

## **BOARD MEETING MINUTES 03/03/2022**

Attending Board Members & Trustees: President Al Miotke, Secretary Samantha Hughes, Treasurer Michael Frederick-Martinez, Trustees Larry Littell, Amy Kasprzyk, Carla Gianini, and Tony Scoccolo.

Meeting called to order @ 7:01pm by President Al.

Al asked everyone to review the minutes from 02/03/22. After review, Michael moved to approve the minutes and Larry seconded the motion. The minutes were approved unanimously.

Michael lead a review of the monthly financials from February. The ending fund balance was \$19, 727.06. Our bookkeeper continues to monitor our funds with the pending payment for dock project. Tony moved to approve the financial report and Carla seconded the motion. The financials were approved unanimously.

### **FOLLOW UP BUSINESS**

1. Dock Project Update
  - a. Randy Popp from Marine Floats stated the project is tentatively scheduled for April-May timeframe depending on when down payment is paid in full. Company is continuing to work with our bookkeeper to ensure we are not short on funds.
2. Security
  - a. Tony/Al/Larry met with Washington Patrol Division (WPD) in February for a walk through of park property. Tony stated the company requested that we solidify our Trespass Agreement with Bonney Lake PD. Al confirmed he is continuing to work on it and will follow up again. The company stated they will act as a proxy of the board and will enforce rules, help deter theft and vandalism. Quote received was for \$39.50/hour. Per community request, Tony will obtain one more quote for board to vote on at April's board meeting, so contract can be signed by May.
3. Insurance Vendor
  - a. Amy is working with broker to find the best deal for insurance for the park property. She has been gathering information requested and as broker sends questions (based on insurance company request) Amy will confirm with other board members. No quotes received as of yet, but work is still being completed.
  - b. Discussion around liability and what documents/signage is needed for the park property. Rules have release of liability regarding swimming, but board would like to move forward with adding release of liability statement to overall park rules regarding all park property (fenced park area, swimming, tennis court and parking lots). Amy will follow up with vendor for insurance purposes. Samantha will add statement on newsletter and will keep a note when it is time to update park signage.

4. Landlord/Tenant Agreement
  - a. Amy brought final draft of letter. Amy will add start date of new process as beginning of fiscal year May 1, 2022. Board members requested 2 more edits. First, add property owner/manager. Second, add clause about needing updated renter information and if it is not received their fob/card could be deactivated. With the recommended edits, Samantha made a motion to approve the letter and Larry seconded the motion. Letter was approved unanimously. Amy will send letter to Dawn (bookkeeper) to be sent out with annual newsletter.
5. New Property on 207<sup>th</sup>
  - a. Al confirmed that initial payment received from owners was refunded until we could determine if they were in boundary limits and our buy-in formula. Board was able to confirm that the new home is within boundary limits. Approved Maple Point buy-in formula from 02/2018 is to take annual dues since property came into existence (per Pierce County auditor site) and make current. (i.e. \$120 x property years=amount). Using this formula, the property was plotted in 2015 which means the buy-in would be  $\$120 \times 7 = \$840 + \$200$  for next year = \$1040. Amy made a motion to approve the buy-in and Larry seconded the motion. Buy-in was approved unanimously. Al advised that he will contact owner/realtor and Dawn about decision.
6. Annual Newsletter
  - a. Samantha brought copy of previous year's newsletter for review. Edit to board members names. Amy will create a second document to accompany the letter that talks about no opt-out and liens on non-payers. Amy will reference Article 2: Sec 4&5 for the document. Samantha and Amy will send newsletter and additional document to Dawn for distribution.
7. Bylaws/Articles of Incorporation
  - a. Amy led discussion with the board about her lengthy research around our which versions of bylaws and articles of incorporation are accurate. The only valid articles of incorporation that are filed with the WA Secretary of State were completed in 1962 (origin) and shows our official name as "Inlet Island Maintenance Co.". Moving forward we need to make sure all documents show this name. The only valid bylaws are from 1992. There was a newer version filed with the Pierce County Auditor, but the name is incorrect, so it makes them invalid. On a side note, the bylaws do not need to be filed with the auditor's office. Al mentioned that Steve Levy has a lawyer friend who has offered to review and amend bylaws at no charge. Amy will follow up with her office for recommended next steps and will follow up at next month's meeting with updates.
8. IIMC Boundaries re: Maple Point
  - a. Al and Amy led a discussion around finding an updated copy of IIMC's boundary limits. Amy was able to locate and share plot maps for IIMC and Bohemian estates. Since there has been new properties being built, Al would like to get an updated map by a surveyor for our records and to post on our website. Al has contacted one survey company (Gallian & Assoc-Enumclaw) but no official quote

received. He will continue researching other surveyors and bring updates to April's meeting.

9. Howick Property – Past Dues Recovery

- a. Amy has utilized her professional/personal resources to complete research around responsibility for payment regarding the past dues owed for the Howick Property. Amy will put all information discovered into a certified letter that will be addressed to realtor, title & escrow co., and owner). Amy will work with Dawn to get this letter sent out. Board will continue to monitor this property and the recovery of past dues. Here is a breakdown of account balance:
- b. Current Balance \$3,747.04. In April 2021, the board approved a discounted amount of \$2,826.15 after removing interest. Owner Timothy Howick passed away, so his brother Ron was in communication with Dawn to get his account paid in full.

## NEW BUSINESS

1. Consent for Maple Point buy-in

- a. Al led discussion about whether or not a consent form is needed for Maple Point buy-in owners stating they accept the IIMC by-laws, fees, rules, etc. Amy confirmed that we do not need a consent form because it is clear in our Bylaws, Article 2, Sec 4&5 and is available for reference upon request.

2. Membership Opt-out and IIMC buy-in

- a. Per our Bylaws, Article 2, Sec 4 & 5, "no member may withdraw except upon transfer of title...".
- b. Maple Point buy-in formula (approved by board 02/2018)
  - i. Take annual dues since property came into existence (by Pierce County Auditor website) and make current. (i.e. \$120 x years = amount due)
- c. IIMC buy-in (unregistered or split properties)
  - i. \$100/year since IIMC was formed in 1962.
  - ii. Current buy-in (60 years) would be \$6000.

3. Open Board Positions

- a. We currently have one open board position.
- b. Current Vice President, Kevin Putnam, might be leaving because house if for sale so we will wait for confirmation from him.
- c. Board Trustee, Larry Littell submitted resignation of his position effective 04/01/22.
- d. Al mentioned that at February's neighborhood watch meeting a park member approached him about interest in joining the board. She was unable to attend because she had a conflict this month but will be here in April.

4. Fireworks in Park

- a. Board discussed request from members at August Annual Meeting. There was a majority vote at the annual meeting to ban fireworks due to continued safety concerns, failure to follow rules and damage of park property. Current rules state that only illegal fireworks are banned from property. Tony made a motion to ban

ALL fireworks and Carla seconded the motion. The vote to ban fireworks was approved unanimously. The annual newsletter will be updated with this change in rules. Park signage will receive temporary updates until new signage can be ordered. Samantha will complete edits to signage. Post about no fireworks will be made on FB and at annual meeting.

5. Park Projects

- a. Al reminded the board that park funds will be minimal until next fiscal year (May-June 2022), so the following projects will be on hold:
  - i. Signage (Samantha)
  - ii. Electrical/lights (Samantha)
  - iii. Paint/gutters (Samantha)
  - iv. Boat gate bollards (Larry)
  - v. Parking lot gravel (Al)
  - vi. Bathroom benches (Kevin)
  - vii. NEW – clubhouse roof, moss removal (Landscaper to complete no charge)
  - viii. NEW – damaged picnic tables
  - ix. NEW – uneven concrete at boat ramp landing

Our next board meeting will be on Thursday 04/07/2022 @ 7pm at the park clubhouse.  
Meeting adjourned @ 8:43pm by President Al.  
Minutes respectfully submitted by Samantha Hughes.