



# “THE BIRDIE” May 2010

Brae Burn website, calendar and online Birdies: <http://brae-burn.org>

UPCOMING EVENTS		
May 1 <sup>st</sup> (Sat)	2010 Horse Race Golf Tournament	
May 6 <sup>th</sup> (Thurs.)	Garden Club: Herb Extravaganza at TOS	7:00 pm (p. 8)
May 15 <sup>th</sup> (Sat.)	Brae Burn Tea/Fashion Show	12:00 – 3pm (pg.9)
May 19 <sup>th</sup> (Wed.)	Brae Burn Board Meeting – BB Clubhouse: Open to All	7:00 pm
May 22 (Sat.)	Brae Burn Neighborhood Work Party	9am- 1pm (pg 10)
May 27 <sup>th</sup> (Thurs.)	Garden Club: Bloedel Reserve Tour (Bainbridge Island)	9:15 am (pg. 11)

## Board News

Note: All Board meetings are open to Members. Meetings are held the **third Wednesday** of each month at 7:00 p.m. at the Clubhouse. **Next meeting is Wednesday May 19.** Contact a Board member if you want to present an idea to the Board or have an item to add to the agenda.

**Meeting location:** Brae Burn Clubhouse, 2409 182<sup>nd</sup> Ave N.E., Redmond WA 98052

### Minutes of the April 21, 2010 Brae Burn Board Meeting

Submitted by Liz Duncan, Secretary.

The meeting was called to order at 7:24 p.m.

#### Board Members in Attendance:

President	Nancy Laswell	Vice President	Luke Stambaugh
Treasurer	Ajay Kalhan	Secretary	Liz Duncan
Maintenance Trustee	Kevin Reid	Social Trustee	Susie Adams
Associate Rep	Absent	Golf Trustee	Absent
Golf Superintendent	Josh Soden		

**Other Brae Burn Members in Attendance:** Don Aho and Tonia Brown.

**Communication to the Board: Written and Oral:** None

**Course Superintendent Report:** Deferred due to time constraint. To be submitted in written form starting in May.

**Trustee Report/Committee Reports:** Deferred due to time. To be submitted in written form starting in May.

**Approval of the minutes for the March 17, 2010 Brae Burn Board Meeting:** The minutes were approved with the following amendment. The last line of the minutes "Once located and refined the 'Charter' and 'Set of Standards' will be presented to the Board for approval". The correction was made because it appears that these items either were reviewed in a prior year but not approved or were approved under different names.

**Unfinished Business:**

- **Agenda Reformat:** Due to the amount of unfinished business and limited time, the recommendation was made to dispense with future oral Trustee and Committee reports and the report from the Course Superintendent. Instead, short reports will be submitted to the president by the Trustees and CC'd to all Board members a week in advance of the Board Meetings. The president will collate the reports into one document which will be reviewed and approved as an agenda item. After corrections are made, the Trustee/Committee reports, will be published in the Birdie. In addition, the Course Superintendent report of recent and upcoming maintenance/projects (with dates if course play will be impacted) will be posted on the bulletin board. Action items will be submitted to the President in time to be included as unfinished or new business on the upcoming agenda. The Board approved reformatting the agenda.
- **Tree Bids:** As requested Josh obtained 3 bids for the following: changing the two diseased trees to habitat trees, removing the tree on # 7, and skirting 6 trees that are impacting play. Kevin indicated that he was familiar with A1's work, that they were licensed and bonded and they had the lowest bid. Board members who looked at the tree on # 7 recommended that no action be taken on that tree. If there is a problem with the tree impacting play, the community should look to moving the tee box. It had been reported that the tree removal on #7 had been suggested by the Green's Committee, but a Committee member in attendance indicated the Green's Committee had not made this recommendation.

MOTION: A motion was made by Susie and seconded by Kevin to "authorize A1 to perform the necessary work on the habitat trees and to skirt the 6 recommended trees". The motion passed.

MOTION: A motion was made by Luke and seconded by Ajay to "take no action on the tree on 7". The motion passed.

- **Seasonal Employees:** Ajay requested clarification regarding the schedule and process for hiring and the procedures for approving and paying seasonal workers. The process was reviewed and clarified as follows:
  - Josh notifies Kevin that he plans on hiring. After being given the OK, Josh goes through the hiring process and makes a recommendation to the Board via Kevin regarding whom he would like to hire and the rate of pay. With Kevin's OK, Josh hires the seasonal employee. The work week is Sunday to Saturday. The hours are recorded by day and the hours should not go over 40 in any given work week. It is expected that if the hours will go over 40 hours in a work week, Josh will obtain Kevin's approval. If they do go over 40 hours the employee is to be paid overtime. Because we are paying twice a month it is important for the Superintendent and the Treasurer to confirm the total number of hours worked is accurate so it can be determined if overtime needs to be paid. The recommendation was made to pay seasonal employees every two weeks to make it easier to spot overtime.
  - It was reported that Brae Burn has hired Nicolas Hoffman. The initial rate of pay is \$11 per hour and this will rise to \$12 per hour in May.
- **Long Range Plan Committee Report:** As part of the recent unexpected tax assessment Luke, Ajay, Josh and Steve Clark reviewed the Long Term Plan for Brae Burn. They met with Josh to review upcoming equipment/course expenses and they reviewed other projected expenses. A revised plan was presented which would either defer or eliminate upcoming expenses. It was also determined that a thorough review of the long range plan had not been done for a few years.

- **Assessment Discussion:** The Board felt more information was needed before making a recommendation to the community regarding how to handle the impact of the unanticipated tax expense.
  - The current budget needs to be reviewed.
  - The Long Range Plan needed to be reviewed and updated.
  - There has been no official emergency reserve. The community needs to assess the need for and the amount that should be on reserve for emergencies.
  - Information was needed from the prior board regarding how far out the Board intended for the recent dues increase to cover.
  - The results of the survey need to be tabulated to determine how funds should be assessed if additional funds are needed.

Once these issues have been resolved, a calculation can be made regarding whether additional moneys need to be raised, and if so, by when and how much. The Board recognized that currently there are more funds on hand than in prior years, but a good portion of these funds are in a dedicated reserve to cover upcoming equipment expenses and other additional funds above the norm were intended to cover significant expenses coming up in the near future, particularly with the pool.

- **Treasurer:** There are issues with getting the monthly reports published and identifying those who are late in their payments. Assistance is needed to assist with the current problems. Ajay is also finding that he has need for an assistant to handle the QuickBooks aspect of the treasurer position. The recommendation was to check with those in the community who have worked with Brae Burn's QuickBooks to see if they could assist with getting the February through April reports processed and the January report corrected. In addition it was recommended that notice go to the community indicating a need for assistance for the treasurer for 2010-2011. If volunteers could not be found, then the Board would look to hiring a bookkeeping service. Liz to put out notification to the community and Ajay to research what hiring a bookkeeper would cost.

MOTION: Luke made a motion and Susie seconded that "Ajay get bids for outsourcing processing the Brae Burn books should no volunteers be found". The motion passed.

Procedures for approving and paying course maintenance expenses: Deferred.

- **Pool Safety Compliance:** Pool compliance work is waiting for a permit so timing for the work cannot be established. Discussion was held on what the entry for "pool concrete work" listed in the long range plan meant. If the work is necessary and can be done at the same time as the pool code compliance work is done, then that should be planned for. Kevin to check with Keith regarding what was intended. Actual bid not yet located. Ajay to determine if a down payment had been made and, if so, how much.
- **Railing on 6<sup>th</sup> Hole:** Even though there is no current budget to fund railings the Board felt that the safety issues called for immediate action. This has been an action item for quite a while. While it made more sense from a cost standpoint to address all the bridge issues at once, the prudent action is to get the rails installed now.

MOTION: Susie made a motion and Luke seconded the motion to "authorize Kevin to put railings up and try to absorb the cost within the current budget."

- **Grants Update:** The Grant to work with Earth Corps to create a tree inventory and succession planting for Brae Burn was submitted. There should be no cost to Brae Burn except for volunteer hours.
- **Additional 2010 Unfinished Business:**
  - Locked fire proof cabinet: Still being investigated. Due to weight, transporting a locked fire proof cabinet could add to the cost. Employee files must be locked up.
  - Signage for Heater behind couch: Heaters in the clubhouse behind the couch have caused damage to the couch. Luke will make signs to put by the heaters to remind folks not to put furniture in front of the heaters.

- Audit of Books: At the November General Meeting the community did not vote to waive the audit. Ajay to get bids regarding performing the Audit required by the RCWs.
- No trespassing signs: To lessen liability, Brae Burn should have signs indicating the common grounds are private property. Previously posted signs have disappeared. Kevin and Luke will work together to get signs up on the perimeter of the property. Liz will get a request out to see if a community member will make signs for internal access that would be attractive, yet state the course is for members only.
- Human Resource Manual: Liz and Nancy will work with Carol Helland and Kathy Heinemann regarding clarification of the recently adopted employee manual. They will target making a presentation at the July Board meeting.

MOTION: A motion was made, seconded and passed "to suspend the employee manual until the review has been made."

- **2009 Unfinished Business:**

- Brae Burn Sign: Defer until November
- Bridge issues: Work into Long Range plan as it is being reviewed.
- Maintenance Shed: Kevin to get clarification on what this item means specifically.
- Applications Schedule: Unknown what this means. Perhaps posting of upcoming work to the course?
- Community Vision: Defer
- Financial Issues (Fee Waiver Policy), Policies and Procedures, Greens Committee Charter: Liz to continue working in these areas.

**New Business:**

- **Microwave:** Brad Whiting and Gail Rice offered to donate a microwave to the Clubhouse. The Board accepted the Microwave and determined that it should replace the current "dial" microwave. It was felt there was no need for three microwaves and that three microwaves would take up too much counter space.
- **Clarification of Tenant rights with respect to Clubhouse Rentals:** Tenants who have been assigned member rights by their landlords enjoy the same privileges with respect to common properties as members and should be charged the member rate.
- **Tam O' Shanter Equipment:** We recently borrowed some of Tam O'Shanter's equipment to plug the greens. There is a need for repair to the equipment and we may need to make a contribution toward the repair. This is an expensive piece of equipment that Tam O'Shanter has generously allowed us to use.
- **Clubhouse Cleaning:** Kevin to ask Cyndy to get bids on clubhouse cleaning.
- **Use of Clubhouse Parking Lot for Garage Sale:** A member inquired about use of the parking lot for a private event to raise funds for a charitable organization. A copy of the rental contract was not available to determine if the parking lot could be used for a private function, but it was a moot point because the clubhouse was in use on the day in question.

**The Meeting was Adjourned at 9:45 p.m.**

### **Information Meeting on Tax Audit- April 21**

An information meeting open to everyone was held April 21, 2010 prior to the Board Meeting. President Nancy Laswell welcomed attendees and stated that the Board was looking for response from the community regarding how to handle the unexpected tax assessment of over \$24,000 for years 2006-2009 and the unexpected increase of at least \$5000 per year for 2010 and beyond.

Questions were raised regarding the necessity of paying the tax since we didn't know about it. Nancy stated that ignorance of a tax is not a defense for not making payment. Tam O'Shanter fought the tax and lost. The tax has been required for a number of years, but it was only recently that the Tax Board went after small, community golf courses. The question was also raised regarding whether the tax could be based on the number of rounds rather than the cost of operation. Brae Burn can not document rounds of golf so that is not an option.

The remainder of the meeting focused on the current state of our available funds and ways to lessen the impact of the tax payment. It was noted that our available funds have increased dramatically over recent years and it appears funds are available now to pay the tax without impacting our dues. However, it must be noted that a good portion of these funds on hand are in a dedicated reserve for upcoming equipment purchases and other funds were intended to be available for large projects in the upcoming years, specifically the pool. The intention of prior Boards was to raise funds over time and to not have to have assessments for expensive equipment or large projects in the years to come.

It was also noted by community members that the current CD's were probably not established as emergency reserves and the \$5 a month going into the dedicated equipment reserve was probably not based on actual anticipated equipment purchases. It was confirmed that Brae Burn has not had a dedicated emergency reserve. It has not had a dedicated project reserve. It was confirmed that the set aside for the equipment reserve was intended as a starting point for Brae Burn to consider dedicated reserves. When asked, those in attendance agreed that an emergency reserve was necessary, but there was no discussion regarding the dollar amount that should be in a reserve.

Regarding where to go from here, community members expressed that even if we want to have an emergency reserve there is no rush and that the first line of defense should be budget cuts. Should funds need to be raised some members wanted the amount to be in the form of a dues increase over an extended period of time and others preferred an assessment.

Of particular concern to one member was that the Board not make cuts that would impact safety.

Nancy confirmed that the role of the Board is to preserve the assets of the community and safety is a primary concern.

The surveys were still coming in and had not yet been tabulated. The Board planned to take the feedback from the meeting/surveys into consideration at the Board meeting which followed when addressing the impact of the tax assessment.

Special Note: A quick scan of the surveys shows that members and associate members are all over the map regarding the next step. Next month's Birdie will have an article on the results of the survey.

## Golf News

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**JOSH REPORT:** This is your Golf Course Superintendent Joshua Soden. The season is upon us and I hope you all are ready!

The course is still wet in some areas making it hard to mow. As soon as we can mow without causing damage we will do so. On a good note: the greens airification went very well and the weather cooperated nicely.

This month has been very busy preparing for the start of the season. We have finished the roadways for the equipment on numbers 4 and 7. The tee on number 2 has been very troubling for all and has taken much time and care, but we are close to re-opening it.

Over the winter the irrigation froze in areas causing damage that needed to be fixed. The new irrigation controllers have all been installed and tested, and are working well.

Lastly, we have had bids for tree work done and have decided to go with A1 Tree Service to do the work for us.

I would like everyone in the community to know that I take great pride and satisfaction in my job. I hope that we all can continue to grow and make Brea Burn the community you want it to be.



### ***Twilight Social Golf*** – Started **Thursday, April 22nd.**

Sign up for Twilight Golf at the clubhouse on Tuesdays. Every Thursday evening during golf season.

Twilight basics: It is a "shotgun start" for golf at 5:45 pm (April-May) followed by bring-your-own dinner/beverages at the Clubhouse (kitchen and gas BBQs available). Sign up at the Clubhouse bulletin board starting on the Tuesday prior and pick a starting hole for your 9-hole round. Cost is \$2.00 per golfer (covers prizes). Singles and guests welcome. There's also an optional raffle each night that's \$1 to enter (winner gets all the cash). You or your guests can also come just for dinner.

Mark your calendars for the Twilight start times:  
April/May 5:45 • June/July 6:00 • August 5:45 • Sept 5:30



## **HORSE RACE**

The Horse Race tournament was held Saturday May 1 – results (and maybe photos!) in the June Birdie.

## ***2010 Partners Away Golf Tournament***

Save the Date: Saturday, July 10, 2010 – 1st tee time is 9:30 am

Location: Lake Wilderness Golf Course -- 25400 Witte Road SE, Maple Valley, WA 98038

Price: \$60 – includes green fee, cart, after-play buffet lunch, and prizes

Details: Guests are welcome. Additional information and sign-up will follow at a later date.

Hosts: Mike Austin & Clint Ferrell are the 2010 hosts. Feel free to contact them if you have questions or would like more info.

## Social News

### The hottest ticket in town: BRAE BURN WORK PARTY Saturday May 22<sup>nd</sup> at 9 AM

Everyone's welcome to come help out! Bring work gloves, rakes, etc. as needed.

Here's what we're going to tackle:

1. Remove excessive bark from beds around club house to avoid bugs and moisture problems to the building.
2. Weeding and garden work around the Clubhouse.
3. Garden beds on the Golf Course need pruning and weeding.
4. Clean up tree branch debris on Number 5 area.
5. Weed whacking on number 5 hill.
6. Loading of yard waste containers by the maintenance building.

**Meet at the Clubhouse at 9 AM Coffee and doughnuts at the clubhouse in the morning.  
Lunch for the work party at 1 PM**

### Crab Feed and Auction

– was held **Saturday, April 24th**. Looks like some great auction items and a good time was had by all who attended!



**Brae Burn Easter Egg Hunt** Saturday, April 3 had a well-bundled turnout again this year!



**Garden Club News --**

Garden Club is for all Brae Burn neighbors and friends who are interested in gardening, enjoy touring gardens, listening to presentations by Master Gardeners, or participating in garden related events. You are welcome to come to any meeting or event and also to join as a member.

Kindly address your questions about any of these events to Caroline Clark, Garden Club President. (425) 445-2031 or [railcone@earthlink.net](mailto:railcone@earthlink.net)

**Please RSVP for any or all of the events to Mary Knight at (425) 747-2214**

**The Herb Extravaganza** is Thursday, May 6, 2010, 7:00 pm at the TOS Clubhouse in the Fireside Room. There will be delicious herb infused food and cocktails. You are welcome to bring your husbands and friends. This event is always fun. Cost \$17.00 per person (no host cocktails). Make checks payable to Garden Club – drop them off at Caroline Clark’s house (Lot 94). Your check holds your reservation, so RSVP early. Checks are accepted no later than April 29.

Our last Tour will be of **The Bloedel Reserve** on Bainbridge Island, Thursday, May 27. We will have a docent led tour of the Japanese Garden, The Moss Garden, the Reflection Garden, the Bird Refuge, the Waterfall Look, and the Glen. The Bloedel Reserve is an incredible place of natural beauty and tranquility.

We will meet in Brae Burn parking to carpool at 9:15 am. The ferry leaves at 10:40 am. Lunch is at 11:30 in the New Rose Cafe in Bainbridge Gardens Greenhouse. The tour is at 1:30. The reserve is located on 7571 NE Dolphin Drive, Bainbridge Island, WA 98110. Please visit their website at <http://www.bloedelreserve.org/> The New Rose Cafe is located at 9415 Miller RD. NE. Bainbridge Island, WA 98110. See [bainbridgegardens.com](http://bainbridgegardens.com).

**SAFETY**

Two disturbing items to report in the past two weeks:

The Easley's had a car prowler go through their cars on a Tuesday evening – nothing was taken, but someone is out and taking advantage of unlocked doors. Be sure to lock 'em up at night! (Especially if you keep a garage door opener in the car).

Also, the Caldwell's report that 50-pound bag of Miracle Gro Potting soil was stolen from their garage during the past weekend. It was visible from the street with the garage door open. Might want to keep your garage doors closed unless you're out in the garage/ front yard.

**BE A GOOD NEIGHBOR!**

Please remember to “scoop your poop” as you walk your dog through our neighborhood!



Credit: Margie Bobbish

# BRAE BURN ANNUAL TEA PARTY



# OF People \_\_\_\_\_  
Return To: AUDIE BEHNKE - BASKET BY DOOR  
Return BY MAY 5<sup>th</sup> - Thanks!

Audie Behnke - 18105 NE 25<sup>th</sup>



*Garden Club*  
**THE BLOEDEL RESERVE TOUR**  
*Thursday, May 27*

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Our last Tour will be of **The Bloedel Reserve** on Bainbridge Island, Thursday, May 27

We will meet in Brae Burn parking lot to carpool at 9:15 am.



We will have a docent led tour of the Japanese Garden, The Moss Garden, the Reflection Garden, the Bird Refuge, the Waterfall Look, and the Glen.

The Bloedel Reserve is an incredible place of natural beauty and tranquility. It has received several national and international awards.

The tour begins at 1:30.

The reserve is located on 7571 NE Dolphin Drive, Bainbridge Island  
Please visit their website at <http://www.bloedelreserve.org/>

The ferry leaves at 10:40 am.  
Lunch is at 11:30 in the New Rose Cafe  
in Bainbridge Gardens Greenhouse at 9415 Miller RD. NE.  
on Bainbridge Island  
Visit their website at [bainbridgegardens.com](http://bainbridgegardens.com)

Kindly address your questions about this event to Caroline Clark, Garden Club President. (425) 445-2031 or [railcone@earthlink.net](mailto:railcone@earthlink.net)

**Please RSVP to Mary Knight at (425) 747-2214**

Have any news, tips, photos or announcements that would be of interest to the community?  
Contact Gail ([grice@2inabox.com](mailto:grice@2inabox.com)) for inclusion in an upcoming Birdie by the  
**3<sup>rd</sup> Wednesday of the Month!**  
*(the deadline has moved earlier to help get the newsletter distributed by the 1<sup>st</sup> of the month)*



Did you take a pledge on Earth Day (April 22) to do more to reduce, reuse and recycle?  
Help us REDUCE the number of pieces of paper we distribute with each monthly newsletter  
by sending your email address to [grice@2inabox.com](mailto:grice@2inabox.com).



**Brae Burn**  
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