

Lake Marcel Board Meeting-Virtual Meeting via MS Team Chats Audio/Video
 Sept 10th, 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)				
Dale Keltner	Art G	Laurell Ramirez	Kristine Gilreath	Frankie Tipton

This meeting of the board of Lake Marcel Community Club is called to order at **7:04 PM on Sep 10, 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. **[Karen Giluck] motions to approve the agenda. [Brian Blomquist] seconds. Brian asked if we will postpone the vacant director seat to October per the agenda. Typo edit in the “next board meeting” section, should state October 10th and not October 8th. Brian moves to amend the agenda to appoint a director seat at this Sept 10th board meeting and update the agenda to October 10th , the vote outcome was [3 yays, 2 nays, vote passes]. The amended motion is to approve the updated agenda to vote on the director seat and update the October 10th date. [5 yays, 1 nay. Motion is approved.]**
3. **[Brian Blomquist] motions to approve the date and previous board meeting minutes as presented (Aug 13, 2024) and a second by [Andy Simms]. The vote outcome was unanimous, 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.

Operating Accounts:

- a. We currently have approximately \$147K compared to \$138K this time last year in our operating accounts, the best estimate is that we will have ~\$104K remaining if we manage to complete all the projects we have planned.
- b. The automatic payments for the landscaper have been re-established and our current balance reflects that we have paid for the previous missing 3 months.
- c. There are a significant number of large invoices awaiting approval for payment. Board, please look at your email and respond to any of the requests that went out to the best of your ability.

Reserve Accounts:

- d. We are still showing approximately \$144K in our capital reserve accounts, however the accounts have not been updated with \$509.32 of interest accrued in September.

Taxes:

- e. No updates on our tax filings for 2021 and 2022 since last month, however we have filed our 2023 taxes (they were mailed September 3rd via certified mail) and should be received on time this year.

Audit:

- f. I have sent the preliminary audit information to the board for their review and have received guidance from J.H. Vance on filling out the questionnaires and hope to have them filled out and sent this weekend.
- g. I hope to be in a position to have the board approve of the audit at our October meeting and would like all the directors to take a look at the information provided before then. I am also seeking permission to share the preliminary audit information with the finance committee for their review and input.

I (Brian Blomquist) move that the board authorize the treasurer to share the preliminary 2023 audit information with the Finance Committee for their review and input. Doug Lapchis seconds. 6 yays, motion passes.

6. Committee reports:

- a. Lake and Dam: Travis Johnson reported.
 - i. Contract with AquaTech's for state applications for applying herbicides.
 - ii. Discussion of the budget items for water quality
 - iii. Adding lanthanum treatment for the 2025 budget
- b. Community events: Nicole Roehrig reported.
 - i. **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. Check Facebook and look for an email.

- ii. **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
- iii. **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.
- iv. Interested in being on the committee or volunteering, please check the LMCC website or email Nicole.Roehrig@lakemarcel.net
- c. **Community relations:** No updates.
- d. **Architectural Control:** Karen Giluck reported out.
 - i. 2 Tree-cutting applications permits and both approved.
 - ii. 3 letters sent to Members about their property condition, in one case, and their property use, in 2 cases. No response yet.
 - iii. Karen has been setting up meetings for volunteers.
- 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.

Today, the septic was pumped. Septic Response came out and dug out the 2 lids (several people were unable to locate them ourselves).

During pumping, they noted that the drain field appeared to be flooding back into the holding tank the entire time it was being pumped – about 11 minutes.

They also noted that there was a lot of roots encroaching in the tank and advised that the flooding back is indicative of an issue with the drain field.

Their recommendation is to have a digging party to dig from the tank to the discharge box (D-Box) for inspection. If we hire someone to do the digging, it will cost us around \$800. We are looking for a collapsed box, roots growing through, possibility of needing to vacuum/remove debris.

The owner has offered to look at photos of the D-Box and provide his recommendations on next steps. Additionally, he recommends not investing anymore in this tank, until we can determine if the tank is viable (there was going to be a recommendation to install risers and lids for easier access.)

After payment, Septic Response will submit the pump report so it is on file.

I (Laura Davis) move that we have a “dig party” to uncover the D-Box, so we can inspect the condition of the discharge line an investigate and inspect the septic tank and drain field. Doug Lapchis seconds. Questions about the quality of the investigator.

Andy Simms motions to amend the main motion to postpone discussing with the septic system company if the D box can be investigated with a camera of the entire septic system and what the cost of that investigation would be. Brian Blomquist seconds. Questions on if we should use a different company and if this current invoice is for inspection and pump or just pump. Motion passes unanimously.

- g. Finance Advisory: Brian Blomquist reported out.
 - i. No meeting this month as it was on Labor Day. Brian will work on setting up the next meeting and will discuss the audit and budget. Email Brian if interested in attending.
- h. Technical Committee: Andy reported out
 - i. Revisions and review for new tech policies, had legal help with these documents. 6 classifications of what is shared and with whom electronically.
 - ii. Hoping for a Sept Tech meeting next week.
 - iii. Will work with the Gov Docs committee to get these policies posted on the LMCC website.

Andy motions to approve the Information Security Data Classifications policy as presented. Doug Lapchis seconds. Motion passes.

7. New Business:

- a. Annual Budget and Special Membership meeting date and location vote. Newsletter 10/17,
- b. **Laura Davis motions to have the budget ratification and special membership meeting on Sunday, November 10th. Brian seconds. Motion passes unanimously.**
- c. **Laura Davis motions to host the budget ratification and special membership meeting at the Duvall Library on November 10th. Karen Giluck seconds. Motion passes unanimously.**
- d. **Nicole motions to keep the date as is on the agenda for the next board meeting on October 8th. Brian seconds. Motion passes.**

- e. **Fall newsletter call for reports and articles from the directors. Need this within 3 weeks of today (Oct 1st)**
- f. Notice of vacant director seat:
 - i. Brian Blomquist nominates Kristine Gilreath; she accepts it. 4 votes first round, 4 votes second round. **Kristine is approved.**
 - ii. Frankie Tipton nominates himself and he accepts. 4 votes, 3 votes second round
- g. Motion for WASCI CA DAY

I (Laura Davis) motion that the board approves each director's registration fee of \$95 who are able to attend the Community Association Institute CADay 2024 on October 5th in Seattle. Andy Simms seconds. Andy asked if we know how many people are interested in attending. Only two directors are available to attend. Motion passes unanimously.

8. Old Business:

- a. Hiring of Office Manager and Handyperson:

Motions for handy man and office manager:

I (Laura Davis) move that we hire Sharon Blomquist as our Office Manager, effective immediately, at the wage of \$23 per hour for up to a 52-week average of 24 hours a week. Andy Simms seconds. Discussions occurred. Motion passes unanimously.

I (Laura Davis) move that we hire Robb McColley as our Handyman, effective immediately, at the wage of \$23 per hour for up to a 52-week average of 4 hours a week. Brian Blomquist seconds. No discussion. Motion passes unanimously.

- b. Corporate Transparency Act: we still have 1 board member who did not provide information to Nicole. Doug Lapchis, please send information in so the account can be updated and correct. Kristine Gilreath will also need to submit the information as the newest board member.

AOP/Budget draft:

- a. Community Events reduced the 4th of July budget to \$5,000.
- b. Ziply service does include a fax line and removing that will not reduce the cost. Research if Astound will be a reduced cost.
- c. Governing documents requesting for \$4,000 per year so all documents can be reviewed and get prepared for WACAOI for all.
- d. Lake and Dam wants vs needs items were discussed.

Brian motions to set a separate/special budget meeting on Sept 24th from 7-9pm. Andy Simms seconds. Nicole motions to amend the motion and move the meeting to Sept 23rd. Doug Lapchis seconds. Amended motion passes unanimously. Special meeting on Sept 23rd from 7-9pm, motion passes unanimously. Brian will post on the calendar and email out.

9. 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. No updates.
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 [Brian Blomquist] and a second by [Doug Lapchis] and the vote outcome was [unanimous]. The meeting was adjourned at 10:05 PM.**
12. Next up: Monthly Board meeting is scheduled for **Tuesday Oct 8, 2024 at 7 pm**, via Teams

Policy #19: Information Security Data Classifications

Summary

- 1) This policy defines six classifications of security for information handled by the LMCC. Each classification defines:
 - a) Who should be able to access the information of this classification.
 - b) What types of information falls within this classification.
 - c) Where information of this classification can be shared.
- 2) All information handled by the LMCC falls into one of these classifications.
- 3) These classifications will be used to organize and manage access to the LMCC's physical and electronic records and communications.
- 4) If there is a dispute regarding the classification of a specific type of information, the board must vote to determine the classification and update this policy.

Security Classifications

The six security classifications are listed below in order of least restrictive to most restrictive.

1. Classification: Public

Who can access this information?

- Anyone

What information falls under this classification?

- 1) Any information that:
 - a) We do not have a legal duty to keep private.
 - b) We do not have bylaws that require us to keep private.
- 2) Examples include, but are not limited to:
 - a) LMCC Contact Information
 - b) Event and Meeting Announcements
 - c) Governing Documents
 - d) Rules & Regulations
 - e) Aggregated Publicly Available Information

Where can this information be shared?

- 1) LMCC Website (Public Section)

- 2) LMCC Social Media Accounts
- 3) Public signage

2. Classification: Residents General

Who can access this information?

- Renters, Members, the board, and relevant employees of the board.

What information falls under this classification?

- 1) Sign-Up Forms
- 2) Newsletters

Where can this information be shared?

- 1) Email (Recipients limited to renters and members)
- 2) US Postal Service Mail (Recipients limited to renters and members)
- 3) Video Conference Calls (Recipients limited to renters and members)

3. Classification: Members General

Who can access this information?

- Members, the board, and relevant employees of the board.

What information falls under this classification?

- 1) Meeting Minutes
- 2) Financial Records
- 3) Maintenance Records
- 4) Insurance Records
- 5) Committee Documents

Where can this information be shared?

- 1) In-Person Meetings (Participants limited to members)
- 2) US Postal Service Mail (Recipients limited to members)
- 3) Video Conference Calls (Participants limited to members)
- 4) LMCC Website (Members Section)
- 5) LMCC Microsoft Sharepoint (Member Privileges)

4. Classification: Members Specific

Who can access this information?

- A specific member, the board, and relevant employees of the board.

What information falls under this classification:

- 1) A member's contact information
- 2) A member's property records, assessments, liens, and fees
- 3) A member's architectural compliance history
- 4) A member's issue/dispute history

Where can this information be shared:

- 1) In-Person Meetings (Participants limited to applicable members and the board)
- 2) US Postal Service Mail (Recipients limited to applicable members and the board)
- 3) Phone Call (Callers limited to applicable members and the board)
- 4) Email (Recipients limited to applicable members and the board)
- 5) LMCC Microsoft Sharepoint (Board Privileges)
- 6) Video Conference Calls (Limited to applicable members and the board)

5. Classification: Board General

Who can access this information:

- The board

What information falls under this classification:

- 1) Employee Records

Where can this information be shared:

- 1) In-Person Meetings (Participants limited to board members)
- 2) US Postal Service Mail (Recipients limited to board members)
- 3) Phone Call (Callers limited to board members)
- 4) Text Messages (Recipients limited to board members)
- 5) LMCC Microsoft Sharepoint (Board Privileges)
- 6) Email (Recipients limited to board members)

6. Classification: Board Officer Specific

Who can access:

- Specific officers of the board

3 of 4

What information falls under this classification:

- 1) Correspondence with Counsel
- 2) Financial Account Credentials
- 3) Information Technology Account Credentials

Where can this information be shared:

- 1) LMCC Office 365 Email (Recipients limited to the applicable officers)
- 2) BitWarden