

# LAKE ARROWHEAD COMMUNITY CLUB

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## BOARD OF DIRECTORS MEETING MINUTES

Date: Saturday 12 November 2016

The meeting was called to order at 10:26am.

Attendees: President Erick Balstad, Vice-president Roland Rasher, Jim Lindstrom, Mike Barrette, Ron Harty, Mary Marsh, Secretary Dick Lamphere, Tane Evans, Volunteer Treasurer Jeannie Briney, and notetaker Jan Lamphere.

Absent: Bob Jewett

As this meeting was called to determine how the Board will function, these minutes are not in any particular order. Action Items are in **green**.

Erick wants open communication with the Board. All business will be conducted as a group at the Community Center.

Jim stated that Committee Reports to the Board to get approval.

The By-laws are on the website. We need to know who has a copy of the By-laws so pages can be changed or to let members know to check the website. Erick said that the By-laws are helpful to determine how to handle problems.

Discussion held regarding Fritz property: **A letter is in the works regarding the cleanup of the property.** Perhaps a template that can be applied to any property with problems.

Jeannie will do the Community Newsletter. She asked the Board to provide input. It was suggested to put in the general meeting agenda. Roland asked that the newsletter be sent to all Board members for ideas and approval before publishing.

Dick suggested the Board have a Sergeant-at-Arms. He volunteered for the position. He also suggested Erick have a gavel.

Roland asked if the president can vote on motions. He only votes in a tie breaking situation.

Calendar of Board meetings discussed.

Bank Account: Jeannie has the signer cards. **Roland needs to get his signed form back to her.** She burns all personal information. Jeannie signs all checks. Suggested signers: Dick as secretary, Roland as vice-president, Erick as president, and Jeannie as treasurer.

Jim suggested only the last part of the general meetings be open for member comments. New business is to be brought up only by the board. Member new business to be discussed at the next general meeting as part of the agenda. Motions have to be made by the board, not the general membership.

Erick handed out binders to board members for paperwork.

Roland made the motion and Jim seconded to approve the minutes as amended from 8 October 2016. Motion passed.

Jim brought up that the board needs to disclose to the membership when volunteers are paid. Ron stated that a volunteer is liable if something happens while weed-eating, etc. Mike is paid only for expenses in the use of his tractor. Jeannie notes in the check registry why a check has been written. A Release of Liability Form/Hold Harmless letter for volunteers to sign discussed. Erick said to write down all concerns and he will take them to the insurance agency. You are covered if the Board says you can do the volunteer work. A Release of Liability is not required in this circumstance. Ron asked if he and his wife may maintain the incoming signs and community center signs. He wants to replace the posts. Replacing the posts is on Ralph's list. **Jeannie will call the insurance agent to be sure if anything happens it is covered by the club insurance.**

Jim asked about the new lawn mower. Frank told Ralph to purchase one. Not a Board action.

Board members should not complain to community members. Mary mentioned that this was discussed at a meeting. Board members may not take anything from community property.

Erick asked for approval to send out thank you notes to past board members and Jay and Ricky for the Fourth of July games and picnic. Roland made the motion and Ron seconded it for sending the notes. Approved, with Jim abstaining.

Treasurer's Report: Jeannie asked for approval to move \$12,000 to the money market account. The motion will be revisited to possibly use the money for a tractor. It was suggested that large amounts of money not be left in checking. Bring the money market account up and put the rest into savings. Then, the motion was made to move \$10,000 to the money market account and \$2,000 into savings. Motion approved, with Ron opposed.

Ron asked if the club requires a tractor/backhoe. Tane said that one can be used all the time for cleaning culverts, repairing roads, etc.

Lake Maintenance and Fish Plant: The Department of Ecology should decide by the end of 2016 to approve proposed treatment for the Blunt-leafed pads weed . Right now the lily pads restrict where boats can go to fish. Jim will tell Doug to follow through with weed removal plans.

Our permit states that we are in Lincoln County. Fish plant in February on hold due to otters. Otter trapper charges \$50 a head. Ron asked about catfish.

### **Committees**

**Budget and Finance:** The Board, Jeannie, and Heidi

- A budget based on 2015 and 2016 figures in process. Present at February meeting.
- Jeannie has list of folks to perform an audit.
- Petty Cash debit card with \$400 limit right now in Heidi's name. Suggested to change to LACC with Ralph and Heidi on account. Receipts and statements available. Write on receipts item use (Dock, office supplies, etc.). **Jeannie to set up and have in place by January.**
- Dick has Neat copier to donate for taxes and receipt storage.

**Streets/Maintenance:** Ron and Mike

**Architectural:** Board

**Recreation and Landscape:** Tane

Board to approve changes to landscape.

**Lake Environment:** Jim, Jeannie, and Tane

**Neighborhood Watch:** Mike and Ron

Meetings to be set up.

**Website:** Heidi

- Board needs to keep up the website.
- Major changes require Board approval.
- Current provider, GoDaddy, charges \$99 a year with technical support. Tane suggested checking with wifi provider about free website.

### **Septic Discussion**

- 99% of community problems are due to septic.
- All people living in the community with blue containers living here full-time are required to change to an approved Mason County septic system.
- Letter to all property owners regarding proper septic systems.
- Identify lots not in compliance.
- Enforce covenant as written; be consistent and strict.
- Determine how long owners/renters have to comply.
- Full-time means living on property longer than 14 days.
- Pump Schedule from full-timers required whether it is for a holding tank, Sani-can, or under unit tank.
- How many travel trailers are being lived in full-time?

**Renters**

- Cannot use showers, Clubhouse, boat storage, etc.
- Property owners giving out codes to renters, not abiding by LACC rules. Codes to be changed and keys to the boat launch changed.

It was suggested a letter to be sent to all property owners regarding the noise policy from generators, dogs, etc. Illegal buildings to be addressed in the same letter.

Meeting adjourned at 1:31pm.

Jan Lampere for Dick Lamphere, Secretary