

**LAKE MINTERWOOD BEACH CLUB**  
**MINUTES FOR BOARD OF TRUSTEES MEETING AND ELECTION OF OFFICERS SUMMARY**  
**April 17, 2023 5:00 PM at KEY CENTER LIBRARY**

The meeting was called to order at 5:03pm by Chairman Alanna Hartzell. Present were Katie Wilkinson, Mark Wood, Gail Howe-Jennings, Les Hall, Roger Roth, and Don Thomson. Adam Lamecker and Gary Krancus were absent.

Guest included Angie Hansen speaking for starting the Lake Minterwood Beach Club Community Garden. She was supported with the idea but asked to gather more unknown factors involved and report back.

1. Don "*Moved to approve the March 13, 2023 Board Meeting Minutes.*" Mark seconded. Passed.  
Mark "*Moved to approve the April 15, 2023 Special Board Meeting Minutes regarding election of officers and Committee assignments.*" Don seconded. Passed
2. Financial Reports: Treasurer Adam Lamecker reported:

**a. Aug 1, 2022 – Apr 16, 2023 Financial Report**

Balance Sheet

Total assets are \$163,706 which is 5.0% less than last year. This is due to the reserve expenses that were made this year. Net income is \$17,668 less than last year at this time.

Profit & Loss

Total income was \$85,899 which is \$11,865 more than last year. Dues collected to date are \$1,418 less than last year. Expenses for the current fiscal year to date were \$29,533 higher than last fiscal year at this time due to the special projects that were completed.

Check Details

This report is for 13 Mar 2023 – 16 Apr 2023. Most checks written were for normal expenses. Also, this report shows the check for Liberty Mutual insurance \$7,120.00 and Nisqually Trout Farms planting \$2,346.83.

A/R Aging Summary

Total currently owed is \$15,886 compared to \$18,471 from last month.

- b. The written report for completed Audit for FY20-21 and FY21-22 was received but the dates need clarification. Adam is asked to research for a new auditor.
  - c. Mark and Alanna will meet with RCI Collections for the final acceptance to be reviewed at the next meeting.
  - d. The Association Reserves Full completed Capital Reserve Study was presented at the Annual Meeting and we were pleased to hear we are in a "strong financial" position. The most current needs are to replace the playground equipment chips. Mark to talk to Carlos. Next year more discussion on revamping the beach parking lot.
  - e. Adam's suggestion of charging a late fee of \$10 to \$15 per month for unpaid assessments (dues) will be discussed in A Collection Policy proposal, as part of Rules and Regulations, by the Bylaw's committee. Adam to contribute wording as to whether \$10 or \$15.
3. Correspondence/Secretary Report: Gail reported 48 Ballots (quorum 40) were received via email, snail mail, dropbox and in person. The Budget passed by 87.5%.
  4. Committee Reports:
    - a. **Architectural Control:** Alanna Hartzell -- reported one new roof permit was approved.
    - b. **Lake Management:** Don Thomson –

- i. Wells were turned on April 15<sup>th</sup> in accordance with our water rights. Drawdown was fine at 184 gallons per minute.
    - ii. The lake was stocked with 500 pounds of trout by Nisqually Trout Farm on March 28<sup>th</sup> with 12"-14" including 100 pounds of large fish. Don will place another order before the Fishing Derby.
    - iii. Alanna will follow up on the \$94 owed for an Adult Fishing Derby.
  - c. **Property Management:** Adam Lamecker –
    - i. Mark will follow up on getting some inside molding to complete the clubhouse door installation. Alanna will write instructions on how to use the new combination lock.
  - d. **Community Events/Security** – Alanna reminded of the June 10<sup>th</sup> Fishing Derby. (Mark had to leave early at 6:00)
  - e. **Welcoming Report** –Katie delivered one packets to JC Restorations and Fournier.
- 5. Old Business –
  - a. The committee for By-laws, CC&R's and Rules & Regulations continues making progress. Their next meeting is scheduled for April 23<sup>rd</sup> at 2:00.
  - b. Due to the rain anticipated the april 22<sup>nd</sup> scheduled Caln-up Day is rescheduled for Saturday, April 29<sup>th</sup> at 11:00.
  - c. Gail presented pictures of the oval photo replacement entrance sign for an aluminum metal image at \$72 plus tax and presented a reflective aluminum 84"x14" Lake Minterwood lettering on a photo image of wood planks at \$128 plus tax. Roger moved to purchase the photo aluminum sign to replace the entrance deteriorating lake picture and the reflective aluminum lettering sign to be located at the Minterwood Dr entrance. Les seconded. Passed
- 6. New Business –
  - a. Our Articles of Incorporation state in II.c. all activities on common facilities Real Property are for "non-profitable purposes", therefore any profitable business is not allowed. In addition, our insurance company would request proof of insurance by the business. Alanna will write a letter to the person announcing Yoga classes available in the park come June.
  - b. The Annual Meeting PowerPoint presentation was well received. Gail to put the lake slides presented by Robin Harvey on the Website and to make the Lake's Brief History document more easily accessible.
  - c. Don will investigate lake level, precipitation, and evaporation criteria for a recommended new weather station for us to purchase.
- 7. Master Calendar reviewed.
- 8. Les moved we adjourn at 6:34. Don seconded. Passed.

**Next meeting is May 15, 2023 at 5:00 Key Center Library Mtg Room**

Submitted by Gail Howe-Jennings

**APPROVED 05/15/2023**

PREVIOUS ITEMS FOR FOLLOW UP

May meeting invite Bookkeeper – May meeting 3<sup>rd</sup> Monday  
 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

## Special Board Meeting Minutes April 15, 2023 at 5:00 Key Center Fire Station

Members Present: Alanna Hartzell, Adam Lamecker, Gail Howe-Jennings, Don Thomson, Gary Krancus, & Mark Wood. Roth, Hall & Wilkinson were absent. Serving unexpired terms are, Adam Lamecker, Gail Howe-Jennings, Katie Wilkinson, Mark Wood, Alanna Hartzell & Gary Krancus. The 2023 Annual Membership Meeting held April 15, 2023 elected as Trustees: Les Hall, Roger Roth, & Don Thomson.

### Article II Trustees

*Section 3: There shall be an annual meeting of the board of trustees immediately following the annual meeting of the membership and such other special meetings of the Board of trustees as they deem advisable.*

*Section 4: A majority of the trustees shall constitute a quorum for transaction of business. The trustees shall elect a president, a secretary, a treasurer. The trustees may elect such other officers as they deem necessary.*

The meeting was called to order by Alanna Hartzell at 5:08. Adam made ***the motion for the election of Officer and Committee Assignments***. Gary seconded. Passed.

1. Election of Officers:
  - a. President: \_\_\_\_\_ Alanna Hartzell
  - b. Vice President: \_\_\_\_\_ Don Thomson
  - c. Secretary: \_\_\_\_\_ Gail Howe-Jennings
  - d. Treasurer: \_\_\_\_\_ Adam Lamecker
2. Committee Assignments
  - a. ACC (All trustees serve as ACC members): Chairman Alanna Hartzell
  - b. Property: \_\_\_\_\_ Mark Wood
  - c. Lake: \_\_\_\_\_ Don Thomson
  - d. Community Events/Security: \_\_\_\_\_ Alanna Hartzell
  - e. Welcoming: \_\_\_\_\_ Katie Wilkinson

Don moved for adjournment at 5:16 Seconded by Mark. Passed

Submitted by Gail Howe-Jennings

**APPROVED 05/15/2023**