

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

June 11th, 2024, 7:00 PM

Attendees:

<b>Board members</b>				
<input checked="" type="checkbox"/> <b>President:</b> Laura Davis	<input type="checkbox"/> <b>Vice President:</b> vacant	<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"/> Chris Galeucia	<input checked="" type="checkbox"/> Kristi Yankacy	<input checked="" type="checkbox"/> Andy Simms
<b>Community members present (please sign into Teams with full name for recording of attendance)</b>				
Susie Roberts	Cassie Johnson	Tina Wolford	Mary Harenda	Peter Templin
Windy Walker	Dale Keltner	Kristine Gilreath	Fiona McKay	Juan Morfin

This meeting of the board of Lake Marcel Community Club is called to order at **7:04 PM on June 11th, 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 [Travis Johnson]. No discussion and the vote outcome was [vote passes unanimously].**
3. **It was motioned to approve the date and previous board meeting minutes (May 12, 2024) by [Brian Blomquist] and a second by [Karen Giluck] and no discussion, the vote outcome was [vote passes unanimously].**
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. We have almost \$172 thousand in operating funds available and little over \$143 thousand in the reserve fund, mostly in CD accounts earning 4.75%. We are on schedule to have somewhere between \$80 thousand and \$114 thousand remaining in operating funds at the end of the year depending on how soon we are able to bring an office manager and handyman on board.
  - b. We have about \$1000 more in income than expected from transfer fees and late fees and are likely to get near another \$1000 before the end of the year or early next year.

- c. We have a few minor budget overruns:
  - i. Postage and handling (over about \$350 and likely to go to \$500-600 ish)
  - ii. Attorney fees (over about \$2000 and headed towards \$4 to \$5 thousand over). About a \$1000 of these attorney fees would normally be billed against the recording fees budget of about \$4K because instead of doing lien recording work ourselves, we have engaged the attorney to do this for us.
  - iii. Lake Maintenance (about \$5000), I have charged the research fees and bacterial sampling equipment to Lake Maintenance, but I recently learned that this may have been intended to be charged against the 20K grant matching fund budget item.
- d. The Fish Plant expenses need approval before it can be sent for payment. For large expenses, the treasurer is required to get the full board or all the officers to approval in order to pay them, it can slow things down substantially if the approvals are not attended to promptly.
- e. Request that all committee heads start the process of analyzing their needs for the next year and I would like to have preliminary budget requests in before the July board meeting. I will be providing budget spend reports to the board from the last two years to help directors figure out what they will need for the next year. Most of the pre budgeting work can be done over email, and if all goes well, we may have a basic outline of the budget at the July meeting, and potentially be able to vote on it in August, but I suspect it will be September before we have the final approved budget. I hope to use the finance committee to review and validate budget requests in order to provide feedback to committee heads.
- f. We are about to start the 2023 audit process and I do not expect it to be particularly easy. I was not involved with the 2022 audit, but because of the lack of an office manager for much of this year, I am concerned that a significant amount of expense documentation might be difficult to track down or be missing.
- g. I pulled down transactions from PayPal from December of 2015 when we stopped using PayPal in 2022 (PayPal does not keep transactions older than 7 years and we have no older saved reports that I can find). I have worked with the accountants to reconcile the PayPal account in QBO as reported at the members meeting and will be making a motion as part of the finance committee report to close the PayPal account.
- h. I mailed out overdue invoices to 20 owners on May 15th, 2024 (I did not mail invoices of accounts in lien status do to poorly understood legal status of these properties) and we are now down to 16 owners with dues past due (about 5 of them in historical default/lien status).

- i. We still have two owners with outstanding \$12 dues issue, both of them have been members for a number of years. I would entertain a motion from the board on whether we should carry this balance over to next years dues for them or write it off. **Karen Giluck motions to bill the owners who haven't paid their \$12 with a finance charge with next billing cycle. Kristi Yankacy seconds. Brian will leave the \$12 on the account plus interest. Both have been sent invoices. Motion passes unanimously.**
6. Committee reports:
- a. Lake and Dam: Travis Johnson reported.
    - a. Bacteria sampling, doing 30 sample locations. No current hot spots.
    - b. Work parties for yellow iris clipping.
    - c. 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)
  - b. Community events: Nicole Roehrig reported.
    - a. Independence Day Celebration, July 2024
      - 1. 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! There are almost 400 homes/lots in our community, assuming these houses are double occupancy, we have the opportunity of almost 800 people who can volunteer. 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. Additionally, we are acting within the budget that the board approved for entertainment and production. 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.
        - a. Not everyone has July 4<sup>th</sup> off, and include shift workers
        - b. Can be a late night for those who work the next day
        - c. Cheaper to have the rentals on a non-holiday
      - 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. Please follow the request process and the beach reservation form can be found on the LMCC website.

4. Flyers have been made to help advertise and recruit and we have communications in the newsletter, Facebook invite with details, and will send reminder emails as well. If you would like to volunteer at the event, please respond to the Facebook post or email [admin@lakemarcel.net](mailto:admin@lakemarcel.net).
5. 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.
  - b. The Family Fishing Event was held on Sunday, the 9<sup>th</sup> of June.
  - c. Annual LMCC Garage Sale July 27-28
  - d. Halloween
  - e. Christmas Boat Float
- c. Community relations: No updates. Requesting for volunteers to join the committee, reach out the office email. Karen recognized the community relations for offering tents and beverages for the general membership meeting.
- d. Architectural Control: Karen Giluck reported out.
  - a. Letter sent to homeowner whose construction project is prolonged.
  - b. Trees are infringing on a landowner's property at beach two
  - c. Project on 114<sup>th</sup> street and Karen advised the owner of location of the application the forms to complete
- e. Governing Documents: Travis Johnson reported out.
  - a. 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. Chris Galuecia is organizing the Dusk Duty volunteers for the summer. If you are willing to participate, please email him at [Christopher.Galuecia@lakemarcel.net](mailto:Christopher.Galuecia@lakemarcel.net). Brian asked if the septic system was scheduled to be inspected. Laura will be calling this week to schedule.
- g. Finance Advisory: Brian Blomquist reported out.
  - a. The committee met Monday 6/10 at the Blomquist's residence from 6:30 to almost 9pm. Dan Giluck informed me that he was resigning from the committee prior to the meeting. Tina Wolford has asked and been accepted as a member of the committee at the beginning of our meeting. Franklin Tipton has elected to remain on the committee even though he has left the board, but was not able to attend, Paul Gibian was not able to attend either. In attendance were Brian Blomquist, Dale Keltner, Doug Lapchis, Peter Templin, Susan Roberts, and Tina Wolford
  - b. We discussed how the new membership finance report was received, it was brought up that some of the membership may have missed the vendor summery report, but most appreciated the new summery one pager. I will try and do better in the future regarding page numbers when reviewing the report.

c. We also discussed reviving the effort to combine the property associated with Beach 1 with the common tract so that we stop having to pay taxes on the 3 lots that are part of the Beach/Park. Doug had mentioned that there was some paperwork done in an attempt to do this work a few years ago and that it might be in the office somewhere. The plan is to attempt to locate this work, and/or recreate it if necessary.

d. Also discussed was the process of evaluating and potentially bringing on an association management agency. The plan is to present an RFP to the board at the July meeting for their review, input and possible approval. We have a prototype RFP created and plan to flush it out and finalize it for review at a finance committee meeting scheduled for 6/24 at 6:30PM.

e. It was also brought to the committee's attention, and the committee agreed that we should encourage the board to start the budgeting process as soon as possible to ensure we can complete it before August or September. Which prompted my request to the committee heads for to provide initial budget requests by the July meeting.

f. **Travis Johnson motions to close the PayPal account, Doug Lapchis seconds. Motion passes unanimously.**

Laura asked for the request for proposal from Agynbyte with Frankie no longer being on the board and Andy Simms is interested in reviewing.

7. Old Business:

- a. Hiring of Office Manager and Handyperson:
  - a. Ask for volunteers to interview candidates (Nicole and Kristi are interested)
  - b. 3 resumes for the office manager
- b. Agynbyte review: see above

8. New Business:

- a. Election of officers: 4 executive seats are voted on every year for the roles
  - a. President, Karen Giluck nominates Laura Davis, she accepts, **6 yays**, 1 nay, passes. **Laura Davis wins the nomination**
  - b. Vice President: Travis Johnson nominates himself, he accepts. Doug Lapchis nominates Andy Simms, he does not accept. **6 yays**, 1 nay. **Travis Johnson wins the nomination.**
  - c. Treasurer: Doug Lapchis nominates Brian Blomquist, he accepts. **Unanimous. Brian wins the nomination.**
  - d. Secretary: Karen Giluck nominates Nicole Roehrig, she accepts. **Unanimous. Nicole wins the nomination.**
- b. Tech resource discussion
  - a. Global admin: Frankie Tipton was our recent VP and the tech and global admin position. He is still willing to be in this role as he is no longer part of the board. **Travis Johnson moves to reinstate Frankie Tipton as the tech admin with**

**global admin access until another person can be named. Karen Giluck seconds.** Brian says the role should be someone on the board or an employee. Global admin needs to be available to do the work in a timely manner. This is an evolving role to help manage MS 365 account. **Brian moves to amend the motion from Frankie Tipton as the temporary tech and global admin to Kristi Yankacy, until a permanent tech admin can be name, Doug Lapchis seconds. 6 yays, 1 nay. Amended motion passes.** Travis reintegrates that the motion was to keep Frankie as temp global admin until someone wants the role permanently. **Appoint Kristi Yankacy as the temporary tech admin with global admin rights until another tech admin can be named. 6 yays, Motion passes.**

- c. AOP/Budgeting process
  - a. Plan for multi-year projects in the future (1 year, 3 years, 5 years)
  - b. Committee chairs, discuss goals and budgets for 2025
- d. Update on how we do board meetings
  - a. Ways to speed up monthly meetings. One option is a stand-alone executive board meeting and bring back information to the membership. Researching options and ideas
- e. Create a Technical Committee
  - a. Thoughts on starting a committee to help with MS 365 and creating a Hybrid option for meetings.
    - b. Travis Johnson motions to create a Technical advisory committee to help establish and maintain policies around our technological resources, including, but not limited to: maintaining existing hardware, investigate creating an admin approved social media accounts, investigating digital and hybrid online meetings, and other 3rd party services dealing in digital technology. Brian Blomquist seconds. Discussions took place. Brian Blomquist motions to amend to include interested members to include Kristi Yankacy, Frankie Tipton, Brian Blomquist, and Andy Simms. Travis Johnson seconds. Amendment motion passes unanimously.**
    - c. Motion to create a Technical advisory committee to help establish and maintain policies around our technological resources, including, but not limited to: maintaining existing hardware, investigate creating an admin approved social media accounts, investigating digital and hybrid online meetings, and other 3rd party services dealing in digital technology to include interested members Kristi Yankacy, Frankie Tipton, Brian Blomquist, and Andy Simms. Motion passes unanimously.**
- f. Posting of Committee Minutes
  - a. Posting meeting minutes from all committees so members can review.
- g. Voting process for removing a director (follow-up from General Membership Meeting discussion)
  - a. Discussion around process. Some statues quoted during the meeting were from WACAUA laws. The HOA law states from a reply from legal counsel that **RCW 64 38 035 subsection 3** a notice is required to members and any proposal to remove a director.

9. 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.

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 [Karen Giluck] and the vote outcome was [unanimous]. The meeting was adjourned at 9:28 PM.**
12. Next up: Monthly Board meeting is scheduled for **Tuesday July 9, 2024 at 7 pm**, via Teams