



## 1/20/2022 Meeting Minutes

Trustees Present: Fred Wells, Laurie Albrecht (Treasurer), ~~Gloria Brain~~ (Secretary), Jeff Gubbe, Shawnta Mulligan, Debbie Epperson, ~~Michelle Chalcraft~~, Ruth Rabdau and Anna Loudenback

Others Present: Anne-Marie Davidson (President), Jay Sutton (Facility Manager) and Melissa Gubbe (Assistant Treasurer and Executive Secretary)

Guests Present: Nichole Fisher

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

This board meeting was done on Zoom.

### Good of the Order:

Anne-Marie Davidson: I am coming to the end of my 5- year presidency of Lake Jane. I intend to leave the board this spring. I hope we can find a President or Vice-President soon. **INFO**

Nichole Fisher: Expressed that she would like to become our Vice-President. Motion to approve Nichole Fisher for the Vice-President position. **MSC** to approve.

### Old Business:

Elwin's tree removal: Knotty tree personnel in hospital. Will look for another company if they can't take tree down soon. **DONE**

Checking with Scott Elwin: security options for pool: Jay has not found an affordable solution yet. Most systems need internet connection, which we don't have at the pool. Jay will research this more for next month. **ONGOING**

Bark chips in Dog-park. **DONE**

### New Business:

Facilities Manager: Report for November through December 2021:

I appreciate all the patience and support from the board and homeowners of the association and please feel free to reach out at any time.

**Upper Park:** The upper park has been looking good for the most part with the bad weather. I laid down some bark and it looks like we need another round to last the winter months. In these months the dog park is the most used and I want to make sure as I move forward that everyone knows I have noticed and will ensure that it will be my focus in the future this time of year.

**Pool:** During the winter months I have noticed the level of the pool rises with the weather and have been on top of keeping the pool level at the right height to allow the skimmers to work correctly. So far so good, the pool has remained pretty clean in preparation for summer. We have been looking at the security system to update it. I will range from \$300-600 and will be looking at systems to present to the board.

**Lower Park:** The lower park has been good. Hopefully everyone has enjoyed the new paving that has been done. I am watching the rungs of the bridge to identify the ones that are going bad and will keep replacing them as seen fit. I am working on keeping the facility clean and reworking the drainage as it becomes an issue.

**Lake:** The lake has been staying full in the winter months and I am continuously draining it as it will allow. Thank you for being patient with the more than normal snow melt and drainage. I had the drain wide open for 52 hours before we saw any significant change. I will continue to work the process and understand how best to support the community in the future.

**Otter update:** Jay has reached out to Stu, has had no response. Motion made that if no response by 1/25 from Stu, Jay may contact the other company, Josh Lewis for removal of the otter. **MSC** to approve.

Secretary:

- Meeting minutes from September 2021. **MSC** to approve.
- Meeting minutes from Nov. 4th and Dec. 30<sup>th</sup>, 2021 Emergency Meetings. **MSC** to approve
- The following structures were approved by the Architectural Committee:  
Gandert (dock), Rosenstein (shed), Lawton (deck) and Briggs (dock). **INFO**
- Add to BPM:
- **4.5 YEARLY BONUSES:**
  - 4.5.1 POOL: Lifeguards:** are to receive a \$50.00 year-end bonus if they complete a full season.
  - **4.5.2. Hut and Park workers:** are to receive a \$25.00 year-end bonus if they complete a full season.
  - **4.5.2.1** No employee will receive a year-end bonus if they are fired or quit.
  - 4.5.3 Assistant Treasurer, Executive Secretary and Facility Manager** are to receive 2% of their total fiscal wages from July 1<sup>st</sup> to June 30<sup>th</sup>, from the previous fiscal year. (Was approved 3/14/2018). **MSC** to approve.

Treasurer:

- Financial Reports for: Sept., Oct., Nov. and December 2021. **MSC** to approve.
- Current Reserve Study Report: Reviewed and accepted. **MSC** to approve.
- New Reserve Company Contract: Reviewed bids from Reserve Study Group (current contract), Bach and Association Reserves. Motion to stay with Reserve Study Group. **MSC** to approve.
- Website Domain renewal is due \$15.00/year, \$150.00 for 10-years. Motion to approve a 10-year renewal. **MSC** to approve.
- Investing Reserve Fund money: making more interest. Anna will do more research on this and bring to next month's meeting. **ONGOING**
- Fee for void/reissue of payroll checks: A \$25.00 void/reissue fee will be charged for all lost paychecks. Melissa will add to the BPM and employee employment information. **MSC** to approve.
- Audit Report: Reviewed and accepted. **MSC** to approve.

President:

- Airbnb issue: 6515 195<sup>th</sup>: No action taken. **INFO**
- Update of vandalism court cases: Discussed options. Motion made to approve a continuance for all 3 individuals. **MSC** to approve.
- Facility Manager, Exec. Sect. & Assist. Treasurer performance appraisals completed. **INFO**

Vice President: No report.

Pool: Pumps are working well. **INFO**

Park: No report.

Lake: Water is finally receding and we had to rescue a lost dock for a member. **INFO**

Regular meeting adjourned at 8:33 pm, by President Anne-Marie Davidson.

Executive session convened at 8:34 pm, by President Anne-Marie Davidson.

Executive Session Agenda: Discuss FM salary and Salary increases.

Executive session adjourned at 8:45 pm, by President Anne-Marie Davidson.

Regular meeting reconvened at 8:46 pm, by President Anne-Marie Davidson.

Motions:

- FM review of salary. Motion to give the Facility Manager a \$1.00/hr. raise starting January 1, 2022. **MSC** to approve.
- Salary increases: Cap costs of salary increases at 3%. Melissa will update the BPM. **MSC** to approve.
- Next month's meeting agenda: Discuss Emergency Rate for employees. **ONGOING**

Regular meeting adjourned at 8:55 pm, by President Anne-Marie Davidson.

Respectfully submitted by Melissa Gubbe