

MINUTES
LAKE MINTERWOOD BEACH CLUB BOARD OF TRUSTEES MEETING
January 22, 2024 5:00 PM at Key Center Library

The meeting was called to order at 5:01pm by Chairman Alanna Hartzell. Present were Gail Howe-Jennings, Adam Lamecker, Katie Wilkinson, Mike Gofman (left at 6:12), Gary Krancus, Joe Feldman(arrived at 6:00) and Mark Wood. Roger Roth was absent. Guests: 0

1. Mark "*moved to approve the November 20, 2023 Board Meeting Minutes.*" Adam seconded. Passed.
2. Financial Reports: Treasurer Adam Lamecker reported:

a. Aug 1, 2023 – Jan 21, 2024 Financial Report

Balance Sheet

Capital Reserves: Prior month - \$97,361

Checking: \$74,009

Operating Reserves: \$5,065

Total assets are \$202,651 which is 15.0% more than last year. Net income is \$57,016, 173% more than last year at this time.

Profit & Loss

Total income was \$74,24 which is 5% less than last year at this time.

Check Details

This report is for November 20, 2023 – January 21, 2024. All expenses are normal for this time of year.

A/R Aging Summary

Total currently owed is \$20,472 compared to \$19,650 from last month. It went up do to three new liens being recorded.

- b. The motion was made and amended by Mark Wood **to designate our Treasurer, Adam Lamecker, our President, Alanna Hartzell and our Secretary, Gail Howe-Jennings to be signers on the loan for three unsecured VISA cards at \$2,500 each with a grand total desired for the VISA at \$7,500.**" Katie Wilkinson seconded. Motion carried. Gail to send letter to SoundCU per their request for the motion.
- c. Executive Session motion made at 5:07 by Adam, seconded by Mark to discuss arrears property owners. Returned to open session at 5:14, motion made by Adam, seconded by Katie with no action taken.
- d. Adam made the motion to waiver one late fee for \$51 due to transfer of property ownership. Mark seconded. Passed. Gail to email homeowner.
- e. Gail reported new laws in effect July 2023. Already in effect have been letters required for foreclosures and Budget Ratification Notice and Annual meeting notifications. It was encouraged that each Board Member watch the webinar on Budget Ratification Refresher at <https://www.youtube.com/watch?v=LyNbAun-XRg>

The 2024 Budget will require specific disclosures about our Reserve Studies. Gail provided the Supplemental Budget information on Reserves in compliance with RCW 64.38.025 for Adam to include.
- f. Condominium Law recommends we clarify some parts of our Collection Policy. It is suggested this be done and included with the June dues invoice mailing.
- g. Adam reported Felice is following up on the yearly Audit as required by RCW64.38.045 "shall be audited at least annually" or owners vote each year to waiver.

3. Correspondence/Secretary Report: thank you letter sent to Don Thomson for his years of service as President and Lake Management. One sample Board Member notebook presented and given to Katie for copies. Job descriptions will be provided later.
4. Committee Reports:
 - a. **Architectural Control:** Alanna Hartzell – reported:
(1) 115th - approval to install massive drain due to inadequate ditch and culver maintenance (2) Minterwood - denied removal of healthy tree; denied six foot fence facing street (3) 107th – denied installed shed due to distance to house (4) Minterwood – follow up on previously permitted temporary tent (5) two postcards sent out regarding living in RVbus and canvas tent carport – given 30 days to make corrections.
 - b. **Lake/Wells Management:** Joe Feldman **Treatment & Trout:** Adam Lamecker
 - i. Joe arrived to be informed that Doug Dorling with NW Aquatic Eco-Systems is out of business due to the death of the owner. He will investigate what other business would be available to handle our lake treatment. Possibly contacts through Dept of Ecology or other golf courses!
 - ii. Adam to follow-up on getting the fish stocking permit.
 - c. **Property Management:** Mike Gofman
 - i. Getting quote on playground mulch
 - ii. Mike will secure the north end sluice gate grate
 - iii. Mike sprayed the park gate lock to work more smoothly again
 - d. **Community Events** – Alanna reported – started planning for fishing derby
 - e. **Welcoming Report** –Katie delivered welcome packet to Isenhart and to the contractor for FJ Real Investments LLC.
5. Old Business – none
6. New Business
 - a. Board members reminded to write Job Descriptions. Katie completed Welcoming.
 - b. Gail introduced first draft for adopting to amended Bylaws regarding meeting notifications Timelines (14 days and 50 days to be compliant as not 10 days and 20 days)
 - c. Gary Krancus informed the Board that he'll no longer be involved in contacts for our Reserve Study because he plans to not run for re-election. Mark Wood also said he will not be running for re-election. Alanna will check whether Roger Roth will continue on the Board due to his absenteeism.
7. Master Calendar – Adam will follow up with the contract with Nisqually Fish Farm for stocking
8. Mark moved to adjourn at 6:36. Katie seconded. Passed.

Next meeting will be Monday, February 26, 2024 at 5:00pm, Library Key Center

Submitted by Gail Howe-Jennings

APPROVED 02/26/2024

PREVIOUS ITEMS FOR FOLLOW UP

Current needs from the Capital Reserves Report are to replace the playground wood chips.
Next year in 2024 more discussion on revamping the beach parking lot.
Complete synopsis of lake management notebooks-pending
Don to demonstrate how to do Well Monitoring Procedures with Joe and Mike
Apply for lake maintenance grants and fish stocking grants (due by February 1st) per Alanna