

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, October 21, 2025
At the Gathering Place and via Zoom**

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, June Coover, Kip Greenthal, Polly Ham, Barbara Orcutt (until 11 am), and Shannon Wilbur, plus Hamlet Cottage Executive Director Heather Harrison.

Board Member Karen Johnson was absent, as was Hamlet House Director Amy Hatchel, who had an unexpected visit from DSHS. .

Guests included Logan Knight and Pete Kuentzel, who were attending as potential new Board members; Stephanie Stratil, representing the Rally for the Rec; and later in the meeting, Brendan Cowan from San Juan County Emergency Services.

Attending via Zoom from 11 am: Barbara Orcutt

Chair Barbara called the meeting to order at 10:01 am.

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: Logan and Pete were welcomed to the meeting as potential new board members.

Approval of September 16, 2025 Board meeting minutes:

Action: Shannon moved that the September 16, 2025 Board meeting minutes be approved. Kip seconded the motion. The minutes were unanimously approved.

NEW BUSINESS:

Lopez Rec District:

Stephanie talked about the formation of a rec district and answered questions. She emphasized the importance of having a parks district and urged folks to talk to their neighbors about it and write letters of support. She left the meeting after providing information to the Board.

Public Comment: There was none.

Hamlet House report:

Since Amy had been called away by the unannounced visit of a DSHS inspector, Heather provided the Hamlet House report. She indicated that all beds were now filled and there were six women and two men now residing at Hamlet House. Staffing level is currently adequate, but ideally Amy would like one more staff member. Staff recently attended an adult family home conference.

Cottages report:

Heather reported that there is currently a vacant one-bedroom cottage, but a new resident will

move in on November 8. She is also having the propane fireplaces in the Gathering Place and Hamlet House serviced so that they function and look better. She reported that the smoke detector situation has stabilized. Some have been replaced. New dishwashers and refrigerators will be arriving this week for a few Cottages that need them. Mulch chips have been placed along the edges of the new concrete walkway for safer walking.

Shannon asked Polly about a Residents' Report. Polly said she had been busy moving out of her Holly Ln home. But she said things seemed quiet in the Cottages. The residents get together on Sunday afternoons. There are usually between 8-12 who gather weekly for this.

Financial Report:

Heather reported for Hamlet House that she and Amy decided that Hamlet House would pay for a portion of the new walkway and the report reflects that. Payroll is slightly higher as well. Heather will go to the Hospital District meeting and ask for funds for the third quarter. We should get about \$14k. We have a three-year contract with them and can ask for funds quarterly if needed.

For LOHO, the report shows that some things are high, and others are low. But overall, everything looks good.

Heather indicated that eventually two more Cottages will need flooring replaced. Funding for that will come from our Long-Term Maintenance (LTM) account. Kip explained about the \$100k challenge grant and the LTM capital campaign, and she said we try to add \$20k to the account every year.

(Brendan Cowan arrived at 10:35 am.)

LIHHS:

June indicated that Home and Hospice Support is hosting a class every Thursday through November 13 in the Gathering Place. Heather explained that it's a class for those who plan to age in place and make decisions independently. There was also information about the Jingle Mingle in December. LIHHS also has small safety grants available, like the one we received for our new walkway.

OLD BUSINESS:

Investment and Finance update:

Heather said that she and Kip met with Stephanie Dallas, who provided some thoughts on investing. Heather would like to hold a committee meeting, but has not recently had the time.

Fundraising:

Kip reported we will be having a Soiree on November 16 at Hamlet House. It will be an open house affair by invitation only. Donations of cookies and savory snacks are needed from Board members.

Randall and Pamela have been coming to Fundraising meetings. Kip and Heather met with Sandy Melzer, who knows a lot about fundraising and had some great insights and guidance. Kip and Heather don't want The Hamlet to compete with LIHHS's fundraiser (or other fundraisers), and must find new ideas/ways to raise money.

Founders' Fund:

Heather reported that she has reached out to Rip again. She hasn't heard back about the grant she applied for.

(Barbara left at 11 am and Shannon took over as Board chair.)

NEW BUSINESS:

Emergency Planning:

Brendan Cowan talked about his job in getting the islands ready for emergencies. He works with churches, non-profits, and other groups and hopes to get them ready for emergencies. We should be able to survive for up to a month without power or groceries. Food, water, and heat are the most important to be able to do that.

We need to develop a short emergency plan. Everyone needs to be responsible for themselves. Brendan indicated he would be happy to come back and meet with Cottage residents. He can also work with the Board so that the Board will know what would happen if there was an emergency. He has an emergency preparedness guide and template that can be used.

(Brendan left the meeting at 11:15 at the conclusion of his presentation.)

Hamlet House budget:

Heather presented the budget for Hamlet House in Amy's absence. The budget is based on rent at \$8.35k per month. \$1k per month will go to LOHO for administrative expenses. Health insurance increase is unknown, but it will be high (estimated at 20%).

Action: June moved that the budget be accepted as presented. Kip seconded the motion. The motion to accept the Hamlet House budget for 2026 was unanimously approved.

New law effect on Cottage resident rental rates:

There is a new law that now impacts how much we can charge new renters and the rent can't be raised in the first year. We have a base rental rate plus Heather may add an additional amount to compensate for the law. Previously, the Board had decided that a current Cottage renter would not pay more than someone who was newly renting a Cottage. But a situation has come up where the Executive Director needs to have some leeway to deal with special circumstances.

Action: Barbara moved to rescind the policy that no existing resident monthly rent may exceed the monthly rent for new residents. Shannon seconded the motion. The motion was unanimously approved.

***Action:** June moved that the Cottage Executive Director can do incremental pro-rated rent increases when necessary. Kip seconded the motion. The motion was unanimously approved.*

The meeting was then opened to questions from the two guests who were attending and who were considering joining the Board. Both expressed interest in attending another meeting and then left the meeting at 12 noon.

The Board went into Executive Session at 12:02 pm.

The Executive Session concluded at 12:13 pm.

***Action:** Barbara moved to suspend the motion made at the April 15, 2025 Board meeting which raised the rent for one-bedroom Cottages to \$1,500. This will go into effect again starting on December 1, 2025. Mary Ann seconded the motion. The motion passed unanimously.*

The Board meeting was adjourned at 12:13 pm.

The next Board meeting will be held on Tuesday, November 18 from 10 am to 12 noon.

Respectfully submitted by

Mary Ann Cameron
Secretary/Treasurer
LOHO Board of Directors