



Spring Newsletter 2024

WWW.LAKEJANE.ORG

PRESIDENT'S REPORT

Hello Lake Jane neighbors,



Anne-Marie Davidson
President@lakejane.org

When I was younger, I thought of leadership as being the person in charge. But as your president, I've learned that it's other people who are often in charge. For the last 23 years, we have had the good fortune to have Melissa Gubbe as our assistant treasurer and later also as our assistant secretary. Melissa has always looked ahead for Lake Jane, keeping its best interests in mind. She has been diligent about bringing our finances into shape and guiding the board toward consistency and fairness. She has brought an incredibly high level of professionalism into the running of Lake Jane.

After all these years, Melissa has made the decision to move on as of the end of this fiscal year, June 30. I hope you will join me in thanking her for her tireless efforts and dedication to Lake Jane.

I also will not be continuing on as president. This means there will be a near-wholesale change in leadership of the Lake Jane board.

My fellow Lake Janeians, we need you to step up.

In volunteer organizations, times when the leadership changes over can lead to a lack of functioning, chaos, and then a rebuilding period where policies have to be redeveloped and re-established. While Melissa and I will both be around for the transition to avoid such problems, we need you to join up.

Of these three positions, two of them – the assistant secretary and assistant treasurer – are paid positions. You will find descriptions of the responsibilities in this newsletter. These positions are both about 5 hours per week, although it tends to be a bit more in the summer when there's more activity at our facilities, and less in the winter. The salary range is \$17.46 - \$25.61 for the secretary per hour and the treasurer is \$18.63 - \$37.25 per hour, depending on experience and tenure.

The President is a volunteer position and has to be a resident in good standing in Lake Jane. The President does not vote except in the case of a tie, which has happened twice in the last 15 years. However, the President is responsible for understanding what's going on in Lake Jane, bringing issues to the board, running the meetings, and ensuring that Lake Jane's rules & regulations are applied consistently and fairly. It is very much a leadership position.

Ideally, we would like to see applicants who have either professional or volunteer experience in these skills, particularly in working with or managing a wide variety of people.

One of our board members recently said that Lake Jane reminds them of a campground: as you drive home, the roads get quieter, you begin to relax, and you come into the wooded area and get to your "site." There's a lake and a playground and space for the kids to run around. What a wonderful way to describe the idyllic place we call home.

Maintaining the character of Lake Jane and its facilities is the work of the board. If you take pleasure in living here, this is your opportunity to see that this continues for everyone. Please step up to help steward and care for Lake Jane. **Position requirements on next page.**

Cheers,

Anne-Marie Davidson

This is a general overview of the responsibilities for both positions

Assistant Secretary Skill Expectations

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

Skills

Proficient user of computer apps like word and PDF, able to create mailing labels, newsletters, etc.

Available for monthly meetings

Good at meeting deadlines and being organized.

Good note-taking skills.

Good people management skills for communicating with board and HOA members.

Write and send communications (emails) to HOA

Bonus:

Ability to upload information into website

Assistant Treasurer Skill Expectations

Skills:

Familiarity with QuickBooks or other financial accounting packages

Familiarity with budgeting

Excel skills

Well organized and good at documenting

Has worked in customer service /customer facing jobs

Comfortable working with HOA members on dues payment issues

Bonus:

Familiarity with taxes, accounting principles, and/or audits

Analytical financial skills to guide board.

Provides recommendations to board to better manage finances

Accounting skills / certification

If you are interested in either of these above mention positions, please fill out the job application on the other side and send it along with your resume to: Lake Jane Estates, P.O. Box 7453, Bonney Lake, WA 98391 OR email to: lakejane@comcast.net.

Thank you!

Lake Jane Estates Job Application

PO Box 7453 Bonney Lake, WA 98391 Phone: 253-863-1250 Email: LakeJane@comcast.net



Name _____ Date of application _____

Address _____ City _____ State _____

Zip _____ Telephone _____ Email address _____

1. GENERAL INFORMATION:

Position applying for: Assistant Treasurer _____ or Executive Secretary _____

2. EDUCATION & TRAINING:

Circle last grade completed - Grade 6 7 8 9 10 11 12 College 1 2 3 4

Year graduated? _____ GPA: _____

List any scholarships, academic honors, awards or special achievements:

3. SKILLS

Please list any skills you have that are appropriate for the position you are applying for:

4. EMPLOYMENT HISTORY

If currently employed, may we contact your employer? Yes 0 No 0

PRESENT OR MOST RECENT EMPLOYER (Attach List of Any Additional Employers)

FULL NAME OF COMPANY (AREA CODE) TELEPHONE STREET ADDRESS CITY STATE ZIP	SALARY BEGI N/EN D	EM PL OY ED MO/Y R- MO/Y R
NAME & TITLE OF SUPERVISOR TITLE OF YOUR POSITION LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY: _____ _____	REASON FOR LEAVING:	

5. REFERENCES

Please list 3 professional or personal character references:

- Name: _____ Phone: _____
Relationship: _____
- Name: _____ Phone: _____
Relationship: _____
- Name: _____ Phone: _____
Relationship: _____

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature _____ Date _____

POOL REPORT

As we approach summer, we are getting ready to staff the pool and get ready for another fun season.

Some of the pool information includes updates:

1. Group Swimming lessons will only be available for Lake Jane Estates members (lessons will be \$35 per session)
2. Private lessons will be available only for Lake Jane Members. (Private lessons will be \$25 for a 30-minute session)
3. The pool will continue to be available for members to reserve it for private parties for \$50.00 an hour (before and after open swim hours).
4. All Lifeguards and swim instructors must be 16 years of age and have their Lifeguard Certificate. There will be a skills assessment as part of the interview process.
5. Want to get involved at the pool? We are looking for a pool committee member to join our group and help with the pool planning, hiring and stocking the Hut. Please reach out to us at pool@lakejane.org if you are interested in being on the pool committee.
6. Our long-time Swimming Lesson Coordinator, Cara, has decided to pursue other interests this year and will not be joining us. We are looking for a Swimming Lessons Coordinator.
7. Job descriptions and the application are now posted on our website at :www.lakejane.org.
Get ready for more Teen Swim Nights, Adult only Swim hour, renting the pool for private parties and lots of fun at the pool!

PARK REPORT

Jay has been busy at the park in the last few months!

The moles are back, Jay is monitoring and is keeping up on that.

Jay has put more bark in the dog park which is helping keep the mud down.

The baseball field was resurfaced and is looking good!

There wasn't a lot of damage from the wind storms this year, so not a lot of debris.

Park Hours:

UPPER PARK: Summer **hours for** March through September are from 7:00 am to 10:00 pm and Winter hours for October through February are from 7:00 am to 6:00 pm.

LOWER PARK: Summer hours for March through September are from 7:00 am to dusk and Winter hours for October through February are from 7:00 am to 6:00 pm.

Except after-hours use of either park will be permitted to members in good standing by a decision of the Board of Trustees. Forty-eight hours' notice must be given to the Board for such special use.

LAKE REPORT

The lake is in good shape after the fall and winter rains helped fill it back to normal level after the large drop during last summer.

During the cold snap in January, it was observed that some people (including unsupervised children) were walking on the lake when it froze over and some were observed throwing objects on the ice to try to break through. Someone actually tried to drive onto the ice. We do not want to see people on the lake when it is iced over.

Someone removed the debris cage from the lake outlet and it had to be replaced. The debris cage is there to keep debris from plugging the pipe crossing the road. The cage is constantly monitored and debris is removed as needed. If you see debris blocking the cage, contact the lake committee and we will make sure it is removed.

The fishing derby and BBQ will be held early this year on June 1st. We are trying to beat the heat and not conflict with graduations/parties.

Registration begins at 8am, at the lower lake park and fishing will start after everyone is registered. Cost for non-members (accompanied with a member) is \$5.00 per person. For members of Lake Jane its free.

We will be having the BBQ at Noon at the lower park shelter. We will provide the hotdogs, burgers and all the fixing's. Please bring a side dish/dessert (and spoon) to share with everyone.

Prizes will be awarded during the BBQ. You must be present at the awards to receive a prize.

We have had a number of comments/questions about the condition of our lake. Since we had a mild winter and early warm spring, the algae has bloomed earlier than normal and more than normal. We are slated to have a lake treatment this year and that will get the algae under control. We are currently interviewing a new company to help us with that.

UPCOMING EVENTS IN LAKE JANE ESTATES

Pool Applications are due: April 20th, via email or U.S mail

Pool Interviews/Skills testing: May 4th (applicants will be contacted)

Fish Derby & BBQ: Saturday, June 1st, 8:00am, BBQ at Noon after Fishing Derby, Lower shelter

Pool Opening: June 22th, Noon

Member only Swim Lessons start June 24th, go to lakejane.org/ pool page for the registration form

Teen Night swims are: 6/28, 7/19, 8/9 & 8/30

LJE Annual Garage Sale: July 26th, 27th & 28th

Annual Meeting: July 28th, 2:00pm, upper park shelter

Lake Jane Estates Trustees & Board of Directors 2023-2024
www.lakejane.org 253-863-1250

OFFICERS:

President:	Anne-Marie Davidson	President@lakejane.org
Vice President	Hiedi Sutton	Vice-president@lakejane.org
Treasurer:	Laurie Albrecht	park@lakejane.org
Secretary:	Gloria Brain	park@lakejane.org
Exec. Secretary:	Melissa Gubbe	lakejane@comcast.net
Asst. Treasurer:	Melissa Gubbe	lakejane@comcast.net

TRUSTEES:

Park: Laurie Albrecht, Katie Hudson and Gloria Brain - park@lakejane.org
Lake: Jeff Gubbe, Fred Wells and Peta Shepherd - lake@lakejane.org
Pool: Debbie Epperson and Stacy White - pool@lakejane.org

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