

**LAKE MINTERWOOD BEACH CLUB**  
**PO Box 311, Vaughn, WA 98394**  
**2023 ANNUAL MEMBERSHIP MEETING MINUTES**  
**APRIL 15, 2023 3:00 PM AT THE KEY CENTER FIRE HALL**

The LMBC 2023 ANNUAL MEETING was called to order by President Alanna Hartzell at 3:05pm. She welcomed members present at the meeting. Her introduction included the following: “We are happy to be back here in the fire station where for many years prior to 2019 our annual meetings have been held. We follow Robert’s Rules of Order, as required by LMBC bylaws. This means the meeting is well structured and organized so items do not get lost or forgotten. There will be ample time for questions and comments. If your question concerns a specific topic listed on the agenda, please ask it during that presentation. General non-specific comments and remarks will be welcomed at the scheduled time slot.”

1. Trustees in attendance introduced: Alanna Hartzell, Gail Howe-Jennings, Gary Krancus, Adam Lamecker, Mark Wood, Les Hall, Don Thomson. Trustees absent was Katie Wilkinson. A membership quorum (40) was met. Members present (21 signed in) and the total proxies/ballots received (48).
2. The last Annual Meeting was held April 23, 2022. Members were notified via email, that the minutes were available on the lakeminterwoodbeachclub.org website waiting for membership approval since May 2022. Gail Howe-Jennings **moved that the minutes of the 2022 Annual Meeting be accepted as published and not read at this meeting.** Adam Lamecker seconded. Passed
3. President Alanna Hartzell introduced all the LMBC Board of Trustees present and informed the membership of those running for Board positions. Those to be elected for the three, three-year 2023 positions were Les Miller and Roger Roth expiring in 2026.

Due to one vacant position on the Board, Don Thomson had agreed to stay on as the Lake Committee and now agrees to stay on the Board, **Gary Krancus moved that Don Thomson be nominated for the one position expiring in 2026 and be elected to fill the vacancy.** Mark Wood seconded. Passed.

4. **Financial Presentation and Discussion:** Adam Lamecker presented the **Proposed 2023-2024 Lake Minterwood Beach Club Budget.** The Budget information and comments were mailed to all the membership the last week of March prior to this meeting. Adam reported the audit received for the last two years found no misappropriated or mishandled funds. The Finance Committee recommends maintaining the \$300/year dues. There was a substantial increase in property insurance, property taxes, postage, and PO Box expenses. The trout planting prices per pound have gone up, therefore increasing the expense to \$4,500. There will be a 10% capital reserve contribution. The balanced budget is \$82,000.

The 2022 to April 15, 2023 fiscal year Balance Sheet Total Current Assets for capital reserves, checking and operating reserves is \$137,691 plus \$20,000 in a CD at 3 ½%. A/R Aging Summary total owed in dues and fines total \$18,473.

Gary Krancus presented our 2023/2024 Capital Reserve Study. (See Executive Study slides on page 4) Our Reserve Fund Strength is at 115.5% and our Risk of Special Assessment is low. The August 1, 2023 Findings and Recommendations were

- Starting Reserve Balance \$145,905
- Current Fully Funded Reserve Balance \$126,308
- Recommended 2023 100%Annual Full Funding Contributions \$ 12,065
- We will need to update some of our budget figures for a 30-year life span.

5. Tally Committee to certify votes. (Deirdre Evans and Andrew Held assisted by Felice Capone)  
**Call for Ballots and Vote Results:** President Hartzell called for the certified results of the ballots.

- Board of Trustee elections: Les Hall 83%, Roger Roth 83%.
- Proposed 2023-2024 Operating Budget. 87.5% yes
- 48 Ballots/Proxy were received out of the possibility of 266.

6. Presentation of past year's highlights including the following Committees:

**Property Management Report** - Adam Lamecker - The following accomplishments have been made:

- The clubhouse and decking were painted and updated.
- A new door was installed with a more secure combination lock.
- The driveway was paved and a cement curve added.
- Installed new sluice gate at north end dam requiring yearly maintenance operation check.

**Lake Management and Well Monitoring** - Don Thomson confirmed the cost of fish going up. We plant trout but have investigated warm water fish, however the shipping costs would be an exorbitant in price. He confirmed the window for our water rights permit allowing us to pump is from April 15<sup>th</sup> to November 15<sup>th</sup>. The quality of our lake water has been well above the minimum safe requirement but we need to stay on top of the yellow flag iris and other invasive weeds. It is our responsibility to determine if the lake needs treatment for algae and plant growth. Algae Blooms can be avoided by maintaining your septic system, cleaning up after your pets, avoiding chemical fertilizers on the lakeshore of properties.

Don turned the lake level information over to Robin Harvey who has done extensive study. In 2000 the lake level was at one of its highest and in 2006 the lake level was at one of its lowest. He explained the higher you raise the water level the more of a leak exists. Based on physics the lower down the level is, the lesser is a leak. In addition, the water level depends on the amount of rainfall we have; the amount of evaporation; and the amount the trees suck up the water. Our lake is fairly flat but the bottom is not leaking, it is probably more by the beach area or the dam. 1945 aerial pictures show a slue or groove down the middle of the lake and today photos show this has not changed. History says there was once a beaver pond, a meadow with wildflowers and cows. In 1985 the developer gave us the well to pump water in to the lake. Over time the Board has paid engineers to study the lake at a cost of \$20,000 and \$15,000 and \$10,000 with no guarantees. Robin Harvey restated that the lake level fluctuates by several variables but since 2014 up to today it has not changed. We still have 20 acres for use of our members including fishing, swimming, kayaking and non-motorized boating. We stock Rainbow Trout two or three times a year and it is monitored monthly from May through September for bacterial contamination.

**Security Matters** - Alanna Hartzell reported in the past we have employed two off duty Pierce County Deputies.

Unfortunately, due to staffing shortages within the sheriff's office it was more lucrative for the deputies to work overtime rather than patrol our streets. Last October both deputies resigned. We have investigated hiring a private security company but they would be unable to act if they were here at the time of a crime. Fortunately, we have diligent community members who keep an eye out and call 911 or the non-emergency number when needed. "If you see something, call it in" then report on the communities Facebook page.

**Architectural Control committee Summary Report** - Alanna Hartzell reported the committee oversaw new construction, tree removal, decks, fences, shed, paint and roofing colors in addition to docks and bulkheads.

In addition, "each lot shall be kept in a clean and sightly manner." There were several instances' owners or landlords were notified and required to remediate situations. Pierce County Code Enforcement was also notified and fines charged. All instances were resolved. Over the past year 27 ACC applications were filed with 26 approved and one on hold. Two construction permits are also on hold waiting for Pierce County approval.

Gail Howe-Jennings reported on the Department of Ecology and Pierce County Shoreline Master Program: The board has continued to keep abreast of the latest amendments to the Pierce County Shoreline Master Program which were adopted by Pierce County Council last December 2022. The Shoreline plan is county wide and not personal to Lake Minterwood. Vegetation removal other than noxious weeds is getting stricter along the shoreline and new docks are a more and more difficult process to obtain. The last Amendments Public comment period was Feb. 28 - March 30, 2023. FYI every property owner on the shoreline is under the umbrella of the Shoreline Master Program critical areas in Pierce County which means they are categorized as Wetlands.

**Administrative Matters** - Gail Howe-Jennings reported board meetings were held regularly in the Park Pavilion or Key Center Library. They are open to all membership. A Newsletter was emailed or snail mailed last October 2022. It is a considerable savings to be able to email. Newsletters are all posted on the Lake Minterwood website. The website continues to have pertinent information and the latest lake information. Check out what is always posted:

- LMBC Documents: Covenants, Bylaws, Amendments, Community Rules and Fishing Rules
- LMBC Board Meeting approved minutes are posted monthly and Annual Meeting minutes are posted

- Newsletters are available since 2013
- LMBC Forms: ACC Form, Reserve Facilities Form
- Neighborhood Walking Map and Key Central Forest Map
- Contact information available

Thank you to those who utilized the Ballot/Proxy DROP BOX at the park entrance and saved a stamp.

**Welcoming Committee** Katie Wilkinson: Gail Howe-Jennings reported there were 15 new property owners who moved into our community over the last year. Their packet includes our governing documents, Community Rules, the latest newsletter, an ACC application, and septic tank educational brochure plus a LMBC writing pen.

**Goodwill:** Gail Howe-Jennings: Lake Minterwood partners with the Greater Gig Harbor Foundation to pick up litter on the Key Peninsula Highway bordering the neighborhood. Since last meeting crews have picked up 40+ bags of trash. Lake Minterwood donates \$600.00 a year to the foundation.

**Facilities Reservation** – Alanna Hartzell: The pavilion is available from April 15<sup>th</sup> to October 1<sup>st</sup> for reservations at no charge for birthdays, reunions, gender reveals (no plastic glitter please!) and other family-oriented events. The reservation form is available on the Lake Minterwood website. No charges for the use of the pavilion.

7. **Remarks by members who have requested to speak.** Ashley Siva spoke on the interest in starting a Community Garden near the volleyball grassy location. She and Angie Hansen will put together further information and will present more specifics to the Board at their next meeting. She handed out a brochure on the Benefits of a Community Garden. Membership was receptive.
8. **Remarks by members of the Board of Trustees.** Nothing further added to the meeting.
9. **Announcement of upcoming events.** Mark Wood reported Spring Cleanup is April 22<sup>nd</sup> at 11am. We rake the park area around the beach house, sweep/blow the driveway, rake the north end picnic area and cut/trim the pampas grass.  
Fishing Derby is June 10th for kids age 14 and under to coincide with the WDFW free fishing weekend. Super fun! Prizes for kids, snacks and cash prize for the adult fishing winners!  
Yard Sale is July 14-16 whereas the Club posts announcements on all social media sites and drive by signs placed on the highway and on our streets.  
Community picnic is August 19<sup>th</sup>, the Club provides hamburgers and hotdogs, buns, chips and a cake. Bring a side to share. We have an excellent game master to direct festivities
10. **Thanks, and appreciation.** Alanna Hartzell thanked all for attending and called for adjournment.
11. **Adjournment.** Gail Howe-Jennings moved to adjourn at 4:50. Gary Krancus seconded. Passed

Submitted by Gail Howe-Jennings

**ADOPTED BY BOARD OF TRUSTEES FOR PUBLICATION 05/15/2023**

**APPROVED BY MEMBERSHIP 04/20/2024**

Lake Minterwood Beach Club  
 Gig Harbor, WA  
 Level of Service: "Full"

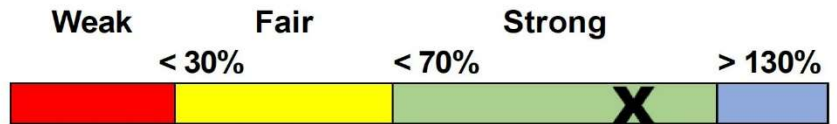
Report #: 18875-0  
 # of Units: 266  
 August 1, 2023 through July 31, 2024

Findings & Recommendations

as of August 1, 2023

Starting Reserve Balance	\$145,905
Current Fully Funded Reserve Balance	\$126,308
Percent Funded	115.5 %
Average Reserve Deficit or (Surplus) Per Unit	(\$74)
Recommended 2023 100% Annual "Full Funding" Contributions	\$12,065
Recommended 2023 70% Annual "Threshold Funding" Contributions	\$9,650
2023 "Baseline Funding" minimum to keep Reserves above \$0	\$4,805
Most Recent Budgeted Contribution Rate	\$0

Reserve Fund Strength: 115.5%



Risk of Special Assessment:

High Medium Low

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Lake Minterwood Beach Club</b>			
120 Wilma Haines Dr - Repair/Resurface	30	29	\$9,750
121 Beach House Parking Lot - Resurface	50	15	\$19,450
122 Boat Launch - Repair/Resurface	30	17	\$5,300
144 Park Fence - Repair/Replace	40	15	\$11,700
190 Community Monument - Repair/Replace	20	7	\$4,000
240 Play Equipment - Repair/Replace	20	13	\$50,000
242 Play Chips - Replenish	3	2	\$3,000
246 Site Furniture - Repair/Replace	7	6	\$1,500
252 Pavilion - Maintain/Repair	7	5	\$2,500
252 Pavilion Roof - Repair/Replace	20	7	\$4,300
260 Beach House Roof - Repair/Replace	20	10	\$8,300
266 Beach House Interiors - Refurbish	10	8	\$5,000
273 Sluice Gate - Repair/Replace	40	39	\$5,000
277 Septic System - Repair/Replace	50	15	\$25,000
280 Well - Repair/Replace	75	37	\$75,000
281 Well Pump - Repair/Replace	25	12	\$30,000
282 Well Controls - Repair/Replace	25	12	\$3,000

17 Total Funded Components