

The Lakes Community Association Meeting Minutes—2019.12.26

Opening

Call to order the meeting—6:30 P.M., at the West Bay Clubhouse.

Roll Call

President—Jana Tipton, Vice President—Kathi Jones, Treasurer—Joe Heltzel (excused),
Member at Large—Tutubi Brown & Mary Simmons, Association Manager—Mark Anderson
Members Elect: Gerry Nelson, Doug Kemper

Community Members in attendance: Bob Marshall, Gerry Nelson, Rick Mauser,
Doug Dorling from NW Aquatic Eco-Systems

Minutes of last meeting—Motion M/S/P to approve the minutes of the August meeting.

Reports of Officers and Manager

1. Treasurer Report
 - a. \$800 BOD approved NW Aquatic Eco-Systems consulting fee to conduct an analysis of The Lakes Maintenance Program.
 - b. November deposits were \$27,622, and operating expenses were \$24,402.
 - c. Monthly gain was \$3,220.
 - d. Operating account balance at the end of November \$7,044.
 - e. Total assets are \$692,728, including accounts receivable of \$9,234.
 - f. Total liabilities are \$15,634, including accounts payable of \$14,577.
 - g. NHC checking account balance is \$5,839.76 as of 30 November 2019.
2. Manager Report—The lakes reached the high-water mark as of December 20, due to heavy rainfall during the week.
3. President Report—November rainfall was 5 inches below average for the month. As a result, the bio-filters remained dry and out-of-service.

Reports of committees

Water Quality

The Lakes' Water Management Strategic Plan (Initial Draft)

The Water Quality Committee of the Lakes at Kent recommendations for requesting proposals:

Below is a preliminary list of task requirements that should be in an RFP to select a contractor. This list should be updated after discussion at the board meeting on December 26.

Updates should include such things as providing copies of all business and special licenses, tax ID, insurance, bond. References and lists of completed projects would be other basic requirements. We should be able to obtain examples of the necessary RFP boilerplate requirements used by the city or county.

- Inspection and assessment of all components of the lakes including pumps, aerators, filters, valves, bio-swales, etc., to determine what repairs are necessary.
- Make recommendations regarding priority of repairs and assist the board in planning a schedule for those repairs.
- Develop a schedule for ongoing inspection and maintenance of mechanical components of the system. This should include catch basin data from all the communities. This should include a standard ongoing report of the data.
- Develop a schedule for ongoing chemical analysis and measurement of pond water, well water, sediment, plant growth and other important parameters. This should include a standard ongoing report of the data.
- Review information collected by previous contractors.
- Make recommendations for necessary chemical and/or mechanical plant removal based upon analysis and measurement data.
- Make recommendations for planting appropriate aquatic plants in the bio-swales and other areas.
- Develop a plan for ongoing maintenance with the goal of establishing a self-sustaining ecosystem. Assist the board in developing and ongoing budget for maintenance of the system.
- Assist the board in selecting other contractors for work outside the scope of the water quality contract.

Next steps:

1. The Water Quality Committee agreed to submit a proposal to identify and evaluate the existing equipment in the lakes operating system, and to evaluate the aeration system to determine the level of oxygen in the water.

Unfinished business

1. Evaluate trees—Defer to January meeting

New Business

1. 2020 Budget Items—Target Date to sign maintenance contracts—Feb. 2020
 - a. 2020 Maintenance Program for weed control
 - i. Proposal from NW Aquatic Eco Systems, Doug Dorling
 1. Received the proposal—No action taken to address the recommendations.
 - ii. Identify vendors for multiple bids—determine work scope for proposals
 1. Milfoil King, Joe Markman

- a. Company does not provide chemical weed control.
2. Other Vendors—TBD

Notes

- Secure access to minutes—User ID: lakesatkent PW: 19@GreenRiver
- Washington State Chapter of the Community Association Institute (WSCAI)—2020 Initiative—Alternative Dispute Resolution Task Force
 - The purpose of the task force is to develop a process for communities to resolve disputes without going through litigation in the legal system. Jana Tipton will participate as a member of the task force.

Next meeting date

Tentative date—Thursday, January 23, 2020

Adjournment—8 PM