



2/17/2022 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), ~~Nichole Fischer~~ (Vice-President), Jay Sutton (Facility Manager) and Melissa Gubbe (Assistant Treasurer and Executive Secretary)

Guests Present:

Call to Order: President Anne-Marie Davidson called the meeting to order at 6:59pm.

This board meeting was done on Zoom.

Good of the Order:

Old Business:

Checking with Scott Elwin: security options for pool: Talked to Scott, will have a report next month. **ONGOING**

Otter update: Traps have been set and no activity yet. **INFO**

Investing Reserve monies: Anna will have a report for the March meeting. **ONGOING**

Emergency Rate for employees: Anna, Michelle & Ruth will have a report for the March meeting. **ONGOING**

New Business:

Facilities Manager: Report for January 2022:

Upper Park: The upper park has been looking good. I raked the gravel parking lot to smooth out the skid marks that were left from the snow we had. I will be placing new garbage containers for the rear entrance, dog park and the ball field.

Pool: I have been maintaining the water level to ensure everything continues to work properly.

Lower Park: The lower park has been good. I will be placing new garbage containers at the porta potty and by the beach.

Lake: The lake has been staying full in the winter months and I will continue to monitor and keep the drain clean. Otter traps have been set but there haven't been any recent sightings. Traps are maintained and we will continue to monitor. Please let me know if there is a sighting to facilitate trap installment.

Secretary:

- Meeting minutes from January 2022. **MSC** to approve.
- Newsletter articles are due to Melissa by March 12. **INFO**
- Pool meeting date? (March 3rd or 10th) **INFO**
- The Architectural Committee approved the Teters' garage application. **INFO**
- Added responsibility for President: Salaries for the Assistant Treasurer, Assistant Secretary, and Facility Manager will be reviewed by the President every February. To be reviewed and approved by the board. Instructions to follow are in the BPM, under 4.1.1. **MSC** to approve.

Treasurer:

- Financial Report for: January 2022. **MSC** to approve.
- Long and short- term improvements: Moved to budget meeting. Melissa has a list. **ONGOING**
- Budgets due at March meeting. **INFO**
- Date of budget meeting is March 3rd. (AMD, NF, MG, FW, AL & LA at AMD's, 7pm.) **INFO**
- Yearly 1120-H tax return submitted to the IRS, owed \$8.00 for 2021. **INFO**
- W-2's and 1099's mailed out. **INFO**
- Reserve Account ledger. (Shawnta) Moved to March's meeting. **ONGOING**
- Revised Late Fee Collection Policy:

5.8 Late Fee and 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 and current RCW's. Current policy is as stated below effective February 17th, 2022:

5.8.1 Late fee is \$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 Member's properties at one year past due.

5.8.4 Members will be sent a Notification of Delinquency at 2 years past due. This is the first step in the Foreclosure process:

5.8.5 Foreclosure Process:

Member will be sent a Notification of Delinquency (per RCW 64.38.100). If Member responds and account is paid off, no more action is taken. If Member does not respond to notification, account is turned over to association's Attorney and Foreclosure proceedings are continued. Melissa will update BPM. **MSC** to approve.

- Revised **4.1.1 Staff Compensation:**

Salaries for the Assistant Treasurer, Assistant Secretary, and Facility Manager will be reviewed by the President every February. If the only adjustment is cost of living, this is automatically applied beginning on July 1. If there is an adjustment beyond the cost of living (e.g. the salary needs to be adjusted within the range), it will be brought to the board at the next board meeting for approval. The cost of living adjustment is found by going to <https://erfc.wa.gov/publications> to the Monthly Updates for the January Economic and Revenue update. On Page 8 under "other indicators" is the Seattle CPI; the last number in the row, below the CPI, gives the percentage costs increased at the end of the prior year. **MSC** to approve

President:

Anne-Marie has been working on a more efficient format for the budget and financial reports. We will go over it at the budget meeting on March 3rd. **INFO**

Vice President:

Absent.

Pool:

No report.

Park:

No report.

Lake:

- Lake level is returning to normal. **INFO**
- We will have 2 fish plants this spring. **INFO**

Regular meeting adjourned at 7:52 pm, by President Anne-Marie Davidson. Respectfully submitted by Melissa Gubbe