



## 04/19/2018 Meeting Minutes

Trustees Present: Lenore Faulk, Fred Wells, ~~Laurie Albrecht~~, ~~Todd Offner~~, Kelly McClimans, Gloria Brain, ~~Mady Burgstahler~~, Jessica Olives and Michael Farmer

Others Present: Anne- Marie Davidson, Jeff Brain and Melissa Gubbe

Guests Present:

Call to Order: President Anne-Marie Davidson called the meeting to order at 7:02 pm.

### Good of the Order:

### Old Business:

#### Pool:

Tasks:

#### Park:

Tasks:

- Dog Park: Deposit sent. Waiting for date of survey. **ONGOING**
- Boat Launch Gate: Waiting for final consent from affected homeowners. **ONGOING**

#### Lake:

Tasks:

#### Vice President:

Tasks:

#### President:

Tasks:

#### Secretary:

Tasks:

#### Treasurer:

Tasks:

Facilities Manager:

## New Business:

Facilities Manager: Report for April 2018:

The water was turned back on in the pool house.

Shelves, clothes hooks, mirrors and bulletin board were installed. Cabinets assembled and lockers anchored to the walls at the pool house.

Prep work for the sports courts resurfacing was done.

Consulted with contractors about bids for the lower park play area, phase 3.

The gate timer in the lower park was reset for the changing closing time.

Opened & closed the park back gate for the recycling event.

Consulted with a certified arborist for a proposal on evaluating the trees in our parks.

Secretary:

- Meeting minutes from 3-15-2018. **MSC** to approve
- Architectural Committee approved the Rack application to build a garage. **INFO**
- Newsletter Articles are due by May 7<sup>th</sup>. **INFO**
- Light Contract/Puget Power/Letters: Will be finished on 4/23/18. **INFO**
- Collection Policy updated as stated below:

**5.8 Collection Policy for Membership.** The board along with the assistant treasurer shall take the necessary steps to collect any and all outstanding assessments and charges owed by members of Lake Jane Estates, as permitted by the bylaws. Current policy is as stated below effective July 1<sup>st</sup>, 2015:

Late fee is increased to \$50.00 at one month late, a one-time, yearly charge.

5.8.2 Interest of 1% per month (12% per year), will be charged to all accounts past due one month.

5.8.3 Liens will be placed on Members properties at one year past due.

5.8.4 Member accounts will be sent to our Attorney for collections at 2 years past due.

5.8.5 Member accounts will be sent to a Collections Agency of the boards choosing for collections at 3 years past due.

5.8.6 Members will receive a notification 30 day prior to any of the above-mentioned actions taking place.

5.8.7 One (in arrears) Member will selected at a time to pursue Foreclosure proceedings with approval of 6 out of 9 Board members.

5.8.8 Foreclosure Procedure:

After Board has selected a Member for foreclosure per 5.8.7, the Member will be sent a certified Demand Letter.

If Member responds and account is paid off, no more action is taken.

If Member does not respond to demand letter, account is turned over to association's Attorney and Foreclosure proceedings are started.

**MSC** to approve both 5.8.7 and 5.8.8. Melissa will update the BPM, post on website and send revised copies to all board members.

Treasurer:

- Financial Report for March 2018. **MSC** to approve.
- Budget Review for 2018-2019 and 2019-20 were reviewed and approved. **MSC** to approve.
- Foreclosure Procedure: See 5.8.8, above. **MSC** to approve.
- Evergreen Ground Works is now Amazing Landscape Services. **INFO**

Vice President:

- No report.

President:

- Sleepover plans were discussed and AMD will report back next month on final plans. **ONGOING**

Pool:

- A big Thank You to Jeff Brain for finishing the pool remodel work. **INFO**
- Pool remodel is finished, just cleanup for pool season is left. **INFO**
- Interviews for Park and Pool employees are on April 28<sup>th</sup>. **INFO**

Park:

- Lower Park Phase 3 plans postponed to next months meeting. **ONGOING**
- Having the trees in our parks evaluated by an arborist. **INFO**

Lake:

- There have been reports that we have a goose attacking boats on the Senior Center end of the lake. **INFO**

Meeting was adjourned by President Anne-Marie Davidson at 8:25 pm.

Respectfully submitted by Melissa Gubbe.