



## MINUTES OF THE BOARD OF DIRECTORS' MEETING OF January 21, 2007

(Subject to approval and correction at the Board of Directors' Meeting on February 18, 2007)

**MEMBERS & GUESTS:** Don Adema, Louise Weber, John Weber, Mark Mech, Joann Mullen, Don Lamb.

**CALL TO ORDER** by President Laura Mork at 9:37 a.m.

**PRESENT:** Mark Buford, Boyd Barry, Larry Hagan, Laura Mork, Marc Mullen, Martha Patterson, Linda Bowman.

**EXCUSED:** Greg Eigsti.

**STAFF PRESENT:** Ava Selinsky, John Graham.

**VOTING STATUS:** All board members present are in good standing.

### MINUTES OF PREVIOUS MEETING:

2007/1/1 **M.** Larry Hagan 2<sup>nd</sup> Martha Patterson "approve the minutes of the last meeting as amended." **Passed Unanimously.** Referring to the December 10, 2006 Board of Directors' Meeting.

**COMMUNICATIONS** – Louise Weber, John Weber, Victor Armfield.

Discussion followed regarding appointment of secretary and status of transition of bookkeeping duties. Discussion followed letter to be forwarded to attorney for response. Issue was raised as to why the certified letter was delivered to wrong person. Mark Buford to stop by post office to discuss mail delivery issue with certified mail.

### COMMTEE REPORTS:

**FINANCE** – Martha Patterson indicated that Wilson Engineering expenses have been absorbed into last year's budget. Martha Patterson indicated that the bookkeeper had resigned at the beginning of the month and has recommended that we retain the services of Don Lamb, CPA to take over the bookkeeping for LISE.

2007/1/2 **M.** Martha Patterson 2<sup>nd</sup>. Boyd Barry "approve 2007 budget." **Passed Unanimously.**

2007/1/3 **M.** Larry Hagan 2<sup>nd</sup> Martha Patterson "That we retain the services of Don Lamb, CPA for accounting services for Scenic Estates as long as the agreement is mutually satisfactory." **Passed Unanimously.**

Ava Selinsky has indicated that there will be a transition period while the job descriptions are redone and transitioned to the outside CPA. Certain aspects of the administrative position will not be tended to until the transition has occurred and new processes have been put into place.

### WATER –

John indicated that the pressure reducer should be replaced with a down time of approximately 4 hours. Pressure tests should be done by next meeting.

Mark Buford indicated that Kevin hurt himself outside of work and has been out. He is expected to return on light duty.

### UNFINISHED BUSINESS –

New Job Descriptions – Ava Selinsky and Martha Patterson will meet to prepare new job descriptions for Administrator and outside accounting services. Will have draft to the board for review shortly.

Lummi Land Company – Ava Selinsky indicated that there is no set policy for liens. Have checked with attorney to start drafting policy.

Clubhouse locks – Boyd Barry indicated that we have switched company for the locks for the clubhouse.

Social committee monies Larry Hagan to speak with Leslie.

#### **NEW BUSINESS –**

Larry Hagan to talk with Ron Bains regarding secretary issue.

2007/1/4 **M.** Martha Patterson **2<sup>nd</sup>** Boyd Barry “We elected Ava Selinsky as corporate secretary for the 2006-2007 election year, as Ms. Granger has resigned.” **Passed Unanimously.**

Draft personnel manual has been distributed for review.

Discussion regarding Annual Meeting. John to put message on board regarding open Board positions. Submissions for upcoming newsletter to be submitted to Ava the week of February 5<sup>th</sup>.

Don Lamb to review LISE books to make recommendation on audit versus official review.

2007/1/5 **M.** Martha Patterson **2<sup>nd</sup>** Mark Buford “That we give the membership an option of a 1) Audit 2) Review or vote for no action for 2006 due to the number of people involved with the LISE bookkeeping.” **Passed unanimously.**

Board meeting was adjourned at 11:05 a.m.