

BOARD MEETING MINUTES 04/06/2023

Attending Board Members & Trustees: President Al Miotke, Secretary Samantha Hughes, Treasurer Michael Frederick-Martinez, Amy Meharry, and Carla Gianini.

Guests: Jared Meharry, Troy Sterrenburg, Shawna Anglemeyer, Jeff Lincoln, Nanci Lien, Kristina Driessen, Neil Larsen, Julio Munoz, Lidia Munoz, Falina Hickok-Staples, Anne Shields, Lindsey Jensen, Mary Miotke, Kathy Giuntoli, Joe Littlejohn, Laura Littlejohn, Matt McKee, Amy Taylor, Deena Harpham, Bruce Harpham, Katelyn Saunders-Costa, and Michael Harbert.

Meeting called to order @ 7:00pm by President Al.

Community Member Forum:

- Member asked if there is another HOA being established. Board answered no.
- Member submitted typed memorandum for board review discussing clubhouse financials, cost benefit and O&M costs.
- Member referenced typed memorandum (copy emailed to board the night before) regarding the petty cash fund for the clubhouse and how it must be recorded in budget.
 - o Board confirmed that this has already been corrected after budget meeting and all funds are now listed on financials and go back until 2020.
- Multiple members asked for accurate number of IIMC properties (members) and then how many of those own multiple properties and for this to be posted on website.
- Member requested for agendas to be posted ahead of time on website.
- Multiple members asked for more transparency from the board regarding management of IIMC funds.
- Multiple members suggested turning clubhouse into covered picnic area. Question about what was said at budget ratification meeting and how a 100% vote of the membership is needed to make that change. Member asked the board to review Articles of Incorporation, Article 1, Section 1.
- Member asked why legal action was not taken on previous bookkeeper(s) since there were incomplete records.
 - o Board explained that previous bookkeepers are now deceased, and they didn't find it necessary to go after the family of the deceased.
- Member requested delay of increase to there could be better understanding of \$200/\$150 breakdown. If that can't be done, member requested to pause on purchases laid out in budget until other options are considered.
- Member asked board to be cautious about using FB since not all members use that platform and to update website as quickly as possible for future communications.
 - o Board agreed and explained that they are working to increase communication through email, but recognize that there are still members who don't use technology so they are just trying to find a balance.

Minute Review:

Samantha led a review of the February minutes. Amy moved to approve the minutes and Carla seconded the motion. The minutes were approved unanimously.

Financial Review:

Michael led a review of the monthly financials from February and March. The ending fund balance was \$24, 219.32.

- The transfer of \$10,000 into reserves and addition of petty cash funds was called out.
- Samantha shared that the line items on income for renovation and security assessment are from past account balances.
- Members requested line items to be added to call out the petty cash expenses, vandalism revenue/expenses, and illegal dumping revenue. Samantha agreed to share request with bookkeeper to see if this can be added.
- Member volunteered to audit utilities charges to discuss usage rates and see if there is a way to lower this expense. Samantha agreed to connect bookkeeper and member, so he can get all necessary information to inquire.
- Multiple members asked questions about interest and late fees and to clarify what the correct amount should be.
 - o Board referenced Bylaws, Article 7, Section 2 of 12% interest and \$10 late fee.

Samantha moved to approve the financial report and Amy seconded the motion. The financials were approved unanimously.

FOLLOW UP BUSINESS

1. Board vacancies
 - a. Al announced that there are currently 2 openings on the board and asked those in attendance for volunteers, but none were received at time of announcement.
 - b. Board mentioned that 3 community members reached out via email expressing interest in board position.
 - c. Multiple members asked what the duties of the board are and the Bylaws, Article 6 that gives some detail of duties.
 - d. Member mentioned that a board member needs to join the Lake Tapps Community Council to be an official funnel of information
2. Annual newsletter
 - a. Only addition was annual garage sale to occur the first weekend of June.
 - b. Final draft will be sent to bookkeeper to send out with invoices.
3. CPA audit
 - a. Board explained they are continuing to explore the association audit to review 2 fiscal years and complete tax filing. This type of audit is a specialized area and there are not many CPAs completing them. We have received 1 official quote of \$1800 and another one pending. Once board receives another quote an official vote will take place to move forward on the audit.
4. Dock piling replacement
 - a. Al shared a list of questions that the board plans to discuss with dock company, Marine Floats.

- b. Original contract and supporting documents are being reviewed by board member (and lawyer) Amy so an official letter can be sent to the company.
 - c. Multiple members asked why the pilings were not inspected prior to installation and board (and members in attendance) stated they followed the experts (Marine Floats) lead on what was needed.
 - d. Board explained we are pursuing replacement of all pilings.
 - e. Member volunteered to assist the board in anyway because of his history in engineering and gave business card to board members at the end of meeting.
- 5. Landscaping contract
 - a. Previous contractor resigned in early March.
 - b. Multiple quotes have been received:
 - i. Northwest Seasons Landscaping - \$984.50/month, does not include all duties from existing contract
 - ii. Kimball Landscaping & Irrigation - \$712.50/month, only for mowing, edging and weed control on property
 - iii. Promised Landscaping - \$1500/month, does not include all duties from existing contract
 - iv. Betterview Landscaping - \$1700/month, does not include all duties from existing contract
 - c. Member stated they will ask a friend about contracting the park and forward the information to board members.
 - d. No decision was made for new landscape service.
- 6. Insurance review
 - a. Board explained they are looking into updating current insurance contract to include D&O and liability. Board hopes to get 2-3 quotes to determine next steps.
- 7. Tennis court cleaning
 - a. Member contacted board (before meeting) offering to clean tennis court pro-bono since he owns his own pressure washing business. Board would like to verify if he is insured, licensed, and bonded and write up a contract.
- 8. Park security
 - a. IIMC changed companies last year but new company was not able to provide consistent coverage because of bad weather cancellations. Board is pursuing other companies but explained it is hard to find a company on a per-diem basis in the summer time.
 - b. Member mentioned that we could reach out a local VFW to see if a veteran is interested. Member will contact board with information.
- 9. On-call calendar / parking enforcement
 - a. Board rotates being on-call throughout the year to help provide coverage if issues arise at the park.
 - b. With board vacancies, the board will seek community support to enforce parking and rules.
- 10. Sign replacement
 - a. Multiple signs have gone missing that were bolted or metal zip tied to the fence. They are seeking quotes for replacements.

Meeting adjourned @ 8:58pm by President Al.

Next meeting will be on Thursday 05/04/2023 @ 7:00pm.
Minutes respectfully submitted by Samantha Hughes.