

**MT. BAKER RIM COMMUNITY CLUB MINUTES
BOARD MEETING OF July 20, 2018**

Meeting called to order at 7:06 p.m. by Pete Berow, President, it being determined that a quorum of the Board was present.

Directors present: Pete Berow, President; Dawn Chaplin, Director at Large; Mark Ablondi, Property Standards; Michael Betker, Grounds and Maintenance; Seth Carson, acting as Secretary and Legal/ Insurance; Mark Svetcos, Vice President; Christopher Park, Treasurer.

Directors absent: Lisa Beliveau, Member Relations. Carolyn (Dodie) Fox, Violations, who has resigned as board member since previous board meeting.

Member comment period (five minutes per member):

- 19036 – Dick Russell appeared and presented a handout (on RCW 64.38.045) regarding his emailed request for a copy of the MBRCC Membership list, Dick stated “All I want is to update my list from 3 years ago. The idea that I would sell this list is ludicrous. I put in this request over a month ago and so far you haven’t replied. You have fiduciary responsibilities, and right now you are out of compliance. I want telephone numbers, but not unlisted numbers and the emails I can find.” Angela handed Dick Russell the printed list that had been ready and waiting since June 30, 2018. “Ok, that has been settled.” said Dick.

In response to a Notice of Intent to Fine (\$100) that Dick Russell was issued on 5/25/18 for illegal/unsafe burning, Dick stated he has “done 20 fires in the same area over the years, the board has known about it – not this board.” Mark Ablondi pointed out to Dick how he put MBR homes in danger even though the fire was not on MBR grounds. Mark informed Dick, “Lighting fires on other people’s property is arson.” Dick Russell reasoned that the fire was “pretty much out when Aaron showed up and witness Ed Keller was there (to see) “I haven’t violated any rules.” Mark Ablondi disagreed, stating “My home is just down the way, you put my home in danger.” Dick Russell again stated he “has been doing this for 20 years,” and added “I don’t plan on doing this in the future.” Mark Ablondi asked if he was giving the board his word he “would not light fires off his property.” “Yeah, I give my word, it’s too much hassle. It’s a done deal.” He further stated “I am not going to accept a \$100 fine.” Mark Ablondi told Dick Russell he could appeal the fine and the board would review his appeal. Dick Russell repeated that he did not “accept” the fine.

The third issue Dick Russell wished to address was his having witnessed another member speeding. Dick was informed by Peter Berow that a warning for speeding was issued based on that member saying it “may have” been possible. Dick was satisfied with this warning.

1. Approval of May 18, 2018 Board Meeting Minutes

ACTION: Discussion of the minutes being emailed. Dawn Chaplin has reviewed them. Dawn Chaplin moved to approve the May 18, 2018, Board meeting minutes. Motion seconded by Mark Svetcos. Unanimous vote. **Motion passed.** Minutes approved.

Status: Un-approved. Minutes for the Special Board Meeting of June 15, 2018

Minutes were submitted for approval. Discussion of the minutes determined them to contain errors and in need of editing as previous board members names appeared in them. President, Peter Berow moved to table the approval of the June 15, 2018, Board meeting minutes. Seconded by Mike Betker. **Motion passed.** Action: The minutes for Special Board Meeting June 15, 2018 will be re-submitted for approval after edits made.

2. Correspondence

The Member-to-Board Report list is outlined in the 7/20/2018 Board Meeting Agenda, on file in the MBR office.

- Dennis Larson. Emailed and sent a formal letter resigning his position on the MBR board. It was determined this resignation had been previously recognized. (See 5-18-18 Board Meeting Minutes)

- 15035 Pokorny. Welcome Road emailed about the sad state of the pickleball court asking for improvements. Aaron informed the board a contractor has been contacted and a bid will arrive for this work any day. Aaron reported the asphalt on the court is in good shape and the court needs only be resurfaced. Dawn asked about a report from a member regarding an injury on the court. This was in reference to a member at the AGM in June, 2018, claiming an ankle injury occurred. Dawn was concerned we are at risk. A warning of any hazard should be in place until repairs are made. Chris Park asked if there was any price estimate for the repairs. Aaron replied the contractor had not given a dollar amount, yet had said it would possibly take one day of work to do the job. It is a company out of Yakima, as no appropriate, local options were available. **No action taken** until repair quotes are in.

- 11062 Patrick O'Neill emailed an explanation of the circumstances to appeal his \$100 fine for his guests running the gate. Patrick was present and attempting to aid his guests in entering the gate and did not advise them to run the gate, it was accidental. Accidental running of the gate incurs a \$50 fine (not \$100) It was asked if this was his first fine of the sort. The decision was unanimous to reduce the fine to \$50. Dawn Chaplin motioned to approve. Vote was unanimous. **Motion passed.** Patrick O'Neill's fine to \$50.

- 19036 Dick Russell reported another member speeding via email 6-23-18. Dick spoke at the beginning of this meeting. ACTION: Action has already been taken by the member being warned verbally and by email. Dick was informed of this in person.

- 19036 Dick Russell – requested a copy of the membership list be supplied to him immediately, via email dated: 6-23-18. A list based on the same request he made in 2015 and that board's recorded decision was printed up and made ready for Dick. He was informed by email that it was ready to pick up 6-30-2018. Dick was handed the list in person 7-20-18. Christopher Parks stated that our members need to be made aware that their emails and listed phone numbers may be given to other members. It was discussed and noted that the board will take a closer look at the legal text used on our contact information collection form. Angela will email this for the board to re-evaluate that wording in regards to RCW 64.38.045. No further action taken.

•19036 Dick Russell emailed his appeal (refusal) of a \$100 Notice of Intent to fine for Illegal/ Unsafe burning. The board discussed the fact that his brush burning was done off of MBR property and we may have no jurisdiction to fine, or is it possible to fine him for unsafe burning which placed MBR properties at risk? Mark Ablondi believes that he put MBR homes at risk and therefore broke MBR rules, however he is satisfied that Dick has given his word that he will not do it again. Mark Svetcos stated the importance of Dick Russell and the board agreeing that next time it (a fire off MBR property) happens, we will call 9-1-1. Action: Mark Svetcos moved to rescind the proposed \$100 fine. Motion seconded by Dawn Chaplin. Unanimous vote to rescind the \$100 fine. **Motion approved.** No fine has been issued.

•22005 Carolyn Fox emailed her resignation from the position of Violations Director effective 6-24-2018. Mike Betker expressed concern that a member asked that a board member resign based solely on a violation (they) claim to have witnessed. What is the due process in these cases? Discussion was had regarding how this board member actually resigned. Mark Ablondi suggested waiting to accept her resignation until she has returned from vacation and can have a conversation about it. Peter Berow established his correspondence with her to assure her that a resignation was not necessary and not something the board is pursuing. The board member has not responded to emails regarding rethinking and rescinding her resignation at this time. Action: Motion to accept Carolyn's emailed resignation presented by Peter Berow. Seconded by Mike Betker. **Motion Approved.**

16020 Cecelia Carson has requested 2 gate fobs for rental use. It was discussed the need for board approval for this situation. Peter made note that we change the rule regarding board approval of gate keys, Action: Mark Ablondi moved to approve 2 extra fobs for 16020. Peter seconded. **Motion passed.**

Steve Pile of Fast Sign Guy emailed an appeal to his \$50 fine for breaking the gate. The situation was outlined by Angela and as described to her by Hank Kennedy, who witnessed the incident. It was discussed raising the fine to \$100. Action: Mark Ablondi moved to keep the \$50 fine. Seconded by Mark Svetcos. **Motion passed.** Angela to send letter warning that the fines increase per incident.

3. Directors' Reports

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

a. President

Explains the procedure of submitting board member reports the week prior to the meeting via email to the Secretary. If no board member has any questions that come up from the reports and there is nothing to add to the reports, they do not need to be re-read at the meeting. Angela added that the reports are filed in the office with the meeting minutes, so all content is for the general membership to view.

- b. Secretary –No report.
- c. Treasurer – Report on file.
- d. Legal and Insurance - No report.
- e. Grounds and Maintenance - No report.
- f. Property Standards - No report.
- g. Member Relations – No report.
- h. Director at large – No report.
- i. Violations – No report. Spreadsheet of current year violations submitted, on file.

Peter Berow asked Mark Svetcos (Vice President) if he is willing to be the Violations Director. Mark asked for more details regarding how the duties are performed. Peter mentioned the ease of going back to using the pre-printed violation tickets, rather than wording individual letters, except when necessary. Peter suggested to “once in a while, do a ride around (the community)” It was explained that it is usually staff that are made aware of a violation situation, and as director, it would be his responsibility to look at the offending member’s history and the situation to make the call on how to proceed. Peter Berow moved that Mark Svetcos be instated as the Violations Director, Mark Ablondi seconded. Vote was unanimous. **Motion approved.** Action: Mark Svetcos holds the Violations Director and Vice President positions.

4. Staff reports:

-Caretaker resignation received. Effective August 5, (the day training begins for his new job) and; as soon as we can begin training a new Caretaker, Aaron would like to move to hourly and will help out when he can. Applications are being accepted, Aaron Ebner, Peter Berow, Mark Ablondi and Mike Betker will join in on the interviews and hiring decision. Dawn Chaplin volunteered to help also.

-Vacation dates:

Christy is away currently (July 17 to mid August)

Angela will be away the week of Thurs. – Fri. August 23-25

Angela also a two week trip that has been previously approved. (Oct.24 to Nov. 5, 2018)

-Pricing new office computers: Goal is to replace 2 laptops, used by Christy and Angela. - and one main server computer. This would free up the current server to go to the clubhouse for the door security and internet. Angela suggested they will look into refurbished (Dell?) laptops and purchase a new server. Mark Ablondi asked if there was a price range in mind. Mike Betker said he recently purchased a system and that based on his recent research, we should be able to get all three for under \$3,000. No action taken. Angela will get Mike Betker’s help looking at what to buy and a price quote will come later for approval.

- Reviews. It was noted that Angela had a 3 year anniversary from her hire date. It was discussed who does employee reviews. Dawn Chaplin volunteered to help with review on Angela.

5. Unfinished Business

- a. Secretary position is currently vacant. Dawn Chaplin, as Member Relations director volunteered to be put anywhere. It was reiterated that the position needs filling and 9 members are required to sit on the board. Peter Berow established the position is to fill

Carolyn Fox's place, therefore this is a one year interim position, and the director would need to run at the June, 2019 AGM meeting to continue on the board. Names were suggested as people to contact. **No action taken.**

- b. Bylaw amendments. Changes were approved at the AGM in June. There is other editing needed in relation to these approved changes as well as a need for a larger review and overhaul. It was discussed working on soliciting a bylaw committee to present more updates for the 2019 AGM and wait to file the current changes with the county. **No action taken.**

6. New Business

- a. Open Caretaker position. Interviews planned for this Sunday. Possibly 1 or 2 other applicants would like to do remote interviews. Mark Ablondi, Peter Berow and Mark Betker will assist Aaron with interviews and hiring committee. **No action taken.**
- b. Resolution 2018-02 to remove and appoint new signers to the MBR bank accounts. With a Caretaker change coming and Lisa Beliveau (who has volunteered to be a new signer) absent, discussion moved to future meeting. No action taken. **Resolution tabled until future meeting.** Action: Christy Ables will be listed as a contact person with information only privileges. Peter Berow moved to add Christy Ables as a information only contact person to the accounts, and Chris Parks (as Treasurer) as Angela Urso is. Dawn Chaplin seconded. **Motion approved.**
- c. Board Member email addresses. Christy is working on adding individual e-mail accounts for each board position. Mike Betker stated the idea is that we have a private e-mail address for each board position. History of e-mails that follow the position and don't get lost with an individual, privacy and access to MS Office applications for each board member being the benefits. Mike Betker estimates \$60 per account, per year. It will cost the Rim approx. \$550 per year for all board members to have their own Office 365 account. Discussion as to moving to property folder history and correspondence being possible. Christy will write up a tutorial for everyone and get this up and running. Action: open an Office 365 with e-mail for each board position. Mark Ablondi moved to approve. Peter Berow seconded. **Motion passed.**
- d. Sunday office hours. Based on discussions, Angela thinks Christy is willing to have the office open Sundays in addition to Thurs. to Sat. Some board members questioned if this was needed. Angela said, it was desired and done in the past. It was discussed that Christy currently works late in the evening and this could eliminate that need. Discussed: increasing Christy's contracted working hours from 24-28 to "up to 34 hours" was proposed. It was suggested she be able to "close" if work load needs this when she is here Sunday. A discussion with Christy and how she wants to proceed will take place.
- e. Pickleball court member emails. Seth Carson suggested we take care of this ASAP, as a member has expressed hurting themselves on the court. Dawn strongly agreed. Dawn expressed that she believed the entire grass field used to be maintained more carefully in the past. The Caretaker expressed it being a "pretty major project" to improve the entire field. It was proposed that because the Pickleball court is being repaired, the immediate 6 feet around the pickleball court also be carefully maintained for safety.

- f. Other: Dawn questioned her role as Director at Large and concern she still be allowed to host Social events. Dawn was not in attendance when her position was changed from Member Relations to Director at Large. Everyone present agreed this job title would not affect what she has been doing and will continue to do for Social events. It was established that she does not need approval from Lisa (Member Relations) in her planning of Social events.
- g. Action: Social committee funds request. Dawn Chaplin requested \$250.00 to purchase games for the kid's carnival to be used this year and for future years. Dawn Chaplin moved to approve \$250 to purchase carnival games. Mark Svetcos seconded the motion. **Motion passed.** Angela is to transfer \$250 into the Social debit card account.

7. Next board meeting postponed. At least 4 board members will not be able to attend the meeting in August. This presents an issue with having a quorum for any decisions. Peter Berow moved to cancel the August board meeting. Dawn Chaplin seconded. Vote was unanimous. **Motion passed.**

8. Meeting Adjourned: Mark Ablondi motioned to adjourn. Mark Svetcos seconded. **Motion passed.** Meeting adjourned at 8:47 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, September 21, 2018, at 7:00 p.m. in the clubhouse.

Signed:

Dated: _____

MBRCC Board of Directors

Print Name and Title: _____