. Always looking for new volunteers, please let me know if you are interested in helping with damn operations.
  - b. Water Quality: The Water Quality sub-committee had a meeting on April 3rd. During this meeting the following points were discussed • In May, the sub-committee will start the 2024 Water Quality Sampling Program. We are currently working on a sign up sheet for volunteers. We will need to collect sampling • Once per month May – October • One storm event per month May - October • ~2 hours each sampling event and we will need sample from ~35 sites • Continue community outreach by • Coordinating with King County to train residents on water quality BMPs to limit phosphorous during the Membership

meeting. • Developing a resident septic system questionnaire development that will help with community engagement • Could potentially partner with the community relations committee to help with landowner engagement. Or any volunteers are willing to assist. • Riparian habitat buffer improvement around lake will help reduce phosphorous and other runoff. Having the right plants around the lake can make an impact on the lake's water quality. • The subcommittee will start developing a planting plan for fall planting. This plan will include research on what plants to plant, identifying areas of improvement and meeting with landowners to discuss their interests regarding aesthetics, viewshed and other concerns. • Committee will be looking for shoreline landowners to volunteer for improvement I recommend the board approve the plan for the 2024 Water Quality Sampling Program and the supplies needed for testing. If you are interested in volunteer for anything involved in the Lake and Dam committee, please reach out to me [travis.johnson@lakemarcel.net](mailto:travis.johnson@lakemarcel.net)

**Laura Davis moves the board approve the plan for the 2024 Water Quality Sampling Program which will take water samples from the lake 2 (1 normal, 1 storm) times a month from May – October. I move the board approve the purchase of the following sampling supplies for the 2024 Water Quality Sampling Program: 1 pack of Sample Bottles for \$23.99, 1 Bottle Sterilizer for \$54.56, 1 Pipettor for \$39.99, 1 pack of Pipettor Tips for \$27.99, 3 R-cards for \$912.66, \$18.00 dollars for shipping, 10% sales taxes \$91.27. This brings us to a total of \$1,168.46, I would like to increase it to \$1,300 to be taken from the Grant matching item in the budget. Travis Johnson seconds. No discussion, vote passes unanimously.**

c. Fishery subcommittee: Spring plant on April 6 was a great success. We probably had 70 participants and a number of new members expressed a willingness to volunteer to help with the family fishing event. Our plant was reduced because of low water flows last summer. We planted 450 lbs. of fish.

**Doug Lapchis moves that the Fisheries Committee develop a Family Fishing Event that will be held on Sunday, June 9<sup>th</sup>. To prepare for and hold the event the dock at beach 1 will be closed June 7<sup>th</sup>,8<sup>th</sup> and 9<sup>th</sup> as it was last year. The committee is authorized to spend up to \$900 for food, netting materials, miscellaneous gear, and materials necessary to present fishing classes that will allow members to take the best advantage of this event. Travis Johnson seconds. No discussion, Motion passes unanimously.**

**Doug Lapchis moves that the Fisheries Committee be authorized to purchase \$1,800 worth of fish for the Family Fishing Event. Brian Blomquist seconds. Motion to amend the amount from 180 to \$1800. Brian Blomquist seconds. Amendment is approved unanimously. No discussion, Motion passes unanimously.**

b. Community events: Nicole Roehrig reported.

a. Easter Egg Hunt on March 30<sup>th</sup> at Beach one was a great success. Many thanks to Julie Braun and Natalie Engel who organized and planned the event. We also had a large number of volunteers who stuffed the eggs, hid the eggs, decorated, and cleaned up at the event.

b. Independence Day Celebration, 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. As most know, this is the community's largest annual event and we are grateful for the 4 community members who have volunteered to help research, plan, and advertise. If you have ideas for this year's event, please reach out! As Brian has reported, we have almost 400 homes, so we welcome the additional input and support.
2. New this year: as posted in the motion that was approved by the board, we are moving the event this year to Saturday July 6<sup>th</sup> at Beach one. The planning committee reviewed the options and input from the community and have planned a fun-filled day that will be a Carnival themed event with bouncy houses, games, sno cones, cotton candy, face painting/temp tattoos, prizes, roving 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 6 PM.
3. We have heard suggestions that there may still be a request to host a community event on July 4<sup>th</sup> to include a potluck and gathering at Beach one. If you are interested in being part of the planning and facilitating for the community, please reach out so the committee can support all members to enjoy.
4. Flyers will be made to help advertise and recruit and will have communications in the newsletter and Facebook page with links to SignUp Genius. Volunteers are needed to proceed.

c. The Family Fishing Event will be held on Sunday, the 9<sup>th</sup> of June. Fishing classes for Saturday the 11<sup>th</sup> of May, Net setup will be basically the same as last year. We would like to add at least 5 or 6 new volunteers. Opportunities to volunteers will be available on Friday, Saturday and Sunday

- c. Community relations: No updates. Requesting for volunteers to join the committee, reach out the office email.
- d. Architectural Control: Karen Giluck reported out. Trees have been taken down with communication and permits. Concerns regarding building on a property were sent out 30 days letter from the time sent to the property owners in violation and no communication received. Will reach out to the board for help in sending additional communications on next steps for notice of violation.
- e. Governing Documents: Travis Johnson reported out. We decided to try the committee of the board format, with our first motions I was name Chair, Nicole was name secretary, and Nicole and I both were named board Liaisons. Board Liaisons will be responsible for compiling the committee report and for communications with other board members. But this is still a new process for us are still trying to figure things out.

We will investigate updates to Resolution 4 with the new members and other issues. Nicole has been working on gathering information on the Events and I have been working on gathering information for Lake and Dam. Abram was able to start working on the Template for this committee. I apologize for not getting this out to the committee chairs this month, but I will get the template to all committee chairs. We will continue with creating informational documentation about our committees' roles and responsibilities. If you are interested in volunteer for anything involved in the Governing Documents committee, please reach out to me at [travis.johnson@lakemarcel.net](mailto:travis.johnson@lakemarcel.net) or Nicole at [nicole.roehrig@lakemarcel.net](mailto:nicole.roehrig@lakemarcel.net)

- f. Facility and grounds maintenance: Laura Davis reported out. This team will be assisting the lake and dam committee with the reflectors done by the end of the month. Call for volunteers, reach out to the office email. All time and effort are welcome.
  - g. Finance Advisory: Brian Blomquist reported out.
    - a. The committee met for the first time in its new form April 8<sup>th</sup> from 6:30PM to 9:00 PM. Members present were Paul Gibian, Dale Keltner, Dan Giluck, Susan Roberts, Doug Lapchis and Peter Templin. Karen Giluck was present as an observer and Franklin Tipton, a member of the committee, was not able to attend.
    - b. Susan Roberts was appointed the secretary of the committee.
    - c. The committee discussed possible short-term solutions to office manager position, and came up with 3 names that might server as temporary office assistants: Angie Ward, Susan Roberts, and Sharon Blomquist to handle and direct mail, voice mail and email with minimal training and for a handful of hours each week to offload some of the work being done by the treasure and president.
    - d. The committee reviewed the updated reserve study and recommended that the board fully fund the reserve account by transferring \$9,367.00 dollars from our operating funds into the reserve account so that it is up to date as we enter 2025.
    - e. The committee discussed a proposal to allow the members to vote on the disposition of the excess of operating funds currently not appearing in the 2024 budget and possible plans to implement 3 possible dispositions: Pre-Pay or Overfund the Reserve Account, Create Capital Projects Budget, Return some portion of Excess Funds as a Credit to future dues. This discussion was tabled for future consideration before any action items or motions were created.
8. Old Business:
- a. Fish Day, Fish purchase proposal, completed in Lake and Dam report out.
9. New Business:
- a. Ratification of email motion to initiate capital reserve study update. "Given the rise in inflation over the last few years, it seems advisable to get an updated recommendation on the amount of money we should have in our reserve account to feed the budget process later this year. The agency we engaged to do our reserve study in 2022 offers a free review to update their reserve study recommendations. **Brian Blomquist moves**

that the board authorizes Peter Templin a member of the Finance Advisory Committee as a point of contact with the reserve study agency "SAMDAL & Associates" (who prepared the LMCC 2022 reserve study) to engage them to conduct a free update to the recommendations of our reserve study. This will involve the disclosure of the amount of money contained in our reserve account(s) and interest rates being earned by those accounts." motion passes unanimously via email on March 17, 2024.

- b. Fully funding the reserve fund. **Brian Blomquist moves that we transfer \$9,367 from operating fund to the reserve fund to fully the capital reserve fund. Travis Johnson seconds. Motion passes unanimously.**
- c. Discussion of posting preliminary member and board meeting minutes. **Brian Blomquist motions to approve posting board and membership meeting minutes in an unapproved format as soon as they are available and then update to an approved status after the minutes are approved. Doug seconds. 3 yays, 2 nays, 1 abstain. Motion passes.**
- d. Discussion of proposal to have a member vote to determine what we do with the excess operating funds at the annual membership meeting. Set of funds that don't appear in the budget other than the balance in the bank accounts and generates a lot of confusion and angst. **Brian moves to add a referendum to the annual meeting to determine what is done with the excess operating funds that have been built up over the last few years. This referendum would include 3 options, Pre-Pay Reserve fund, fund a capital project, or return the money to the lot owners. Doug seconds. Travis motions to amend the motion to remove the return the money to the lot owners from the main motion. Karen Giluck seconds. Brian moves to add a referendum to the annual meeting to determine what is done with the excess operating funds that have been built up over the last few years. This referendum would include 2 options, Pre-Pay Reserve fund or fund a capital project. 4 yays, 2 nays, amendment to the motion passes. Brian Blomquist moves to withdraw motion. Doug seconds. No vote is required so the motion is withdrawn.** Request to find original meeting minutes that we pull excess funds into reserve account or prepay.
- e. Handling of late fees for the 2024 dues. Do we bill nearly 100 lots with late fees, especially because of the change to dues fees from Jan to March? **Brian motions to forgive late fees for lot owners who are working with the board and pay their dues by the end of April 2024. Travis seconds. Motion passes unanimously.** Communication to email on file, Facebook, or blast email to MailChimp DL discussion. Brian and Laura will work on a communication plan.
- f. 2023 Tax Preparation and Annual Audit Approval. **Brian Blomquist motions to authorize Vandal to do the 2023 audit and taxes. Travis seconds. Passes unanimously**
- g. Draft Community Events Governing Document review. Draft sent to the board for review on 4/2/24. Will be added to the agenda for the April 15<sup>th</sup> Governing Documents committee.

- h. Posting of June 2<sup>nd</sup> General Membership meeting on LMCC calendar and newsletter. Directors to add their content to the draft Newsletter to be done and added by April 14<sup>th</sup>.
- i. Follow up on director compliance with the March motion to submit information ASAP for the Corporate Transparency Act and HOAs Advisory. In the March board meeting, there was a passed motion to add director information to the Secretary. At this time, 5 of 8 directors have submitted the required information.

10. Action items:

- a. Status of review of HOA Management Company information. Planned to have this as an agenda item at the Finance Committee and will have another meeting the end of April or beginning of May to review.

11. 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.

12. **It was motioned to adjourn the meeting by [Karen Giluck] and a second by [Travis Johnson] and the vote outcome was *[motion passes unanimously]*. The meeting was adjourned at 9:57 PM.**

13. Next up: Monthly Board meeting is scheduled for **Tuesday May 14, 2024 at 7 pm**, via Teams (with a possibility of in-person)