



03/15/2018 Meeting Minutes

Trustees Present: Lenore Faulk, Fred Wells, Laurie Albrecht, Todd Offner, Kelly McClimans, Gloria Brain, Mady Burgstahler, ~~Jessica Olives~~ and Michael Farmer

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 7:00 pm.

Good of the Order:

Old Business:

Pool:

Tasks:

Park:

Tasks:

- Dog Park: AMD contacted our attorney and asked the questions about the property line. We should have a clear knowledge of where the property lines are before we start this project. Motion to have the property surveyed with a limit of \$3,000.00 for surveying fees. Jeff Brian will contact the surveyor. **MSC** to approve.

Lake:

Tasks:

Vice President:

Tasks:

President:

Tasks:

Secretary:

Tasks:

Treasurer:

Tasks:

- Safety Deposit Box at US Bank. **CLOSED**
- Collection Accounts: Melissa contacted our attorney and asked the questions that were raised by the board. Motion: To pick 1 house to pursue foreclosure on with a 60% approval of the board. Melissa will bring to the next board meeting a procedure process for the boards consideration. **MSC** to approve. Melissa will update the BPM. **ONGOING**

Facilities Manager:

Tasks:

New Business:

Facilities Manager:

- Report for March 2018:

The gate timers were reset for daylight saving time and for the change in park hours that begins March 1. The upper park gate now closes at 10pm. The lower park gate closes at dusk. The time of dusk changes by a couple minutes every day. Rather than set the timer every day, I will change the timer to close the lower park in increments of 30 min. For instance, today dusk is at 7:13 pm. A few days ago, I set the timer to close at 7:30. On March 26 dusk will be at 7:30. On that day I will reset the timer to close at 8:00pm.

Surface preparation has begun on the sports court resurfacing project.

The 4 maple trees were planted in the lower park.

Secretary:

- Meeting minutes from 2-15-2018. **MSC** to approve.
- Meeting Copies: No more copies will be brought to the meetings. **INFO**
 - Motion made to accept the following purposed Sick Leave wording:

4.1 Staff Compensation. The board is expected to hire, train, motivate, compensate, and terminate staff in a professional and caring fashion. Salaries will be determined by the board, should be considered fair and does not include vacation benefits. Sick Leave is included, see below.

4.1.1 Salaries for the Assistant Treasurer, Assistant Secretary and Facility Manager will be reviewed by the Board every February.

4.3 Sick Leave Guidelines.

4.3.1 Lake Jane Estates will follow the Labor and Industry standards for sick leave.

4.3.2 Sick leave will be compensated at the rate of 1 hour per 40 hours worked.

4.3.3 Rollover sick leave hours per fiscal year are capped at 40 or less. Fiscal year is July 1st to June 30th.

4.3.4 There will be no pay out of unused sick leave hours at time of separation.

4.3.5 Employees are required to be employed 90 days prior to being able to use any earned sick leave.

4.3.6 If an employee is re-hired within 12 months from separation, all previous unused earned sick leave will be reinstated.

4.3.7 When the Assist. Secretary and Assist. Treasurer are the same person: the sick leave rate will be based on the combined hours reported on taxes in one year and divided by 40. Rate of hourly

compensation will be calculated by hours worked in a fiscal year divided by her/his yearly salary.

When the Assist. Secretary and Assist. Treasurer are not the same person: the calculation will be hours reported on taxes in one year divided by 40. Rate of hourly compensation will be calculated by hours worked in a fiscal year divided by her/his yearly salary. **MSC** to approve. Melissa will update the BPM and send out an updated copy and post on our website. **CLOSED**

Treasurer:

- Financial Report for February 2018. **MSC** to approve.
- Fishing Derby Prizes: Todd will purchase the prizes this year. **INFO**
- Budgets for the 2019-2020 Fiscal year are due. **INFO**

Vice President:

- Absent

President:

- Richard Rolle has requested to have the light fee removed from his responsibility. Motion: To remove the light fee from Mr. Rolle, the Millers and the Schwartznaus responsibility. Jeff will contact Puget Power and see if they want to take over the light. Melissa will file the appropriate forms to release the contract and send all involved member a letter to inform them of the board's ruling. **MSC** to approve.
- Sleep Over in the Park: Moved to April's meeting. **ONGOING**

Pool:

- Benches purchased for the bathrooms. **INFO**

Park:

- Lower park plans moved to April's meeting. **ONGOING**

Lake:

- No report.

Meeting was adjourned by President Anne-Marie Davidson at 8:25 pm.

Respectfully submitted by Melissa Gubbe.