

LAKE MINTERWOOD BEACH CLUB
MINUTES FOR BOARD OF TRUSTEES MEETING
March 13, 2023 5:00 PM at KEY CENTER LIBRARY

The meeting was called to order at 5:04pm by Chairman Alanna Hartzell. Present were Katie Wilkinson, Mark Wood. Gail Howe-Jennings, Les Hall and Don Thomson. Adam Lamecker joined via phone. Absent was Gary Krancus. Guests present: Bambi Wood and Roger Roth

1. Don *"Moved to approve the February 13, 2023 Board Meeting Minutes."* Mark seconded. Passed
2. Financial Reports: Treasurer Adam Lamecker reported:

a. Aug 1, 2022 – March 12, 2023 Financial Report

This report is a summary of our financial status for the 2022-2023 fiscal year through March 12, 2023.

Balance Sheet

Total assets are \$173,978 which is 6.0% less than last year. This is due to the reserve expenses that were made this year. Net income is \$19,581 less than last year at this time.

Profit & Loss

Total income was \$84,261 which is \$10,914 more than last year. Dues collected to date are \$2,116 less than last year. Expenses for the current fiscal year to date were \$30,605 higher than last fiscal year at this time due to the special projects that were completed.

Check Details

This report is for 13 Feb 2023 – 12 Mar 2023. Most checks written were for normal expenses. Also this report shows the check for the completion of the repair for the sluice gate on the North end of the lake and the first half of the reserve study payment.

A/R Aging Summary

Total currently owed is \$18,473 compared to \$21,843 from last month.

- b. Adam reported the written report for completed Audit from FY21-22 is underway.
- c. Mark presented the RCI Agreement for signing. Since Alanna had some questions, the final acceptance will be reviewed at the next meeting.
- d. Gary has Association Reserves underway for our Capital Reserve Study.
- e. Adam suggests charging a late fee of \$10 to \$15 per month for unpaid assessments (dues). A Collection Policy, as part of Rules and Regulations, will be investigated by committee.
- f. Approved packets for Annual meeting.
 - i. Don *moved to approve preliminary FY 2023-24 operating budget and to recommend this budget to the membership for approval at the April 15th annual meeting.* Mark seconded. Passed.
 - ii. Mark *moved to approve the Annual Meeting Agenda.* Katie seconded. Passed.
 - iii. Katie *moved to approve the Annual Meeting Proxy Form with the addition of adding Roger Roth as a board member candidate.* Mark seconded. Passed.

Board members were reminded to prepare reports for Annual meeting on April 15th. Gail will email Don his last year report. Bambi will create a PowerPoint for the agenda and other information forwarded to her. Gail will verify audio/video usage the week before when acquiring the key and \$15 payment to the Fire Station for use of their meeting room.

3. Correspondence/Secretary Report: Gail reported email from Robin Harvey recapping info on history of Lake Seepage (Alanna to invite him to speak at Annual Meeting); Liability insurance policy renewal for \$7,112; Key Center Fire Station meeting room has been reserved for 3:00 meeting April 15th. (2:00-6:00) Annual meeting envelopes stuffing 1:00 Friday March 17th at Secretary home.
4. Committee Reports:
 - a. **Architectural Control:** Alanna Hartzell -- see report
 - i. 10305 Minterwood's attorney still has hazard waste outside of the home that needs cleaning up. Rats have been reported to the Health Department
 - ii. Gail reported the property owners requesting to install a dock are still in progress as Pierce County has required them to follow a mitigation plan along their shoreline. If they get approved by the County for a dock, they will need to fill out an ACC permit.
 - b. **Lake Management:** Don Thomson –
 - i. Pape and Sons completed the Sluice Gate repairs which has a lifetime warranty. The gate is to be tested for opening and shutting once a year.
 - ii. Don received the Trout Planting Permit which expires 4/1/24 for 5,000 Trout. He plans to stock 12-14" the end of March and turn on the well water April 15th.
 - c. **Property Management:** Adam Lamecker –
 - i. Les reported the clubhouse door project is being worked on for automatic closing.
 - d. **Community Events/Security** – Alanna reported April 22nd is community clean-up day. All are to meet at the clubhouse and plans to blow off driveway; gold reflector sign repair; planting at entrance etc. Some issues with unknown people trying to get into some homes has been reported to the Pierce County Sheriff.
 - e. **Welcoming Report** –Katie delivered one packet to Lee, new owner.
5. Old Business –
 - a. One board vacancy is being filled by Roger Roth for Annual meeting elections.
 - b. The committee for By-laws, CC&R's and Rules & Regulations continues reviewing. Their next meeting is scheduled for April 2nd at 2:00.
6. New Business –
 - a. Adam to follow up with Carlos, our landscape maintenance contractor, to keep the weeds down at the main KPHighway entrance. Gail to pursue pricing for oval photo replacement on current entrance sign.
7. Master Calendar needs scrutinizing as some items may not need to be on it.
8. Don moved we adjourn at 6:45. Les seconded. Passed.

Next meeting is April 17, 2023 at 5:00 Key Center Library Mtg Room

Submitted by Gail Howe-Jennings

APPROVED 04/17/2023

PREVIOUS ITEMS FOR FOLLOW UP

April meeting invite Bookkeeper – April meeting 3rd Monday
 Katie still pursuing sources for entrance sign lumber for planks
 Recruit new Trustees-pending
 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