



## 8/18/2022 Meeting Minutes

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

Others Present: ~~Tony Glane~~ (President), Jay Sutton (Facility Manager) and Melissa Gubbe (Assistant Treasurer and Executive Secretary)

Guests Present: Jarna Rainey & Michelle Chalcraft

Call to Order: Executive Secretary Melissa Gubbe called the meeting to order at 7:04pm.

This board meeting was held at the Upper Park of Lake Jane Estates.

Good of the Order: Marv Smith would like to us to email the association about the airport being considered in Buckley. **No motion/CLOSED**

### Old Business:

- Discussed gate closing times. **No motion/CLOSED**
- Pool Lights: Options/Costs: Pool will take it out of R&M. **CLOSED**
- RCW review by Attorney: Still working on them. **ONGOING**
- Tree Trimming Bids: Submitted 2 bids. Motion to accept bid from Sky High Tree Removal, Inc. Payment to be taken out of Reserve Fund (trees, benches & signs). **MSC** to approve.

### New Business: Facilities Manager: Report for August 2022:

**Upper Park:** The upper park has been looking good. At some point the dog park will need an application of bark to prepare for fall and winter. It costs \$40 a yard and we will need two yards. There was also a request for covered seating in the dog park and if the board decides that is a need, I will get pricing. We have four trees that need to be cut down, sledding hill area trees need to be trimmed and dead debris in the trees needs to be addressed to limit hazards during the Fall and Winter. I have received 2 quotes and waiting on the other to be submitted. I think Sky High was the most knowledgeable and clear on what needed to be done. They are the only ones that walked me through everything that needed to be done and what can wait to be done later. Their quote is the best and is reasonable.

**Pool:** We installed two lights on the pool shelter to light the pool at night towards the deep end. It will cost \$600 to install three additional lights. We had a Weir Gate broken on one of the skimmers, it keeps the debris in the skimmer. Aqua Care is in the process of finding the part.

**Lower Park:** The lower park has been good. The gravel that was added is holding up ok.

**Lake:** The lake is doing good. The lake level is better than usual, and it is clear. We are looking into an invasive plant that has been identified, so more to follow. New restrictions for Bass have been posted so spread the word catch, and release only.

Secretary:

- Meeting minutes from July 2022. **MSC** to approve.
- Annual Meeting notes from July 2022. **MSC** to approve.
- Yard Sale update: Melissa will send reminder email. **INFO**
- Architectural Committee has approved the Gravely deck and the Rudd-Jones's garage. **INFO**
- Donation guidelines will read as follows:
  - 1) Ask to get issue put on the agenda for the next board meeting.
  - 2) At meeting – what item is donated, why (what reason) and for what committee?
  - 3) Cannot be done because HOA has voted not to do or buy an item.
  - 4) Approve or decline offer. Post in minutes.
  - 5) Can have an emergency board meeting is so needed to approve item/donation.  
**MSC** to approve. Melissa will add to the BPB.
- BPM rule: Three missed meetings/removed from the board:

Attendance Policy: Any Board member missing three or more meetings without prior notification during a 12-month period may be removed from the board, with a vote of the board. The board may decide to waive this rule on a per-situation basis. **MSC** to approved. Melissa will update the BPM.
- Jeff Gubbe: Ability to make deposits **ONLY** at US Bank. **MSC** to approve.
- Newsletter articles are due to Melissa by 8/29/22. **INFO**

Treasurer:

- Financial Report for: July 2022. **MSC** to approve.
- Budget issues: discussed, see next item.
- Reserve Fund. Extra budget last year was \$20,793.00 – \$8,000.00 (to pool) = \$12,793.00. Motion to place all extra budget into savings currently. **MSC** to approve.

President:

- Absent.

Vice President: Position Vacant.

Pool:

- Employee issue: policy for theft/termination: Discussed. **No motion/CLOSED**
- Swimming lessons are finished for the year. **INFO**
- Family/Board end of year pool party on 9/1/22. **INFO**

Park:

- Review Park Contract. Moved to October meeting. **ONGOING**
- Benches at BB Court needs to be refurbished. **INFO**

Lake:

- Doing a lake inspection on August 21st for evasive weeds. **INFO**

Meeting adjourned by Executive Secretary Melissa Gubbe at 8:15pm.

Respectfully submitted by Melissa Gubbe.