



Lake Jane Estates Meeting Minutes August 20, 2008

Members Present: Jeff Brain, Melissa Gubbe, Dan Scott (arrived 7:40pm), ~~Mady Burgstahler~~, Lenore Faulk, Theresia McClimans, Yvonne Snell, Anne-Marie Davidson, Mandi Farmer

Guests Present: Bob Garrison, Renee Phoenix, Kelly & Todd Blake, Keith Arionus, Kelly McClimans, Mark Snell

Good of the Order:

- Kelly & Todd Blake -
 1. Concerned about drainage at their property - 18811 65th St E. They are downhill and behind Schlitzkus' property. When they purchased home, they discovered they had a drainage problem. They have spent money and time to resolve the problem (such as drainage pipe, grading, retaining walls) and are worried about it happening again if Schlitzkus decides to develop and/or take down the trees. They didn't receive the notice letter, but heard about the potential subdividing from a neighbor.
 2. Jeff noted we will reassess who did/did not get the letter and fix the problem. He thanked them for personally emphasizing concerns. He added the Board wants all the neighbors fully aware of what the Schlitzkus' decide to do. We are not predisposed to denying or approving; it is all on a case-by-case basis. One of the biggest things we consider is the input of the immediate neighbors – those within a 600 foot radius. Other things we consider are overall character of neighborhood. Wayne (a neighbor) had earlier expressed concern about buying into a neighborhood with big lots that turn into small lots. We will consider this carefully. We also had a drainage issue with the Jensens; the case that most recently was in a lawsuit.
 3. Kelly is also concerned about the giant trees being removed, disrupting the root system for the other trees in the area. Jeff noted the city has a tree ordinance. He recommends Kelly & Todd let the city know their concerns about both drainage and the trees. Legally, this association can't do much about someone wanting to remove trees. Could email Dave King; his email is on the City of Bonney Lake website.
 4. Jeff notes that we have until 10/1 for neighbors to turn in their forms. So far it is a 50/50 split yes/no per Melissa.
- Renee Phoenix, community volunteer who manages the LJE website –
 1. Passed out information on purchasing the domain name lakejane.org through DomainsDoneRight.com. The cost is \$15/year. We can renew for 10 years, if so desired. Renee asks that Melissa put a different credit card on file.
 2. Hosting the site is less than \$5 a month. Renee does not charge for her services.
 3. Renee will burn a backup disk of all files and give it to Mandi.
 4. Space isn't an issue so we can continue to keep archived documents on the site. We might want to look at setting up some rules about what is/is not on there.
 5. Jeff, noted that no one on the Board has issues with Renee's timing for posting on the site.
 6. Renee would like to use Word Press to transition the site to a database allowing the Board to upload information. It would change the look of the website, but would be simpler and an improvement in Renee's opinion. Go to wordpress.com for more information. It would take her about 2 months to do the transition. The Board would need to decide what info we want on there and who can log in. This would give the Secretary or whoever the ability to upload information without having to go through Renee. Renee would like to do it whether we want extra access given or not. It would give it a fresh look and make it easier for her.
 7. According to Jeff, the website is strictly informational.
 8. Per Jeff, the Board will get back to her on whether we want to go to Word Press or not.
 9. Theresia asked if we have a disclaimer on the site and Renee noted that we don't. Theresia took on a task to write up a draft; after which we will all give opinions.
 10. Renee asked if we want all newsletters on the site and Jeff answered yes, with archives.
 11. Once Dan arrived to the meeting, Jeff brought him up to speed on Renee's request to update the website to Word Press. Motioned by Dan, seconded by Anne-Marie to have Renee convert the site to Word Press. Mandi will send this vote to Renee.
 12. Mandi will put on the to-do list to decide who should have access to the site.

Property Management Report (Bob Garrison):

- Estimates given to Jeff reference ADA requirements in upper park area. Per Jeff, it was about \$5,000 for the sidewalk from the parking lot to the basketball court area and an extension off the sidewalk from the wading pool to the shelter (includes a sloping ramp). Mrs. Doucet's email noted that even though we moved the dumpster, she couldn't wheel her chair through the gravel. Another concrete pad might add another \$3,000 or so. Jeff read from her email. She would like her mother and brother (tenants living in her home) to have access to the pool (Mrs. Doucet lives in Spokane). Jeff will respond to Mrs. Doucet and let her know we will take the issue of immediate family and tenancy under discussion. We will also look into making the facilities wheelchair accessible. Melissa read Section 6 of Article 2 and Section 3 of the Bylaws stating that tenants do not get access to facilities. She noted that the definition of immediate family is not in the Bylaws.
- Met with Puget Power who will provide info on additional lights in park. They will give him an estimate for a light in the main park (where foul pole would normally be), putting one on the street, and one near the tennis courts/horseshoe pit. A schematic is coming. We pay monthly rent to Puget Power on the poles we have currently. They are also going to replace the ones we have now. Costs \$18 a month each; they maintain them, even when broken due to vandalism.
- Card key for bathrooms came up at the annual meeting. He has two companies coming out next week to bid on this. Theresia noted concern over the cards getting in the wrong hands. Jeff noted if it is in our price range, then we can discuss details and decide if it would be best for our community.
- Mike Farmer and he tried to fix crack in pool, but the epoxy would not stick; crack was too small. We now need to think about moving forward with estimates for fixing once drained. Bob will get someone out here in a month or so to look at the crack.
- Additional signage for skateboarders in various areas and keeping bicycles off the tennis courts is needed. It was noted that dogs are ok at the tennis courts. Jeff would like one on each gate of the tennis court to please pick up after your pet including one on each gate into the lake and the picnic shelter. We also need one on each gate of the tennis courts to keep bicycles and other stuff off. Jeff will send out a draft of what the sign could say to the Board.
- Re scraping of lower park and bringing in crushed rock, any contacts? Dan recommends Backyard Tractor Service. Jeff mentioned Corliss. Jeff noted to include pathways by the bridge.
- Turned in \$14 that he collected from the fish box.
- Jeff - Noted that we want a light near the old BBQ pit area. Bob noted that Puget Power's estimate will include a light that shines on that area.
- Bob asked if he is supposed to coordinate any activities. Jeff mentioned we may send out a survey for outreach activities. Bob's job description mentions that he is the coordinator, but we don't have much for him to coordinate at this point. Jeff asked Bob to email us any suggestions he has for activities.

Secretary's Report:

- Mandi - Meeting minutes from 7/17 passed out for Board to review. A couple naming corrections were made. Yvonne moved and Dan seconded to accept minutes of last meeting.

Treasurer's Report:

- Melissa - Financial report passed out for Board to review, including savings account information. Anne-Marie moved and Dan seconded to accept Treasurer's report.
- Theresia - Requested that the print out not cut off the top of the letters and group differently so that like items are together. Melissa will work on this.
- Theresia - Asked what is excess receipt? Melissa noted it is if you spent more than allocated in the budget for the month. Anne-Marie explained further.

Lake Report:

- Lenore – Overall looks good. We may need another treatment of weeds. She noticed a new weed and lily pads. It doesn't hurt to pull out the lily pads. Doug Dorling from NW Aquatic Ecosystems is coming out to look.

- Jeff – There is a troop of ducks running around; 50% bigger than your standard mallard. Keith and Lenore noted they fly. Hopefully they will fly away this fall.
- Jeff - Asked if Theresia is still interested in being on the Lake Committee. He could serve on the Park Committee instead. He noted her main responsibilities would be fish plant and maintenance of the islands. They will hold a meeting together to discuss further.

Pool Report:

- Yvonne – We are in last week of lessons. Everything has been very positive.
- Yvonne - As suggested at annual meeting, she picked up some lawn chairs.
- Yvonne – Re pool closures, when lightning, 60 degrees or below, or excessive rain, pool closes. Light rain and warm we will stay open. When closed and the weather picks up, she can sometimes get a lifeguard back in.
- Jeff - Email received from Mrs. Chalcraft on 7/22. They would like the Board to consider setting standards for when closing the pool due to inclement weather. Mrs. Chalcraft emailed some suggestions. Yvonne will follow up with her to find out what these were.

Park Report:

- Theresia – Re tall post sign on the bottom of upper park area directing people to the pool, park, etc., was there a boy scouts contact? Theresia can call Bob McConkey. Jeff will get her the phone number in case there are other eagle scouts out there looking for projects. The Board noted they like the current look of it. Kelly noted that Bob could post a list of tasks for high school seniors that are looking for volunteer projects. Dan noted that Bob is also faculty for Green River Community College. Jeff will speak with Bob about this.
- Anne-Marie – Has been noting needs for the park. As you come down 188th, there are two posts by the entrance. One of them is growing into a tree. Lenore noted that one could be used as a tetherball, but they might not be tall enough for this. The contact list and the gate locked sign by the entryway is not updated. Mandi will follow up on this. The swing set and slide are outdated as noted at the annual meeting. She noted it would be nice to have a toddler play area. Theresia added there is a European company with innovative equipment. She has a catalog coming - Kompan.com. Re locks on the bathrooms, it is a good idea to give members access outside pool season, so she asked Bob to investigate the cost.

Old Business:

- Jensen lawsuit – Jeff read email from Diane. Jensen’s attorney is not seeking a review to the WA Supreme Court. We need to ensure we are the de factor successor to the Lake Tapps Development Company. An injunction would keep him from building on his lots. We will seek this as soon as we wrap up the lawsuit. Melissa will look into whether the lots were legally subdivided and whether we should be charging dues per lot. Jeff will ask Diane for clarification on the publishing being denied. Kelly McClimans recommended we ensure the paperwork was turned in on time. Jeff will let Kelly know why it was denied.
- Melissa - Daniel and Rosealtha Schlitzkus didn’t pay dues until August 1st so letters went out at that time. 50/50 split right now yes/no from letters we have received back.
- Jeff - Dan and Jeff had a meeting to discuss Bob Garrison’s performance review; all smiles. They want Bob to bring us more maintenance items. It is good he wants to be economical, but there are a number of items out there. Jeff will contact Yvonne and Dan and agree on a date for his performance review. It will be before our next Board meeting. They will tell him what they like and what maintenance items need done.
- Melissa - Internal audit of LJE was done and determined ok.

New Business:

Jeff, as requested at annual meeting, he looked into an outside audit by a CPA. Out of ten calls, he got one response. The estimate was \$3500+. It was determined that any business funding over \$50,000 needs an outside audit by a certified accountant of the financial statements according to RCWs (at least annually). Our attorney also recommends we do this. We will discuss at the next meeting how we can find a way to do this. Dan will speak with his accountant to see if he/she is able to do this. Melissa will find out if auditing only the financial statement will cost any less than the \$3500.00.

- Jeff – We need to define who is considered “immediate family” for the pool. It is/has been your children and your children’s children. Tenants are not currently allowed. Melissa noted that houses are listed by owner and it is very difficult to keep track of renters. Dan thinks the definition of immediate family could use some work. He believes your mother and brother should be allowed to join you at no extra cost. He recommends renters need some sort of statement from the owner allowing access. Theresia mentioned cards with pictures. Jeff noted that this is very important and thus we should discuss more in depth at the next meeting.
- Mandi – Newsletter needs started. Jeff asks everyone to get your information to Mandi by end of the month.
- Jeff - Outreach: community activities at the park: adult kick ball, Softball, LJE garage sale, Potluck picnic, cooking contest. Currently the swimming pool program is great. Can it be expanded? Park committee and others: put together a survey on what activities people like. Put it in the next three newsletters up to next summer. What do you think about changing the date of the annual meeting? Anne-Marie does this for a living so send your suggestions for questions over to Anne-Marie so she has time to formulate the questions. Survey to include member's feelings about subdividing and related lawsuits, facilities maintenance and improvements, by laws changes: meeting date and recovery of legal fees.

Action Items:

- Bob (4/17) - Determine cost for fixing pool cracks.
- Bob (5/15) - Communicate with landscape crew on the islands to get rid of brush.
- Jeff (5/15) – Purchase additional keys/openers for gate.
- Jeff (7/17) – Create/Conduct Bob’s performance review and update job description (if necessary).
- Jeff (7/17) – Work with Bob to ensure Handicapped parking signs are installed.
- Bob (7/27) – See if fire dept. can use brush on islands.
- Bob (8/20) - Provide board members with keys for manual gate upper and lower park.
- Melissa (8/20) – Put credit card on file at domainsdoneright.com.
- Mandi (8/20) – Inform Renee the Board voted “yes” on converting the website to Word Press.
- Renee (8/20) – Burn a backup disk of all web files for Mandi’s files.
- Renee (8/20) – Post newsletters on the website.
- Theresia (8/20) – Write up draft disclaimer for website; email to Board for opinions.
- Board (8/20) – Decide which Board members should have access to the new Word Press website.
- Jeff (8/20) – Respond to Mrs. Doucet’s email.
- Jeff (8/20) – Send draft verbiage for signage to the Board for review.
- Melissa (8/20) – Update format of financial report to group like items together and not cutoff numbers.
- Yvonne (8/20) – Follow up with Mrs. Chalcraft on her pool suggestions.
- Theresia (8/20) – Call Bob McConkey re Boy Scout contacts.
- Jeff (8/20) – Speak with Bob about posting work for volunteers.
- Mandi (8/20) – Update reader board.

Closing: Anne-Marie moved and Yvonne seconded to adjourn meeting. Meeting adjourned at 9:27 PM.

Respectfully submitted by Mandi Farmer