LCC Board of Directors March Meeting Minutes **Approved**
3/17/26
Time: 6:00 p.m.

Call to Order 6:05
Meeting Rules Read by Secretary
Roll Call

- Board Members: Mike Gowrylow, Fred Yancey, Alicia Roberts Frank, Louise Becker, Susan Lindquist, Helen Kuebel, Leslie Turner
- Community Members: Alice Hart, Alicia Dixon, Barbara Brooks, Carol Gruen, Cathy Johnson, Sean Coombs, Frederick Stence, Jeff Wagnitz, Joel Rogers, Linda Panowicz, Marian Bailey, Mark Mahaffey, Robert Panowicz, Shivonne Byrne & John Smee, Wendy Harris
- Other
    - Ralph Oliver – Security
    - Chellore Knudtson – VIS

Community Comments

- In person:
    - Desire for chat/link to Elle's Google Doc
- By email:
    - somehow our ACC approvals should be connected to the home - such as on the VIS homeowner account. Then if the property is sold the new owner would know if say their fence, shed or deck etc were approved by ACC.

This is from resident Marian Bailey (2111 Lakemoor Dr). I am submitting an idea; a large project to consider.

> Please *consider extending the right side of the Main Rec storage building*. This well used storage area contains the HOA's supplies for hosting Neighborhood Events. It is amazing how much is in this small room: the shelves are stacked with boxes, the walls are covered w/ items, and the floor is full. There is very little room to maneuver & get out what is needed. Nearly all of us helping w/ HOA events attempt keep to organized it - repeatedly. More room is needed.
>
> I request the HOA to consider taking steps …
>
> 1. Explore the idea, look at the current situation.
> 2. Request help from residents who are knowledgeable about building structures to provide information, help, ideas, connections? Is an architect needed?
> 3. IF the board agrees it is a good idea, discuss how it can be worked into future budgets.
>
> Thank You, Marian Bailey

Approval of Minutes from February – moved, seconded, passed

Additions or Deletions To Agenda

- Approved and added to New Business

Board Announcements

- Treasurer
    - Budget Update/ Status
        - Things are doing fine at this time
- Secretary – Reminder committee minutes need to be sent to clerk after meetings – see new business for details

Contracted Staff Announcements/Reports

- Security – Ralph Oliver
    - Report from 2/1-2/28 – 201 miles; 3 residents on vacation; no incidents reported to him; a few speeding cars, lots of people walking on the left side of the road.
    - Please stay safe in spring and walk on the left side of the road
- Common Areas -- Mike Frank
    - Boat contract clarification – added to new business
        - 1) Watercraft without a valid contract may not be stored in the parks. The owner, if known, will receive a 2 week notice to remove the craft, after which time it will be removed and stored elsewhere. A $30 fee will be assessed to have your craft returned at that point. Craft that remain unclaimed for over a year will be sold.
        - 2) Watercraft under valid contract must be securely locked to a storage rack or post. Craft found loose will be locked up with a Lakemoor Community lock, which will not be removed until the owner notifies the parks manager that they've replaced it with one of their own. Removing (cutting) the lock on your own will result in a $30 fee and possible termination of your contract.
        - 3) Watercraft must be kept clean and in good repair. Owners of watercraft found to be dirty, growing plant life, or in poor repair will receive a notice to clean or remove said craft depending on its condition. Our asking for a boat's removal is a rare occurrence; it has only happened twice (to my knowledge) when craft were found to no longer be seaworthy.
    - Updated and repaired lights at Main Rec
    - Dead or Alive has come do safety trimming at Urban Forest & Sports Park and some circles
    - Upcoming – water back on at parks, bids put together for having courts repaired at Sports Park - may only be able to afford one side at a time
- VIS

- Compliance summary since last meeting: no citations; watching 2 dumpsters and a pile of bark

Committee Reports

- Architectural Approvals – Jeff Schock
  - 2214 Lakemoor Dr - Tree removal acknowledgement (1 tree)
  - 2317 Lakemoor Dr - Approval of shed
  - 2049 Lakemoor Dr - Home addition approval
  - 1724 Camden Pl - Tree removal acknowledgement (2 trees)
- Events – Alicia Roberts Frank
  - Events held since last meeting (last meeting held 2/17, minutes linked in February board meeting minutes)
    - Dog Day 3/14
  - Upcoming Events:
    - Fishing Derby 3/28 Weigh In at 10:30 at Main Rec
    - Spring Paddle 3/21 at West Side
    - Egg Hunt 4/4 at 10:00 at Main Rec
    - Dog Day 4/11 at 9:00 at West Side
    - Garage Sale 6/13
  - Upcoming Meeting 5/24
  - Still looking for volunteers – link to form to express interest(s): https://forms.gle/uDJAsmsbz812sDnD6
- Lake – Al Hatten – Leslie reported in his absence
  - Committee Minutes
    - Sheila McCartan started a pilot program on the northside to take ownership to take care of the stormwater drain
    - Sheila & Jennifer have created a flier for the newsletter on noxious & invasive plants and street hygiene – which they will pass out to
      - Desire to have a meeting with lakefront owners and anyone who wants to attend on the subject
    - Meeting about storm drains – want to get sleeves to put on the basins - there is a budget for it
  - Lake Committee Town Hall in May or June
  - The April meeting date has not yet been set.
- Urban Forest – Marian Bailey
  - Since the last LCC HOA Meeting:
    - Trees at the UF entrance were trimmed, organized by Mike – KL Common Areas Manager.

        - A UF Trail Clean-Up Day took place. 11 resident volunteers helped out with various projects to keep the trail clear and safe. Mulch was spread at the entrance and the Children's Forest was cleaned up. Thank you to all who participated.
- Gardens – Christina Morse (not every month) – Susan reported for Christina
    - There are no available gardens; if we build them, they'll get filled
    - There are fruit trees that can be trimmed
    - There was discussion about planting new fruit trees
- Goose Deterrent Committee – Sheila McCartan – according to Leslie, there is nothing to report
- Finance – Rick Stence
    - First meeting was held in February with Rick, Jim Rogers & Ken Mierdinks - minutes
    - Discussion between operating budget & review budget
    - Compiling information regarding soliciting advertising for newsletter – still in research phase
- Governance/bylaws – Fred Yancey
    - Covenants subcommittee – Chris Meserve
    - Bylaws subcommittee – Elle Burger – John Smee reporting
        - Report
        - Letter – read and explained
        - RFP submitted
        - Discussion of timetable and need for 60% of the community to vote, unless after 1/28, then 67%
- Code enforcement – Jeff Wagnitz
    - The Code Enforcement Committee received several comments from homeowners on its draft recommendations before the March 15 deadline. Topics included further clarification of the appeals process and the notification process and messaging. The committee will incorporate the suggestions into its report for April's board meeting.
        - Not everyone is equally happy or unhappy with language
        - Desire for clarification on appeal process – they will seek clarification from the board
    - Recognizes Care Committee concern and will adjust accordingly
- Safety & Security – Carol Gruen & Joel Rogers
    - Neighborhood Town Hall in May with Olympia Police Department – May 14 at 6:00 location TBD
    - Trail Cameras for Tot Lot – board request - for fence of neighbors
    - Last meeting held 2/21 Meeting Minutes
    - Free Speed Signs from Olympia Police Department – Joel will pick them up, 10-12 signs, anyone interested can pick them up from Joel

    - Speed monitoring - the city will place in locations we can specify – there will be 2 for a week – they don't capture data, just display speed as you go by
    - Concern with 911 knowing or not knowing the names of our parks or if police can access our parks – we need to make sure they know code (Mike Gowrylow will follow up with Mike Frank) – they need to know old names for parks too, in case people use other names – we can provide them with a map with current names
- Technology − Elle Burger - Options for Hybrid Committee Meetings, Vote on New Website Design
    - Committee Report

Old Business

- Legislation update – Fred – nothing new to report
- Public Comment at Meetings
    - Before and at the end of meetings, if time allows, not during
    - Limited to 3 minutes per person and we need to allow 15 minutes at the beginning of the meeting per law
- Committee options for involvement by members or interested parties in committee meetings (Zoom, in person, speakerphone, etc.) – addressed in new business
- RFP for management services
    - We are soliciting RFPs for management services – have gotten 2 back – we'll discuss responses in April
- Insurance requirement for contracted staff and L&I requirements (in writing)
    - We pay L&I insurance for all of our contractors
    - According to Fred, it is the law that they have liability insurance
    - Request to have it in writing – Mike Gowrylow will follow up with VIS

New Business

- HOA Attorney Review of LCC Bylaws and Covenants
    - Costly, but recommended by VIS – $2600 to restate the bylaws (and that requires a vote of the membership); to do an outline, it's $800-1700, collections policy is $495; revising an existing policy is 200-1000; the declaration gets expensive – rules & regulations require the vote of the membership; restating gets expensive - $10-20K
    - Desire to have them restate the bylaws to be in compliance as a start and the collections policy & rules & regulations
    - Needs clarification on "restate" – does it include recording with Thurston Co.?

⚖ Motion to authorize the bylaws subcommittee to seek out competitive RFP on this work; seconded – failed

⚖️ Motion for Mike to discuss with our lawyer to get answers to our questions and get recommendations and prices and a recommended timeline by our April planning meeting; seconded - passed

⚖️ Motion for meeting Thursday 4/2 at 6:00 to discuss bylaws committee work – Alicia will get the notice out

- Desire to have documents to review by 3/22

- Guidelines for Committees Re Minutes, Zoom use, etc.
  - Alicia's drafted an addition to the Committee Communication Procedures
    - Postponing to next meeting
- Website Members Access–Owners and Residents?

⚖️ Motion to allow residents to join the members only website to view newsletters and minutes, not financial information; seconded & passed

- Newsletter guidelines for requests to publish

⚖️ Motion that articles published in the newsletter get approved by the board via email; seconded; passed

- Clarification – done via drafts

- 2026 Neighborhood Matching – are we eligible? Does someone want to take this on? (Fred?)
  - What would we want the funds for?
    - Stage for Main Rec?
    - gazebo/covered picnic area for Main Rec?
    - Other
  - We need to get registered – Fred & Mike will do the paperwork
  - There needs to be collaboration with the finance committees
- Review Independent Contractor Contracts
  - All need to be reissued with new salaries and timelines
  - We should have a periodic review – every 2 years

⚖️ Motion – contractor liaisons discuss with contractors the accuracy of the current contracts before the April meeting at which we will decide whether or not to make changes – seconded & passed

- Alternate Agenda format proposal from Alicia, based on suggestion from Helen

⚖️ Move to use adjusted format, seconded – passed

- New Meeting Rules Draft proposal from Alicia – combination of previous versions with new RCW requirements added
  - Alicia will look into AI with VIS and make adjustments for proposing at the next meeting

- Notification of KL HOA members when there is going to be OCNA meeting that is open to members of HOAs that are members of the OCNA – see this link for more details
    - After registration
- Removing official status of Care Committee (with appreciation to Pat for her continued hard work and organization) due to financial and liability reasons

⚖️ Move to removal official status; seconded; passes

- Lake Committee proposal for a pilot project – for purchasing 5 sleeves to put around catch basins – it fits in the lake committee budget - but it requires volunteer maintenance. They want to see if this would be a viable option for a year.
    - Informational – agreement that this is in the purview of the committee and does not need board permission

⚖️ Motion to approve trial; seconded; passes

- Hybrid hardware options

⚖️ Motion to purchase 1 Nuroum C40 to be stored by the Clerk; seconded; passed

- ACC approval docs – to be held by committee or clerk?
    - Alicia can inquire with VIS about them keeping the forms and attaching them to the home
- Zoom account – using our own instead of VIS's and sending out a revised calendar
- Expansion of Shed

⚖️ Motion to explore options, costs and interest before the 2027 budget is built in July; seconded; passes

- Boat contract clarification from CAM

⚖️ Motion to approve:

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        - All fines will be added to the homeowner's account with the management company.
    - Seconded; passed

Executive session

- Entered at 7:36 to discuss Hire for Ken Lake Clerk Position – 3 candidates
- Decision made to hire Wendy Harris as the new HOA clerk on a 6 month trial starting April 1, 2026

⚖ Motion to contact the attorney regarding nullifying the easement covenant filed with Thurston County by a former home owner

- Seconded – passed

Adjournment

⚖ Motion to adjourn; seconded; passed at 9:34

In future meetings (if necessary)

- Long Range Parks Planning
- Long Range: Presentation from insurance agent discussing policy and coverage
- Preparation for 2028 changes in RCWs – covenants & bylaws
- ADUs
    - Per covenants: “No more than one residence shall be constructed on any lot.”
    - And: “No accessory structure shall be used as a residence.”

Upcoming Meetings (The community will be provided a minimum 14 day cancellation notice for any meeting date)

	Date	**Type**	**Location and/or Zoom link**

March	5, 12, 19, 26	By-laws sub-committee meeting	Elle Burger's House 1800 Camelot Park Zoom accommodation available by request
	17 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
April	1 6:00 pm	Urban Forest Committee Meeting	Location: Marian Bailey's home, 2111 Lakemoor Dr. SW. zoom link option: https://us06web.zoom.us/j/83651737941?pwd=Y9pLhN5xM6V8UIGSZ7VQJJeoJf11DN.1 Meeting ID: 836 5173 7941 Passcode: 654501
	2	Board Special Meeting on Bylaws	https://us06web.zoom.us/j/85331165165?pwd=zTNky3a78MPx3RcmZGvhVvXDCpOWis.1 Meeting ID: 853 3116 5165 Passcode: 230800
	2, 9, 16, 23, 30 8:00	By-laws sub-committee meeting	Elle Burger's House (contact Elle for zoom activation) https://us06web.zoom.us/j/82655135027?pwd=fNLeQGa27zb9t33X77U374DqULf1pH.1 Meeting ID: 826 5513 5027 Passcode: 825396
	7 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	18 @ 10:00	Safety & Security Committee	Westside Park if nice, Carol Gruen's House if not (2205 Lakemoor Dr. SW) Zoom option: https://us06web.zoom.us/j/89673116359?pwd=TDprAwxfqjEJdWwfgHcEFbX0qefSbZ.1 Meeting ID: 896 7311 6359 Passcode: 256768
	21 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
May	5 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	19 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
June	2 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	16 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
July	7 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	8 6:00 pm	Urban Forest Committee Meeting	TBD

			zoom link option: https://us06web.zoom.us/j/86431090969?pwd=1p7k5h61OoReOQ4MHcIIaYVgPBwqw1.1
	21 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
August	4 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	18 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
September	1 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	15 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
October	6 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	7 6:00 pm	Urban Forest Committee Meeting	TBD zoom link option: https://us06web.zoom.us/j/84772019806?pwd=HjxjTArAblbPZibQnHol0d0sUINtrg.1
	20 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
November	3 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	17 6:00 pm	Annual Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225
December	1 6:00 pm	Board Planning Session	https://us06web.zoom.us/j/81956518518?pwd=JTceKcnIudoGayvmlXP2IlLBLrfHIQ.1 Meeting ID: 819 5651 8518 - Passcode: 622700
	15 6:00 pm	Board Meeting	https://us06web.zoom.us/j/85394737736?pwd=lzKUbW2mAbPDCa3x0pkmD5TK5G2MUc.1 Meeting ID: 853 9473 7736 - Passcode: 296225