

**MT. BAKER RIM COMMUNITY CLUB MINUTES
BOARD MEETING OF February 17, 2017**

Meeting called to order at 8:00 p.m. by Phil Hobman, President, it being determined that a quorum of the Board was present.

Directors present: Phil Hobman, President; Dawn Chaplin, Director at Large; Ed Keller, Violations Director and Treasurer; Peter Berow, Property Standards Director; Mark Ablondi, Legal and Insurance; Roy Graham, Member Relations; Sally Hewitt, Interim Secretary.

Directors absent: Lida Vacek, Vice President; David Hill, Grounds and Maintenance.

1. Approval of January 20, 2017 Board Meeting Minutes

ACTION: Discussion of minutes. Ed Keller moved to approve the January 20, 2017 Board meeting minutes. Seconded by Dawn Chaplin. **Motion passed.** Minutes approved.

2. Correspondence

The Member-to-Board Report is on file with final copy of January minutes in MBR office.

ACTION: Robert Smith, 14058 Canyon Lane, wrote he has owned his property for about 9 years and is going to build on it this summer. Can he rent the new home immediately or must he wait for 1 year? Mr. Smith must wait until 1 year after county has signed off on his constructed home. Allison will write a letter. Bylaws General regulations Article XIV, Section 9, Property Rental

B. "Commercial or business activity" established as inadmissible in MBRCC (including the rental of a residential unit) Paragraph (1) if the record owner of the residential unit has been a resident at Mt Baker Rim for less than one year.

This says that the "Residence" must be owned and occupied by the member/owner for one year before a property can be rented.

Resolution 2016-09: 7. Renting out your residence before one-year ownership of your residence is complete. \$250 minimum, Further violations will receive up to the maximum allowable

3. Directors' Reports

Directors reports as submitted are on file with the October minutes. Additional comments are recorded here:

a. President

Phil Hobman reported he is hopeful that we can find a replacement for Allison before her departure for her interesting and exciting new venture. On behalf of the board he wishes her success. She has been a truly awesome asset for MBR for more than 11 years and her great attitude, attention to detail and dedication will be missed.

David Hill, Ed Keller, Allison, Angela and Phil are working on putting together an updated caretaker job description. Allison and Angela have provided us with copies of existing employment and compensation agreements which we can use as a base and Allison has volunteered to provide her recommendations for additions, changes and deletions.

b. Treasurer

Ed Keller reported 2017 Dues have been coming in on time with a 2017 Revenue of over \$285,000.00 received already at the end of Jan. 31. Our Account Balances are almost \$70,000.00 over the Jan. 31, 2016 balance.

There are some corrections to the reports that were emailed earlier today, but nothing critical and new reports will be sent when corrections are made.

All accounts at NCCU are now closed and funds have been deposited into the corresponding People's Bank Accounts.

As revenue has been brisk, the sum of \$35,000.00 has been transferred from our Peoples account to our money market account earning 1% interest. This amount is what is planned for Capital improvements in 2017 for clubhouse heating system, new siding for the entry, and new tile in the men's shower room.

Interest earned in the last quarter on our interest earning accounts and CDs was \$240.00

Ed has looked into our ability to accept payments online. The best so far has been with PayPal. Our Website invoice and our QuickBooks invoice systems are both compatible. The fee is 2.9% plus a .30 cent transaction fee per item. These payments are deposited directly into our People's business account and does not go through the merchant account. There are no currency exchange fees as all payments are in U.S. dollars. Our January merchant account fees averaged 2.5% including the currency exchange fees and we processed more than 1/3 of our annual cc transactions in January alone.

Ed recommends that we add this feature to our monthly billing that is done online currently with our QuickBooks invoice system. Angela is already billing some members this way and is comfortable with this system. We can also add the PayPal feature to our website for Member Dues for next year.

Lots of MBR members call in with credit cards for yearly dues payments. Some go to the office and pay with credit cards. Paying online would free up office staff time.

c. Legal and Insurance

Mark Ablondi said there is no report this month.

d. Grounds and Maintenance

Allison reported the front gate is fixed, the repairs done in-house, so the cost was kept down. We had a record breaking snowfall, followed by heavy rain storm resulted in the majority of staff time going towards snow removal for the time period of Feb. 2 through Feb. 10. No damage was done to any MBR-owned facilities by snow or tree fall. The Dodge truck worked overtime, had to be chained up, and briefly overheated the day after the rainfall and was parked to avoid blowing the transmission. The snowplow malfunctioned the same day – we were not able to angle or lift it so we plowed with it pinned in place and used the tractor as back up.

Trees were down and hung up in the phone lines in front of 19035 Glacier Rim Dr. They are tensioned and unsafe to cut – Frontier Communications has been contacted and will be out with a cherry picker truck to clear that clump, as well as a tree hung up near 11092 Alpine Rd. Ken cut up and moved 22 trees of various sizes blocking MBR roads or member driveways. Four homes had trees down on the roofs – the thick snow covering protected most from serious damage.

The office floor was refinished with wood laminate, and protective mats are in place under computer chairs to reduce wear. The extra material was used to also redo the clubhouse kitchen floor, which had degraded from years of leaky fridge (previous fridge – current one does not leak). Many thanks to Ed Keller who sourced the material from The RE Store in Bellingham and total cost was \$150 for both rooms.

Christy Ables started as assistant office staff and is working wonderfully. Her schedule is Friday 2-7 p.m. and Saturday 9-1 and 2-6 p.m. She is a friendly face, a quick learner and has extensive computer skills.

Recycling was not picked up due to hazardous roads in Whatcom County – an ongoing issue this year. Compactor fills more quickly than usual and the area requires more check-in and clean up since people leave recyclables on the ground around bins. Just a note, there's nothing we can do about it but it may affect estimated garbage costs.

e. Property Standards

Peter Berow said there is no report this month.

f. Violations

Ed Keller said one parking ticket was issued.

g. Member Relations

Roy Graham said he contacted 4 new members, but there was no contact information for two others. The new members at 11057 are full-time residents. Five recent sales have transpired, but we don't have the contact information on the buyers yet as the sales aren't totally finalized. Some sellers are giving their gate cards to buyers, so the new members bypass the office. Dawn Chaplin suggested we contact realtors to give them our information. Allison suggested we put our new member packet on the MBR website. The office sends new member packets to new members via regular mail.

h. Director at Large/Social Director

Dawn Chaplin said we had a table full of members at the Valentine's potluck on February 11th — fun was had by all as the entire group played Trivial Pursuit. Attendance was hampered by the Legendary Banked Slalom parties in Glacier that evening. The next event will celebrate St. Patrick's Day the day after, on March 18th. Allison suggested Dawn put her 6-month schedule of events on Nextdoor. That way, Nextdoor members will automatically be reminded prior to each event.

Ed Keller said he and Angela are having difficulties getting the money balanced on social events. The balance is down to just under \$40. Ed's understanding is MBR approved a \$500 advance for the New Year's Eve event, and Dawn's social events would become self-sufficient after that. Dawn asked if we want people to pay for potlucks?

Dawn said when she was Social Director (in years past) in charge of 12 events per year, MBR gave her funds at the beginning of the year. She charged for some events and made enough money to put on the next event. One year after she started as Social Director, the Board said they'd give her \$1,000 per year. Dawn would like to do some events for kids, but needs funds for prizes, decorations, coffee, tea, utensils, etc. She shouldn't have to make money to put on these events — it would take just \$4 out of dues for each member. Phil Hobman said the social committee should be self-funding.

Roy Graham said the Easter egg hunts in the past have been successful and we can't charge for events — we need to support social events. Dawn said families will not come down and pay for events. Bingo doesn't cost money, but family events are costly. Allison mentioned there used to be a tip jar at events, but the amount collected didn't cover expenses. Roy Graham and Sally Hewitt said we need to support Dawn and her Social Committee (Mary and Peter Berow).

Ed Keller said he objects to MBR funding the Social Committee, that they should put on bake sales, etc. to make money. Don't take \$4 out of dues, but take a vote at the AGM. At this point, nothing in the budget is planned for social events.

Phil Hobman said funds for social events should be in the budget. Roy Graham wants to get new members involved, and he and Ed Keller said we need to vote at the AGM. Phil said we need a motion to get funds from general revenue for the Easter egg hunt.

ACTION: Dawn made a motion, requesting \$200 for the Easter egg hunt, Roy seconded. Motion carried.

4. Unfinished Business

a. Regarding George Stratis, who wants to Quitclaim 2 lots to MBR if his dues would be returned: Mr. Stratis called Phil Hobman and had questions about Quitclaims. Phil asked him to call Mark Ablondi, MBR Legal and Insurance Director. Mark called Mr. Stratis in December as noted in our January 20th meeting minutes/reports and informed him of the Board's concerns. They discussed the upcoming January meeting. Mr. Stratis' main query/concern was with the potential for a pro-rata refund on dues. MBRCC has received nothing in writing on Mr. Stratis' potential Quitclaim Deed. Mr. Stratis is paid up on his dues. No action is required.

b. Phil Hobman said Christy Ables started work and early reviews are positive. Ed Keller said Angela will work Wednesdays with the office closed, Thursdays, and Fridays. Christy will work Fridays from 2 - closing and all day Saturdays. Angela will work Saturdays until Christy is trained. Christy works 12 hours per week, Angela works 24, so there's no change to budget.

c. The MBR Board will read over the 2016 AGM minutes and discuss any corrections at the March Board meeting.

d. Ed Keller brought up the Capital Five Year Reserve Plan, which he needs to present to Larson Gross for review by next month. Phil Hobman suggested: we have a lot on our list, send your spreadsheet out to all of us. Ed will send out the spreadsheet — we have deadline of next Friday, February 24, to get back to Ed. The Board will have an email discussion about prioritizing projects/funds. Ed Keller mentioned: things that have a longer lifespan can have funding delayed, so we need to concentrate on things that will not last — this needs to be ready for the Larson Gross review, and ratified at the AGM. MBR's Bylaws say we need to include any repairs that will cost over \$2,000 (this is in our Bylaws and would require a member vote at the AGM to change). So, the Board needs to decide if it wishes to include this in our next AGM agenda and mailed packet. For the next Board meeting, we need to consider increasing the \$2,000 amount, as we're expecting breakdowns, like the gate.

e. Ed Keller reported Mark Waterbury, 13026, hasn't responded to his fine letters. Allison said we've fined him two times. Mr. Waterbury told Allison he would send in his proof of insurance and licensing, but hasn't. Ed said MBR will fine him again for \$50. Every 30 days we'll send letters.

f. Dennis Crowley, 17044, has said he won't pay his fines. Ed said because Mr. Crowley has never appealed his fines, interest will start accruing.

5. New Business

a. Ed Keller said the Board should receive the most current version of printed documents one time per year. The Board binders should be updated one time per year in August. In the interim, Board members can view revised documents on the MBR website.

b. All board members will receive updated member lists via email.

c. Allison said she and her husband plan to be moved out on May 1. She has been receiving lots of requests about the caretaker position. MBR needs to come up with a job description. Mark Ablondi asked, does the new caretaker have to live in the Gate House? What monetary value do we assign to living in the home? Ed Keller said there's a great value to the caretaker living onsite in our Gate House. Allison asked if living in MBR is possible (and thus not living in the caretaker's home)? Ed replied the employee should not be an MBR member. Phil Hobman: we need to give recommendations to David Hill, who will hire the new caretaker — we can assist if he wants. Allison asked if we have time to give input to David before Monday.

Ed Keller said first and foremost are experience and qualifications, benefits start after one year (we could start benefits earlier), 40 hours holiday pay after the first year, 80 hours vacation pay after the first year, and leave health insurance off the table until one year due to instability of health insurance issues. If we have a really strong candidate, we could give benefits earlier. Roy Graham said we can't give a new caretaker the same benefits Allison had right away. Ed Keller reminded: salary is exempt from overtime, the new contract would be basic with benefits added later, the probation period is three months, housing and utilities included in the package is very important, and for an IRA, the employee must be employed for one year. Ed added: pets would have to be under consideration. Roy Graham said we need to be open to giving benefits earlier. Allison stated David Hill wants this to be a Board decision. Ed said the discussion on the caretaker job description written by Allison should be done via email before Monday morning.

d. Preparations for AGM. Phil Hobman said the committee worked well last year and Angela is a great resource. Allison said Angela can delegate to Christy. Phil said Sally needs to give him a deadline for the President's letter. AGM Committee members: Ed Keller, Sally Hewitt, Dawn Chaplin, and Phil Hobman. Allison will post AGM information on Nextdoor. We need counters and other volunteers for the AGM. Dawn will take care of coffee and muffins. Ed said the El Agave food truck needs to be ordered soon. Ed will check with El Agave again.

e. Status of outgoing terms: Phil Hobman retiring, Roy Graham undecided, what about David Hill? Roy Graham said more options is better, so we should recruit prospective Board candidates or nominees. Ed Keller said we can put a call out on Nextdoor for new Board members.

f. Allison talked about the new MBR Facebook page with our phone number and our website and said it was a self-creating Facebook page. This is an unofficial page, people can give MBR bad reviews that we would never know about, Facebook created it, so do we want to report it or let it lie? Allison said she doesn't have time to monitor this page for complaints and suggestions. Sally Hewitt mentioned that David Hill said he wanted it removed and so does she. Sally moved that the new MBR Facebook page be deleted, and Dawn seconded. The motion passed: Allison will shut it down.

6. Meeting Adjourned: Meeting adjourned at 9:40 p.m.

*The Board may convene in closed executive session to consider personnel, legal, liability, or issues dealing with violations.

Next Board meeting is Friday, March 17, 2017 at 8:00 p.m. in the clubhouse.

Signed:

MBRCC Board of Directors
Print Name and Title: _____

Dated: _____