

Blue Lake Owner's Association

Board Meeting Minutes

May 16, 2017

Attendance: Scott Wirkler, Jeff Bay, Wendy Brez-Dahl, Mike Stanberry. Also present: Joe Meade, Gina Shaw, Brendan McNamee and Bob Giacinto. Absent: Loren Wilder, Ted White, and John Eaton

Order: 6:35

Homeowner comments: none

Agenda additions: pump at 19 Buckskin Court

Minutes of 4/11/17: Jeff moved to approve as written; Scott seconded.

180 Goose Lane: Mr. McNamee asked for clarification of where his on-going CC&R violation was left last fall. Gina read all the notices sent since November. It was agreed that Gina has followed procedure. Jeff moved to allow the McNamees to keep their storage space so long as full compliance is reached and all fines are paid by May 30th. Brendan asked for a pre-inspection the week before the deadline. Mike added that written notice of these expectations be sent via certified mail. Wendy seconded the motion; vote 4:0.

2016 Audit Recommendations: The audit was reviewed. The following discussion occurred regarding the recommendations from the auditor:

- Although we have a policy for checks over \$5000 to have two board signatures, there was one instance of a check written to Aspen Tree Service for \$7616 that only had one. Gina admitted that this was her fault as we didn't have a board meeting in that month where that check would have been signed by two.
- There is a discrepancy between our current Personnel Manual and actual practices for Joe's paid time off. Gina explained how the "items" in QB work and how it appears like Joe has more accumulated time than he does. The system was sent up before her hiring. She will make the changes. The Personnel Committee will review both Joe and Gina and make changes to the manual as needed. Gina will create reports of PTO for the committee's review.
- We do not have a formal method of reporting changes for personnel salaries, etc. Jeff will email to Gina a template of a "Personnel Action Form" to be used moving forward.
- The auditor suggested we consider getting a legal evaluation for exempt employee determination. This will be discussed for approval at the June meeting.
- The auditor discovered that we never collected the \$2000 deposit from the preschool per our current lease. Gina will contact the preschool to collect.
- The auditor suggested we develop a formal form for the disposal of assets. Gina was asked to speak with our accountant regarding the fixed asset items on the Balance Sheet. It was also suggested that we may need an insurance audit to assure we are covered for current replacement values.

Mid Valley Metro letter: Gina spoke of a letter regarding backflow inspections on our 4 commercial buildings. Jeff move to approve up to \$2000 for the installation and inspection. He recommended a plumber. Scott seconded; vote 4:0.

Recent eggings: There was discussion of the number of eggings happening in the last couple of months. Several homeowners have installed cameras in hopes of catching the vandals. Gina was asked to put something in the Bugle about contacting the sheriff's office and notifying our office when they happen.

Assessor's Valuations: Gina asked for and was given permission to send email notice to everyone for whom she an address offering assistance in disputing high valuations. Scott will send Gina the information he's recently received about this.

Ranger: Gina has hired two of Joe's crew members to fill the weekend ranger position as no other interested parties came forward. Jeff suggested we continue to advertise and have Jesse and Drew on a trial period. Gina is drafting detailed instruction of the expectations during busy times at the lake.

Unapproved Pump at 19 Buckskin Court: Joe has been spoken with the contractor about the need for approval a few times. The board agreed that the pump is not to be used until proper approval is obtained. Gina is to send a certified letter and email to the homeowner.

Board member comments: There was discussion about specific homes that are suspected to be in violation of the single-family zoning.

Joe's Report:

- The pump was replaced near the highway. Repairs have been made to the pump on the west side of the lake. Work continues on other areas of irrigation.
- The "keep off grass" tape was installed to keep people and dogs off of the area to protect new grass and allow the roots to hold the bank.
- A third crew member has been hired to start in June.
- The bollards will be installed as the lake gets busier. Two new dog stations will be installed soon.

Gina's Report:

- Party reservations are filling the summer Saturdays.
- CC&R violation notices are having the intended affects in most cases. Several dog issues have come up in the last month.
- Design Control Committee has been busy with many applications. There was discussion of a fence denial at 10 Buckskin. Board will consider plantings near the West Badger RFTA stop in the future as this is an important transportation hub.
- Gina will be gone for the early part of next week.

Financial Review: The board reviewed the Balance Sheet; P&L Budget Performance; and Accounts Receivable Reports.

Adjourn: 9:00