

# Collins Lake Community Club

## Monthly Board of Directors Meeting Minutes

### May 21<sup>st</sup>, 2017

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**Call to Order:** The regular monthly meeting of the Collins Lake Community Club Board of Directors was held on Sunday, May 21<sup>st</sup>, 2017, at 2:00 P.M., at the Collins Lake Fire Station, The Vice President being in the chair and the Secretary being present.

**Attendance:** Board members present were Randy Dills, Rachel Talbot, Loren Chilson, Jay Gutka, Ron MacDonald, Steve Dameron, Dale Gadley and Ben Flanig. Dave Thomas was absent. 6 visitors were present.

**Approval of Minutes:** Minutes from the April 9<sup>th</sup> Board of Directors Meeting were sent to the board and B. Flanig motioned to “accept the minutes as presented” and was seconded by R. MacDonald, motion passed unanimously.

#### **Officer Reports:**

**President:** Absent

**Vice President:** Nothing for the board.

**Treasurer:** Reviewed status of the 2017-2018 budget preparation and communication with K. Fitzhugh and HOA-CS.

**Secretary:** Review of Secretaries communication log, completion of the annual letter, further PPM updates require board input and the status of CLCC annual access passes.

**Water Operations Manager:** Identified a required CLCC Security Vulnerability Assessment, Generator installation at Well #1 site and no issues regarding overall water usage.

**Unfinished Business: None**

**Committee Reports: None**

#### **New Business:**

1. Property sales (information only)
  - a. D4-010, D3-350A & D3-350B
2. Heather Blanchard addressed the board regarding a leak on their property and the inability to repay the outstanding balance in full. During this discussion, it was specifically stated they had to maintain the account IAW with the final repayment plan or they would incur late fees and assessments.

S. Dameron Motioned to “Allow the Woodwards (Blanchards) to enter into a repayment plan and stop late fees on their NWS account” and was seconded by L. Chilson. Motion passed unanimously.

3. Discussion regarding the George estate and overdue status of the account. CLCC currently has a Lien against the property.

4. 540 NE Collins Lake Dr shifted to bank owned property. The board will not negotiate any outstanding balance.
5. R. Talbot identified the three outstanding items needed to complete the 2017-2018 budget. The estimated completion date is 5/24/17. We will be sending the annual assessments of \$50 with the Annual Meeting letter to be due NLT July 1<sup>st</sup>. We will be allocating \$4000 to the 2017-2018 budget for anticipated repairs/upgrades at the south beach based on North Beach issues.
6. Documentation of an e-vote (6 for/ 3 no reply) to delay NOIL to individuals who are new to the community and are behind one year. Letters were sent to these folks recently to notify them they were late. The delay allows them a chance to get their accounts current without the enforcement message of a Lien as we have noted some members in a similar situation were not aware of their delinquency and immediately made payments to get their accounts current.
7. S. Dameron briefed the board on the two bids he obtained for repairs at the North Beach. These were the only contractors of 6 contacted who responded to his request. The material condition of the gazebo has deteriorated to the point there are safety concerns and the parking lot drainage is undercutting our stairs. After a review of the bid the board determined dock repairs and pressure washing was well within the community's ability. This reduces the pretax bid to \$4,960 from \$6,045. These repairs will be initiated as soon as possible and S. Dameron will coordinate this project.

L. Chilson motioned to "Accept the Rock Harbor bid, dated 5/14/17, with the exception pressure washing and board replacement on the dock and walkway" and was seconded J. Gutka. Motion passed unanimously

8. L. Chilson briefed the board in detail regarding two expenditures required for the water system and provided the associated bids. The security assessment is a new requirement and the generator installation is an element of the already approved Well #1 upgrade plan.

L. Chilson motioned to "Authorize NWS to perform a Security Vulnerability Assessment Proposal per the SOW dated 4/26/17 not to exceed \$2400" and was seconded by R. MacDonald. Motion passed unanimously.

L. Chilson motioned to "Execute the installation of the generator at Well #1 per Legacy Power Systems email dated 4/10/17" and was seconded by B. Flanig. Motion passed unanimously.

9. B.Flanig reviewed the content of the June/July bi-monthly newsletter.
10. R. MacDonald was contacted by the Mason County roads department regarding the Neighborhood Watch sign at the corner of Raintree and Collins Lake DR. L. Chilson will remove the brace per their request.
11. Discussion regarding a community cleanup. We will schedule a cleanup July 8<sup>th</sup> with a community breakfast. B. Flanig will add this to the bi-monthly newsletter and in a community email.
12. Discussion regarding the accumulation of trash at the community beech areas. This has been an ongoing issue. The members need to clean up after themselves and enforcement will have to be enforced by the community at large.

13. M. Hansen addressed the board regarding the entry signage and an opportunity to generate more community involvement if we upgraded it for better visibility. Rough estimate of cost is ~\$400.

L. Chilson motioned to “Authorize M. Hansen to get an estimate for new CLCC signage to present to the board” and was seconded by R. Talbot. Motion passed unanimously.

14. L. Chilson identified Mark Billings, a member of the community, was recently killed in an automobile accident on Highway 3.

**Adjournment:** L. Chilson motioned to “Adjourn the meeting at 3:39 PM” and was seconded by D. Gadley, motion passed unanimously. The next scheduled Board of Directors meeting will be on 6/18/17.