

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

August 13th, 2024, 7:00 PM

Attendees:

Board members				
<input checked="" type="checkbox"/> President: Laura Davis	<input checked="" type="checkbox"/> Vice President: Travis Johnson	<input checked="" type="checkbox"/> Treasurer: Brian Blomquist	<input checked="" type="checkbox"/> Secretary: Nicole Roehrig	<input checked="" type="checkbox"/> Karen Giluck
<input checked="" type="checkbox"/> Doug Lapchis	<input checked="" type="checkbox"/> Andy Simms	<input checked="" type="checkbox"/> Chris Galeucia	<input type="checkbox"/>	
Community members present (please sign into Teams with full name for recording of attendance)				
Susie Roberts	Cassie Johnson	Dale Keltner	Fiona McKay	Kristine Gilreath
Robb McColley				

This meeting of the board of Lake Marcel Community Club is called to order at **7:07 PM on Aug 13, 2024** by Laura Davis, President and a quorum **IS** present, confirmed by Nicole Roehrig, Secretary.

1. **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. **[Brian Blomquist] motions to approve the agenda. [Karen Giluck] seconds, no discussion, the vote outcome was [vote passes].**
3. **[Doug Lapchis]motions to approve the date and previous board meeting minutes (July 9, 2024) and a second by [Karen Giluck].** Doug thinks there is discussion missing for the architectural control committee; Laura states there was personal information about the neighbor that didn’t need to be included and had a separate meeting to discuss the issue. Doug believes that the motion in New Business b was recorded incorrectly. Laura states that the special meeting was conducted for the architectural control committee. **The vote outcome was [vote was 5 yays, 1 nay, motion passes, minutes are approved as presented].**
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 MEMBER S 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 currently have approximately \$160K compared to \$146K this time last year in our operating accounts. We are in our summer rush of maintenance projects, and if we

manage to get all of these done and hire a handyman and office manager in September, we will likely have approximately \$108K left in our operating accounts at the beginning of 2025.

- b. There has been a slight snafu with our automated payments to our landscaping contractor that was just recently noticed. We are approximately 3 months behind (~\$4000) and I am working with them to get it re-setup (they are having troubles on their end also).
- c. We have approximately \$144K in our capital reserve accounts and are currently making a little under \$500/month on most of this money that is in 4 staggered CD accounts (Feb, May, Aug, Oct) at 4.75% interest. We have approximately \$18K available in a normal savings account.
- d. The 2025 budget review process is underway, and I have now received official asks from "community events", "governing docs", "parks maintenance", as well as "office and payroll expenses", I have unofficial place holders for lake & dam but should have official asks as soon as the committee can meet and confirm and update them. We will be going over the new budgeting format and discussing a sub section of the budget proposal later in the meeting.
- e. We have been trying to resolve issues with our tax filings for 2021 and 2022 since March of 2024.
- f. The 2022 filing (resent June 15th) has been received by the IRS and I have been told it is on hold until we finalize our 2021 filing because of the change in filing status from 501(c)(7) "social club" to an IRS 528 HOA status. We have requested an abetment that might apply to the 2022 late filing, but we do not know if this request will be honored and probably will not until we resolve the 2021 filing status.
- g. The 2021 abetment request was sent out June 15th also, however the IRS agent advised that they had not received it yet and recommend to resend it since they should have had a record of it by now. The 2021 abetment letter has been resent, along with an additional letter requesting that the 2021 990EZ filing be amended to be our final non-profit filing as recommended by the agent in the corporate division that stated that the 2022 filing is on hold. These went out via certified mail on August 8th
- h. J.H. Vandel advised us that they are preparing our 2023 tax filing, and I have started sending them information for the 2023 audit.

6. Committee reports:

- a. Lake and Dam: Travis Johnson reported.
 - Email motion for purchasing the R cards, passed unanimously via email. **“I move to purchase 2 pack of R-Cards, [R-CARD® E.Coli \(3mL Capacity\) -Pack of 100 – Roth Biosciences, LLC](#), for~450\$ for the Cyanobacteria Management Program.”** They have been purchased and should be arriving soon.
 - Need to finalize the 2025 budget in the next week with the committee.

- i. If you are interested in volunteer for anything involved in the Lake and Dam committee, please reach out to Travis: travis.johnson@lakemarcel.net

- b. Community events: Nicole Roehrig reported.
 - i. **Lake Marcel annual garage sale** had a great turnout. Thank you to the volunteers who placed the signs in and outside of the community. We will continue to plan for the last weekend in July for next year's event.
 - ii. **Homemade Talent Market event**: An event for community members to showcase and sell their baked goods, glass blowing products, artists, knife sharpening skills, etc...), September **28**, all ages, (LMCC only or local?)
 - iii. **Harvest Festival**: chili cook off, baking (pies), kids' category, games (tug of war, gross box guess, pumpkin coloring), date (**October 26**), offer Halloween trick or treating map, music, costume contest. Volunteers include judges
 - iv. **Christmas boat float event**: December 7th Dock stops, decorate boats, hot cocoa at Beach one, Letters to Santa, Santa to hand out cookies and candy canes. Sharon has a Santa Suit (and Mrs. Claus) and theater colleagues who can dress up if wanted.

 - v. Motions:
 - 1. **I (Nicole Roehrig) motion for reimbursement of \$91.06 for two coroplast garage sale signs made for the entrances of Lake Marcel. These signs can be multi-year use by covering up the dates after July. Brian Blomquist seconds. No discussion. Motion passes unanimously.**
 - 2. **I (Nicole Roehrig) motion for the Community Events committee to have funds up to \$250 to plan for and facilitate the Sept 28th Homemade Talent Market Event. Brian Blomquist seconds. No discussion. Motion passes unanimously.**
 - 3. **I (Nicole Roehrig) motion for the Community Events committee to have funds up to \$250 to plan for and facilitate the October 26th Harvest Festival event. Brian Blomquist seconds. No discussion. Motion passes unanimously.**
 - 4. **I (Nicole Roehrig) motion for the Community Events committee to have funds up to \$250 to plan for and facilitate the December 7th Christmas/Holiday event with Santa and the boat float event. Brian Blomquist seconds. No discussion. Motion passes unanimously.**

- c. Community relations: No updates.
 - 1. **Laura Davis moves that we accept the free basketball hoop offer for either beach one or two. Nicole Roehrig seconds. Karen asks if there needs to be a cement pad for the hoop to be placed on? Doug suggests that the maintenance committee review its safety and how it is installed. Andy asked if it was freestanding or needed to be affixed to a structure. 0 yays, 4 nays, motion fails.**

- d. Architectural Control: Karen Giluck reported out.

- i. Three volunteers who are potential members to the committee have reached out to join
 - ii. There are a few properties that the committee needs to monitor and contact with the owners has been started
 - iii. A letter has been sent to the owner from previous concerns
 - iv. Reviewed one concern and property appears to be abandoned
- e. Governing Documents: Travis Johnson reported out.
 - i. Committee approved a member application draft for informal process on how to document and track interested committee members. Brian suggests that the board review the form. Travis will present to the president and the chairs.
 - ii. Membership voting options for an external company research review
 - iii. Working with the Tech Committee to get the 3 draft policies reviewed
 - iv. Working with committees to review documents that they maintain as content experts. This committee is a resource for review prior to any legal consultation
 - v. Posting and updating documents on the LMCC website for members to access along with meeting invites
 - vi. Reviewing policies related to providing shared keys to directors (i.e., the office)
 - vii. If you are interested in volunteer for anything involved in the Governing Documents committee, please reach out to Travis at travis.johnson@lakemarcel.net or Nicole at nicole.roehrig@lakemarcel.net
- f. Facility and grounds maintenance: Laura Davis reported out.

RATIFICATIONS:

These were motions sent via email and received 100% unanimous approval.

1. I (Laura Davis) motion to move from hiring Haskins Tree Care to, instead, hiring Tolt Tree to do the tree work at Beach 2.

After the board meeting, I had a chance to have a more in-depth discussion with a volunteer from the Facilities and Maintenance committee. The discussion centered around the quantity of work that each of the 3 companies that quoted for the tree work at beach 2 included in their quote.

Although Tolt Tree Care came in at \$500 more than Haskins Tree Care, it included ALL the work needed at beach 2. It is the opinion of the committee, including myself, that hiring Tolt Tree Care would be the better option for the community.

2. I (Laura Davis) move that we approve hiring Raul of Bella Vista Landscaping to haul and spread 30 tons of sand at Beach 1 on Friday, 7/26/24, for \$1,000.

The volunteers with the Facilities and Maintenance have researched the most cost-effective method to help Abby's Trucking get the sand down to the beach at Beach 1.

They researched renting equipment and asking for volunteers – safety and cost prevent them from recommending this path.

They have a quote from Raul of Bella Vista Landscaping – the same company that we use for our community landscaping. He has provided a quote to them for \$1,000 to haul and spread 30 tons of sand at beach 1.

NEW MOTIONS –

- 1. The committee recommends that the board authorize up to \$150 to replace the LMCC office door locks. This would be to replace the existing deadbolt and door handle and create sufficient duplicate keys for all individuals authorized to access the office.**

We have had several office keys lost over the years, and a few keys are still outstanding from former board members and authorized users. This would allow us to secure the LMCC office and get sufficient keys to hand out to all directors and authorized key holders.

- 2. The committee recommends that the board approve up to \$235.00 to purchase materials and paint to scale and paint the 3 LMCC beach gates (Two at beach 1 and one at Beach 2).**

The beach gates are looking worse for wear and the many layers of paint on the beach gates are showing through. In order to protect them from rusting, they need to be repainted.

- 3. The committee recommends that the board approve up to \$700.00 to repair/replace Broken uprights on climbing bars B2 (3 6x6 cedar posts).**

In order to ensure that the playground equipment at Beach 2 remains safe for our children to use, the broken uprights on the climbing bars need to be replaced.

- 4. The committee recommends that the board approve up to \$450.00 to replace the rotten playground border at Beach 1.**

In order to ensure that the playground equipment at Beach 1 remains safe for our children to use, the rotted playground border at beach 1 needs to be replaced.

- 5. The committee recommends that the board approve up to \$600.00 to install new auto door closers and matching dead bolts for the bathrooms at Beach 1.**

There is an ongoing issue where the bathroom doors do not always close after users exit. This causes safety concerns and may allow access of non-residents to the bathrooms. Installing auto door closers will ensure the door closes, which will then require a key for re-entry.

6. The committee recommends that the board approve up to \$2,500.00 for materials to re-deck the 2nd swim platform at Beach 1.

When the T-Dock and other swim platform were redocked over a year ago, the material was replaced under warranty. At that time, the 2nd swim dock did not exhibit the same issues as the other platforms. In order to keep the age of the materials close to each other, and maintain a safe swim dock, it is recommended to redeck the 2nd swim platform now.

7. The committee recommends that the board approve up to \$200.00 to purchase the remaining materials needed to rebuild the pumphouse at Beach 1 and Beach 2.

Most of the materials used will be from the composite materials used to re-deck the T-dock and swim platform. However, the lids need to be big sheets of plywood and will need to be purchased – along with the other materials to mount and secure.

8. The committee recommends that the board approve up to \$50.00 to purchase/make a “No Lifeguard On Duty” sign for Beach 2.

Beach 2 needs a “No Lifeguard On Duty” sign posted.

9. The committee recommends that the board approve up to \$175.00 to purchase a pressurized tank to use to blow out the trash bubbler at the dam.

The dam gate has been experiencing difficulty raising and lowering. Working with the dive team during the last dive, the diver put in a tube that can be used to force air through to help clean the debris out of the trash screen. In July, the team was able to successfully test this process and we recommend purchasing a tank that we can keep on hand to execute that process when the gate starts to show signs of difficulty opening. It is much cheaper than hiring a diver to come out to investigate and clean.

10. The committee recommends that the board approve up to \$65.00 to purchase the materials needed to replace 2 broken posts on the fence at Beach 1.

On Monday, August 12th, the Facilities team found that a couple of posts on the fence at Beach 1 are broken and need to be replaced.

New motions total \$5,125.

Brian moves that we authorize the facilities and maintenance committee to spend up to \$5,500.00 to address the 10 concerns listed in the meeting minutes with the amended \$300 keypad lock addition. Karen seconds. Motion passes unanimously. Doug asked if these are part of the 2024 budget. It is part of the budget but does exceed but the extra is available in the accounts. Doug is concerned that there is not an immediate need to redeck the swim dock. **Brian would like to amend motion #5 to not have the automatic bathroom door lock. Andy seconds. Amendment passes unanimously.** Washington state has a law that delivery drivers can use the beach one bathrooms. Also has the potential for locking the keys

inside of the bathroom. Suggests that the doors are auto close but not auto lock. Doug is concerned that kids may not come to the lake with the keys so suggests having the doors unlocked during the day.

Andy would like to motion to amend motion #1 to a keypad door lock system installed instead of a deadbolt with keys in the amount up to \$300. Doug Lapchis seconds. 6 yays, 1 nay. Motion passes.

- a. Finance Advisory: Brian Blomquist reported out.
 - i. Met on Aug 5th from 1830-2118, all members present except for 3
 - ii. Didn't make much progress with the RFP with the management company
 - iii. Time spent on how to present the budget so everyone could understand the line items
 - b. Technical Committee: Andy reported out
 - i. Prepared 3 motions, Appointing technical officer, policy about sensitive information, policy for information security. Need to review these with the Gov Doc committee. See addenda below.
 - ii. **Brian Blomquist motions that we appoint one or more Technical Officers, and appoint Andy Simms as the officer, that carries out the responsibilities detailed in the presentation. Doug Lapchis seconds. Motion passes unanimously.** Karen asks if we have an office manager, would that role be in charge of these items? This role is not content related but security and safety. Can the content that Andy sent to the board be added as a resolution and posted on the website?
 - iii. **Brian Blomquist motions that the board adopt the Credentials Management Policy detailed presented with amendment. Motion passes unanimously.** Doug Lapchis seconds. Brian agrees for BitWarden level of access. Concerned that all levels rely on one person. **Andy moves to amend the motion to include the executive board user accounts with owner permissions, granting them full access to all credentials and control over the payment/management of the account itself. Brian seconds. Amendment passes unanimously.**
 - iv. Meeting August 20th at 7PM, all are welcome. Andy will send out a Teams invite.
9. Old Business:
- a. Hiring of Office Manager and Handyperson: Interviews scheduled this week, looking at Friday.
 - b. Corporate Transparency Act: we still have 2 board members who have not provided information to Nicole before the September meeting.
10. New Business:
- a. AOP/Budgeting draft for 2025, Brian reported:
 - i. How money we are starting with and how much we spend per each year in lines 1-5, as well as the 2024 outstanding spend tab

- ii. Contingent funds for maintenance that is only needed every few years (may or may not spend the money) and dependent on factors (i.e., weed treatment around the lake, liens, meeting rentals).
- iii. Transition padding is designed to pad the budget so bills can be paid between the end of Dec through Jan or Feb with dues are sent in.
- iv. Laura recommends that the board has weekly meetings with the board for budget discussions. Andy suggests that the board has up to 4 meetings for budget discussion meetings before the September or October board meeting with proposals but decisions to be presented at board meetings.
 - 1. **Andy motions that we hold a special meeting for a draft budget working meeting on Aug 27th at 7pm on Teams. Brian Blomquist seconds. 6 yays, 1 nay. Motion passes.**
 - 2. **Brian Blomquist moves that this meeting on Aug 27th is open to the membership. Andy Simms seconds. This would mean that the members would be observing just like board meetings unless the chair calls on them. 5 yays, 2 nays, motion passes.**
- b. Annual Budget ratification and Special Membership meeting date and location vote: **Brian moves that we delay the remainder of the agenda, except to complete the notice of vacant director seat until the September meeting. Andy Simms seconds. Motion passes unanimously. Andy motions to amend to complete the notice of the vacant director seat agenda item and then adjourn the meeting, moving the remainder of the agenda items to the September meeting. Brian Blomquist seconds. Amended motions passes unanimously.**
- c. Fall newsletter call for reports and articles: deferred to September
- d. Notice of vacant director seat (Vote at September Board meeting): deferred to September
- e. WACAI conference in Seattle: deferred to September

11. Action items:

- a. Status of review of HOA Management Company information. Brian covered this as part of the Finance committee. Will keep as an action item until it is completed.

12. 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.

13. It was motioned to adjourn the meeting by [Karen Giluck] and a second by [Brian Blomquist] and the vote outcome was [unanimous]. The meeting was adjourned at 10:08 PM.

14. Next up: Monthly Board meeting is scheduled for **Tuesday Sept 10, 2024 at 7 pm**, via Teams

Addenda from Tech Committee

Addenda 1 Tech Officer

Motion

I motion that we appoint one or more Technical Officers that carries out the responsibilities detailed below.

Reasoning Behind this Motion

Right now, the technical committee can only advise, it cannot implement any technical changes. Just like we have a treasurer to handle the execution of monetary work, we need technical officers to handle the execution of tech-related work (administration of the website, office 365, etc.) This motion declares that role and outlines its responsibilities. In the future, as technical improvements/projects are advised by the Tech Committee, the tech officers will be the people who implement them.

Technical Officer

Summary

- The Technical Officer, is an officer of the board that implements technical projects and maintains existing technical solutions.
- Only board members can hold this office.
- More than one board member can hold this office concurrently.

Responsibilities

- Administrates all LMCC-associated software and IT services, such as:
 - The LMCC website
 - social media accounts
 - Office 365 and Microsoft Teams
 - Zply Fiber Internet and Phone
 - MailChimp
- Administrates all LMCC owned electronics such as:
 - Desktop and Laptop computers
 - Computer Peripherals (Scanners, Printers, etc.)
 - Mobile Devices
 - Security Cameras

- Audio Visual Equipment (Speakers, Microphones, Cameras, Televisions, etc.)
- Acts in accordance with established policies and procedures.
- Available to regularly track issues and provide updates.

Addenda 2 Credentials Management

Motion

I motion that the board adopts the Credentials Management Policy detailed below.

Reasoning Behind this Motion

As part of our organization's routine operation, we use credentials for accessing sensitive accounts (technical/financial/governmental), but there is no official policy for how these credentials are shared, migrated, or protected. Currently we are using a BitWarden account (a credential management solution) but it's only for a single user, and we don't have any defined policies in place on how it should be used. This motion defines how we will continue to use BitWarden as our credential's solution, expand its access so multiple officers of the board can use it securely, and regulate which credentials are shared to which officers, and how those permissions will be migrated as officers change.

Credentials Management Policy

To manage credentials such as usernames, passwords, and other sensitive access-granting information, the board and its officers will take the following actions:

- Upgrade the board's current BitWarden account, to a "families" account. This will allow the board to have up to six BitWarden user accounts, shared credential collections, and administrative controls that allow us to customize how credentials are shared amongst the users. This will have an annual cost of approximately \$40 annually.
- Grant the executive board user accounts with owner permissions, granting them full access to all credentials and control over the payment/management of the account itself.

- Grant any Technical Officers user accounts with access to all relevant technical credentials.
- Grant the office manager a user account with all relevant credentials.

- Ensure that each BitWarden user account is tied to that board member's @lakemarcel.net email address, and that 2-factor authentication must be enabled for the account.

- Upon the resignation of an officer, that board member's BitWarden user account is deleted and removed from the plan. All credentials the officer previously had access should be reset at the soonest convenience. Ignore this process if the board member is resigning their office to take on another office that also requires credentials access.

- In the event of multiple resignations, it must be ensured that there is always at least one BitWarden user account with owner permissions. This may determine the order of account removal/creation.

- Upon assigning a new President, Treasurer, or Technical Officer, if that board member does not have an existing BitWarden account associated with their @lakemarcel.net email, they shall be given a new BitWarden user and invited to the organization.