



11/21/2019 Meeting Minutes

Trustees Present: Fred Wells, Laurie Albrecht, Gloria Brain, Mady Burgstahler, Jeff Gubbe, Sandra Teter and Marv Smith-LeBleu

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 7:04 pm.

Good of the Order:

Old Business:

Pool:

Tasks:

Park:

Tasks:

Lake:

Tasks:

Vice President:

Tasks:

President:

Tasks: Performance appraisals due. **ONGOING**

Secretary:

Tasks:

Treasurer:

Tasks:

Facilities Manager:

Tasks: Critical Area Exemption: Received biologist report. City of Bonney Lake is reviewing our application. **ONGOING**

New Business:

Facilities Manager: Report for October & November:

The Lake was chemically treated for milfoil. Four days after the treatment, the notices on the beaches and boat launch area were removed. Ten days after the treatment I inspected the lake and found a few milfoil plants still living. The treatment contractor confirmed this. He will return in early spring for another treatment at no cost to us.

The hoses and sprinklers were stored in the container for the winter.

A bit of rock vandalism in the lower park was repaired. An eighteen-inch rock had made its way from the rain garden to the swimming beach.

An old TV was removed from the upper parking lot. It went to Goodwill for electronics salvage.

The pool house was winterized.

The signs prohibiting skateboarding and bicycling on the tennis and basketball courts were rehung to be more visible.

We received a letter from the wetland's biologist stating that our island maintenance practices did not harm the critical wetland, aka: Lake Debra Jane. The letter was submitted to the City of BL planning Dept. as part of our application for an exemption. The review process is underway.

Some small maple trees in the upper park leaning at 10 plus degrees were removed. Other dangerous branches on some trees in the upper and lower parks were removed from those trees.

Two light tubes in the girl's bathroom were replaced.

The timers on the gates were reset for the change to standard time and for the winter time 6pm closing of the parks.

The gate motor for the lower park has broken. Initially Melissa manually opened and closed the gate. I am now doing that while the motor is repaired.

Since the last FM report of 9-19-19 the lake water level has come up 3.84". As of 11-18-19 the level was at -7.68". On 11-21-18 the level was at -15.6". The lake is filling up ahead of last year's pace.

Secretary:

- Meeting minutes from 9-19-2019. **MSC** to approve.
- Architectural Committee approved the carport at the Kauffman's on 192nd St. **INFO**
- Architectural Committee approved the front porch for Titan LLC on 187th ST E. St. **INFO**
- Architectural Committee approved remodel plans for Towle on 185th. **INFO**
- Performance Reviews: Assist. Treasurer/Assist. Secretary & Facility Manager. **ONGOING**
- Christmas dinner final plans. **INFO**

Treasurer:

- Financial Reports for September & October 2019. **MSC** to approve.
- Bonuses: Assist. Treasurer/Assist. Secretary (\$361.00) & Facility Manager (\$233.00). **MSC** to approve.
- External Audit Report Reviewed. **MSC** to approve.
- Reserve Study: Site visit has been completed. Waiting for final report. **ONGOING**
- Demand letters sent out for Collections (3) and Foreclosure (1), by our Attorney. **INFO**

Vice President: Open position.

President:

- Jessica Olives has vacated her position of Vice-President. Will post open position in next newsletter. **INFO**

Pool:

- No report.

Park:

- Lower park gate is broken. Having it repaired. Will research a different gate company. **INFO**

Lake:

- Lake testing is done for the year. **INFO**
- Will do a repeat weed treatment in spring. **INFO**

Regular meeting adjourned at 7:34 pm, by President Anne-Marie Davidson.

Executive Session:

- Salary Ranges discussed.

Executive Session adjourned at 7:56 pm, by President Anne-Marie Davidson.

Regular meeting resumed at 7:57 pm, by President Anne-Marie Davidson.

The following Salary Ranges and Expectations were adopted. Melissa will update the BPM. **MSC** to approve.

	Basic Level	Mid-Level	Master Level
New hire (0-3 years)	FM & Treas: \$16 Secretary: Minimum wage	FM& T: \$20 Secretary: \$15	FM&T: \$24 Secretary: \$18
Mid tenure (3-7 years)	If employee has not moved to mid-level skills 3 years in, reconsider employment	FM&T: \$24 Secretary: \$18	FM&T: \$28 Secretary: \$20
Long tenure (7+)	Unacceptable match of skills	If employee has not moved to master level skills 7 years in, reconsider employment	FM&T: \$32 Secretary: \$22

General Skill Level Expectations

Note: none of the Lake Jane positions are intended to be full-time; typically there are more hours from mid-May to mid-September. The facility manager and asst. treasurer average about 10 hours per week across the year; asst. secretary about 4 hours.

Entry level:

- Skills are adequately competent
- Is relatively inexperienced with the work (e.g. less than 3 years in this type or job or has not previously worked without supervisor direction)
- Significant direction provided by the board as to expectation and tasks
- Work is largely reactive in response to direction
- Work requires oversight and/or revision

Mid-Level:

- Solid skills across the range of functions the job requires
- Comfortable working independently and keeping the board informed
- Completes known tasks but typically does not proactively raise issues or add tasks until directed by board
- Work requires minimal supervision or revision

Master Level:

- Has deep skills across all aspects of work
- Has significant experience working on their own / self-management
- Minimal direction provided by the board
- Proactively brings ideas to the board as need is seen
- Provides expertise and solutions to the board, e.g. not simply raising a need, but providing a project plan, evaluating bids and vendors, etc.
- Known for quality work requiring minimal oversight

Facility Manager Skill Expectations

The facility manager is responsible for overseeing the maintenance and performance of the common areas – lake, pool, and park.

Basic Level:

- Journey-level handyman skills – can perform basic maintenance and repairs on their own, e.g. electrical (installing new light fixtures), plumbing (fixing a leaky sink, finding clogs), painting, vandalism or damage (e.g. damaged table or drywall repair), winterizing the pool facilities, etc.

Mid-Level:

- Independent handyman skills, e.g. could independently work for hire; able to handle most maintenance or repairs that take a day or less or are one-person jobs, e.g. rewiring electrical systems, installing a shower or toilet, fixing/managing the lake outlet level, cutting up downed trees...

Master Level:

- Contractor level skills covering a wide range of repair and maintenance, e.g. the skills necessary to build a house and the systems both within and outside it. Outside this could include landscaping, water systems, security, etc. The expectation is not that the facility manager would do all of this work by him or herself all the time, but that they have significant knowledge in these areas and the judgment to decide when they can do it themselves and when bringing in outside help is a better alternative.

Assistant Secretary Skill Expectations

The assistant secretary is responsible for administrative, non-financial tasks, keeping the Lake Jane board organized and well-documented.

Basic Level:

- Comfortable with basic computer apps like word and PDF
- Consistently available for monthly meetings
- Good at meeting deadlines and being organized
- Good note-taking skills
- Good people management skills for board and HOA members
- Oversees website content (ensures webmasters gets info)

Mid-Level:

- Excellent skills with computer apps like word and PDF, able to create mailing labels, use newsletter templates, etc.

- Can troubleshoot user-level equipment challenges (computer/printer problems)
- Can input website content
- Manages informative communications to HOA members

Master Level:

- In addition to the aforementioned skills, manage website content
- Excellent writing skills to communicate to HOA members

Assistant Treasurer Skill Expectations

The assistant treasurer is responsible for payroll, audits, sending out dues notifications and collecting dues, handling past due accounts, depositing monies to the bank, reserve studies, providing financial statements and financial records to the board.

Basic Level:

- Familiarity with Quick books or other financial accounting packages
- Familiarity with budgeting
- Comfortable with Excel
- Organized and good at documenting
- Has worked in customer service /customer facing jobs

Mid-Level:

- Familiarity with taxes, accounting principles, and/or audits
- Strong Quick books or other accounting package skills
- Strong excel skills
- Analytical financial skills to guide board
- Excellent systems for documentation and auditing
- Comfortable working with HOA members on dues payment issues

Master Level:

- Provides recommendations to board for how to better manage finances or plan ahead
- Professional skill level on accounting software, and/or accounting certification
- Proactive management of dues payment issues

Regular meeting adjourned at 8:10 pm, by President Anne-Marie Davidson.

Respectfully submitted by Melissa Gubbe.

Approved 1/16/20