

**LAKE MINTERWOOD BEACH CLUB  
MINUTES FOR BOARD OF TRUSTEES MEETING**

**January 23, 2023 5:00 PM at KEY CENTER LIBRARY**

The meeting was called to order at 5:06pm by Chairman Alanna Hartzell. Present were Katie Wilkinson, Adam Lamecker via speaker phone, Mark Wood. Gail Howe-Jennings, and Gary Krancus. Absent Les Hall and Don Thomson. Guests present: Bambi Wood.

1. Gary "*Moved to approve the November 21, 2022 Board Meeting Minutes.*" Katie seconded. Passed
2. Financial Reports: Treasurer Adam Lamecker reported:

**a. Aug 1, 2022 – Jan 21, 2023 Financial Report**

This report is a summary of our financial status for the 2022 fiscal year through Jan 21, 2023. Overall, our financial results were good and our financial status is strong.

Balance Sheet

Total assets are \$175,627 which is 7.0% or \$13,816 decrease over last year. This is due to the reserve expenses that were made this year Net income was \$20,622 which is a decrease of 52% from last year at this time.

Profit & Loss

Total income was \$77,887 which is \$5,791 more than last year. Dues collected to date are \$6,387 less than last year. Expenses for the current fiscal year to date were \$27,872 higher than last fiscal year at this time due to the special projects that were completed.

Check Details

This report is for 1 Dec 2022– 20 Jan 2023. Most checks written were for normal expenses.

A/R Aging Summary

Total currently owed is \$22,508 compared to \$25,263 from last month.

- b. Adam will contact Felice regarding auditing of the books.
  - c. Regarding two accounts in arrears close to \$5,000 each, since no effort has been made to contact LMBC regarding recent letters sent, Alanna learned to hire a lawyer for foreclosure would cost \$1,500 retainer and \$295 an hour. Mark will investigate collection agency route since it has been done in the past. Small Claims court is still an option.
  - d. Last meeting a motion was made to hire Reserve Data Analyst to perform a Capital Reserves Study. Gary reported they no longer appear to be available. Therefore another quote was received from Reserve Study Group beside the one already received from Association Reserves for \$3,280 requiring a 50% deposit. Gail made the motion "*to hire Association Reserves to do our reserve study, not to exceed \$3500*". Adam seconded. Passed. Gary will have Adam sign and cut a check.
  - e. The Board is to review the proposed Budget and contact Adam direct. Adam will talk to Don regarding Lake Management and Trout Planting.
  - f. Adam proposed we be more efficient by instigating late fees regarding unpaid dues. He will investigate options to consider. He'll also review the accuracy of the Aging Report.
3. Correspondence/Secretary Report: Gail reported the State's approving our Annual report December 28<sup>th</sup>. She is holding off until absolutely necessary in reordering Parking Tags due to the substantial price increase. Key Central Forest Timber Harvest has communicated as they move further in the SEPA process. Robin Harvey emailed a lengthy, very informative history of the lake regarding steps taken to stop seepage.
  4. Committee Reports:
    - a. **Architectural Control:** Alanna Hartzell -- see report

- i. Approval made for two fences, one lot's trees removal, and one lot follow-up on partial tree removal. Alanna and Les will visit the homeowner regarding partial tree removal. Warnings were issued for unlicensed car in ditch; garbage; and complaint on poor condition of a rental house.
    - ii. 10305 Minterwood's attorney is working with Pierce County Code Enforcement violations by cleaning up the junk vehicles and the house since it is currently boarded up and uninhabitable.
  - b. **Lake Management:** Don Thomson –
    - i. Don had Washington Water make water leak repairs on the park roadway.
    - ii. Alanna contacted Pape & Sons Construction regarding repairs to the leaking Dam Sluice Gate. This issue has been an ongoing concern since March 2022. A recap of the history was documented as immediate action is required. Gail made the motion *"to approve the Dam Sluice Gate repairs, not to exceed \$5,000."* Mark seconded. Passed
  - c. **Property Management:** Adam Lamecker –
    - i. Adam reported the clubhouse door has been installed, however the current lock system may not meet the need. Alanna will follow-up with Les on the kind of lock needed and having the door auto shut
    - ii. Alanna contacted the County Road department and sent pictures regarding the asphalt road crumbling at the north end of the lake. They immediately responded and made repairs.
    - iii. The Lake Minterwood sign with gold letters needs maintenance and will be put on the list of projects for the Spring Clean-up.
    - iv. We thank Adam for cutting up some fallen trees in the park.
  - d. **Security** – no report          6:30pm and Gary needed to leave.
  - e. **Social Media** – no report
  - f. **Welcoming Report** –Katie delivered packets Suero/Turner.
- 5. Old Business –
  - a. Alanna continues suggestions regarding Board vacancy. Don and Les asked to continue?
  - b. Alanna learned the clubhouse has no physical address for receiving USPS mail.
  - c. Board members have reviewed the By-laws, CC&R's and Rules & Regulations. An informal committee of Alanna, Bambi, Gary, Gail and Katie will meet February 4<sup>th</sup> 1:00 at Katie's.
- 6. Due to the library closing hour: Adam *moved to adjourn meeting at 6:59.* Mark seconded. Passed  
**Next meeting will be February 13, 2023 at 5:00 Key Center Library Mtg Room**

Submitted by Gail Howe-Jennings

**APPROVED 02/13/2023**

PREVIOUS ITEMS FOR FOLLOW UP

Katie still pursuing sources for entrance sign lumber for planks  
 Recruit new Trustees-pending  
 Spring clean-up project list for 105<sup>th</sup> Lake Minterwood sign gold letters maintenance  
 March Agenda to review additional maintenance at front entrance from highway  
 Don to update on a new method to create a data base to measure lake water level  
 Complete synopsis of lake management notebooks-pending  
 Date to be determined, Don to demonstrate how to do Well Monitoring Procedures  
 Apply for lake maintenance grants