



1/17/2019 Meeting Minutes

Trustees Present: Lenore Faulk, Fred Wells, Laurie Albrecht, Kelly McClimans, Gloria Brain, ~~Mady Burgstahler~~, Jeff Gubbe, Wendy Miller and Michael Farmer

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

Guests Present: Todd Offner

Call to Order: President Anne-Marie Davidson called the meeting to order at 7:00 pm.

Good of the Order:

Old Business:

Pool:

Tasks:

Park:

Tasks:

Lake:

Tasks:

Vice President:

Tasks:

President:

- Tasks: Performance Appraisals for FM, Assist Secretary / Treasurer, moved to February meeting. **ONGOING**

Secretary:

- Tasks: Annual Affirmation Statement: Need Michael's. **COMPLETED**

Treasurer:

- Tasks: Reserve Account: Increase amount? No motion made. **CLOSED**
 - **5.2.1 Budgeting.** The budget during any fiscal period shall not (a) deviate materially from the board's goals and priorities listed in Part 2, (b) risk fiscal jeopardy, or (c) fail to show a generally acceptable level of foresight. Accordingly, the board may not cause or allow budgeting that:
 - 5.2.1.1 Contains too little detail to (a) enable accurate projection of revenues and expenses, (b) separate capital items (expenses of \$500.00 or more that go to Repair & Maintenance (R&M) or long term improvements) from operational items, (c) monitor cash flow and subsequent audit trails, and (d) disclose planning assumptions.
 - 5.2.1.2 Anticipates the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

- 5.2.1.3 Reduces the current assets at any time to less than twice current liabilities or allows cash to drop below a safety reserve of \$15,000.00 at any time. This \$15,000 reserve account is to be used for emergencies, not usually covered under R&M or otherwise usually budgeted. This reserve account will be brought back up to the \$15,000 level as soon as possible after any of the funds have been used.
- Foreclosure House: Bank has been contacted and they have said they will pay balance off. Waiting for payment. **ONGOING.**

Facilities Manager:

Tasks:

New Business:

Facilities Manager report:

The pool house was winterized

The gate timers were set for standard time.

The play equipment project in the lower park was completed.

The lower park gate was vandalized again in December. The total cost for the October and December vandalism on that gate was over \$1000. I'm pretty sure both incidents were caused by somebody who left their car parked all day in the lower park and wanted the gate opened when they came to retrieve their car. I have been watching the lower park for cars parked and no visible users in the park. A few nastygrams have been left on windshields. Two regular abusers (non-members) have been spoken to and asked to leave permanently. Attached to the email containing this report is a copy of the nastygram.

The off-leash dog area project is 99% complete (just a couple minor fence adjustments) and being used by some members.

The GFCI outlet on the lower park gate was tripped during the power outage causing the backup battery to drain and default the gate to the open position. I reset the GFCI and charged the battery. The gate is now functioning properly.

- Overnight parking permission. Changed wording to the following:

8. No overnight parking of any vehicle, trailer or equipment is permitted in the parks without the written permission of the Facilities Manager or Assistant Secretary for more than 7 days or by the Board for a longer term. Motor-homes or campers granted permission to park, may not be occupied while parked overnight. Vehicles parked overnight or longer should be parked off to the side so as not to prevent other members from conveniently using the parking facility. All overnight parking is at the vehicle owner's risk. Lake Jane Estates assumes no responsibility for damage or injury due to overnight or long-term parking. Anybody parking a vehicle, trailer or equipment overnight on Lake Jane Estates property without the permission of the Board of Trustees will be towed at the owner's expense. **MSC** to approve.

- Parking Violation Notice to be put on cars in parking areas:

This parking lot is for Lake Jane Estates members who are using this park. It is not an all-day storage facility for your vehicle while you are elsewhere.

If you are a member of Lake Jane Estates, you may request permission from the Board of Trustees to park your vehicle or trailer overnight in the parking lot at 18802 68 St E. Call 253-891-0602 or 253-863-5339 to submit your request. Permission is required. Vehicles parked without permission will be towed.

IF YOU ARE NOT A MEMBER OF LAKE JANE ESTATES, YOU AND YOUR VEHICLE DO NOT BELONG HERE. Your vehicle will be towed and you will be charged with trespassing.

This vehicle has been photographed. This is the only notice you will receive. If this vehicle is observed parking here all day and/or after the gate has closed, your vehicle will be towed.

Lake Jane Estates Park Management. **INFO**

- Electric Scooters in the park. No motion made. **CLOSED**
- Rules and Regs updated, Rule #3 under Park: All dogs must be kept on a leash in both the upper and lower parks, except in Dog Park. Posted rules must be followed. **MSC** to approve.

Secretary:

- Meeting minutes from 10-18-2018. **MSC** to approve.
- Todd Offner was nominated to be the third member of the Architectural Committee. **MSC** to approve.

Treasurer:

- Financial Reports for Oct., Nov. and Dec. 2018. **MSC** to approve all three.

Vice President:

- Absent.

President:

- No report.

Pool:

- Pool will open 6/22/19. **INFO**

Park:

- Dog park open. **INFO**

Lake:

- Lake looks good, swan is gone. **INFO**
- Fishing Derby and BBQ will be on 6/22/19. **INFO**

Meeting adjourned at 7:47 pm, by President Anne-Marie Davidson.

Respectfully submitted by Melissa Gubbe