

SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

June 20, 2024

6 pm – 8 pm

Zoom and in the Community Center

Call to Order, Roll Call, Quorum

President

Adoption of Agenda

President

Minutes Approval: Draft minutes May 15, 2024

President

SLMC Member Comments and Board Responses – 30 minutes
3 minutes per member to speak.

Old Business

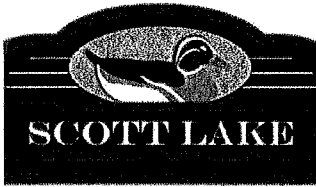
- Cement Quotes for Picnic Tables & Benches – Mike
- Fourth of July - Sarah
- Committee Chairs - Eric
 - Architectural & Compliance
 - Parks and Rec
 - Communications
- Community Center Door Quotes Eric

New Business

- Liability Insurance Increase Quote - Eric
- Authorize the President to sign a contract with NWS for Small Water System Planning and PFA's treatment evaluation. A copy of the proposal is attached. – Theresa
- Event Procedures Proposal, Event Request Form & Definitions – Sarah
- Parking on the streets - Julie

Committee Reports

- Architectural and Compliance
- Communications
- Governance
- Parks and Rec
- Water
- Finance
- Events



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

May 16, 2024

6 pm – 8 pm

Zoom and in the Community Center

Called to Order at 6:04 pm

Roll Call – Board of Trustees Present:

Eric Riffe Theresa Parsons Judy Zygar Tom Culleton Mike Pierce Jim Johnson
Julie Orcutt Jeff Curry Sarah White

Adoption of Agenda:

President

MOTION: Theresa Parsons moved, and Jim Johnson seconded to adopt the agenda. The motion passed unanimously.

Minutes Approval:

President

MOTION: Tom Culleton moved, and Mike Pierce seconded that the minutes be approved as mailed out. The motion passed unanimously.

Election Results:

A quorum was present for the Annual Meeting on Saturday, May 11th. The following are the results of the election:

Three-Year Terms: Eric Riffe, Theresa Parsons & Judy Zygar

Two-Year Terms: Tom Culleton, Mike Pierce & Sarah White

One-Year Term: Jeff Curry, Jim Johnson & Julie Orcutt

Nomination of Officers:

MOTION: Judy Zygar moved, and Julie Orcutt seconded to have Eric Riffe as President. The motion passed unanimously.

MOTION: Theresa Parsons moved, and Julie Orcutt seconded to have Tom Culleton as Vice-President. The motion passed unanimously.

MOTION: Judy Zygar moved, and Julie Orcutt seconded to have Theresa Parsons as Secretary. The motion passed unanimously.

MOTION: Eric Riffe moved, and Julie Orcutt seconded to have Judy Zygar as Treasurer. The motion passed unanimously.

SLMC Member Comments and Board Responses – 30 minutes, 3 minutes per member to speak.

Janis Snyder – a member of the Governance Committee, stated that she feels there is nepotism throughout the board and employees.

Theresa Parsons replied that Judy and herself are members of good standing, own their properties separately, and have the right to be board members. Jake is our meter reader who can also troubleshoot our water system. A parliamentarian has been hired to assist with our Bylaws

Dennis Caines thanked the board and the community for supporting the model races ERCU put on at the lake. He wants it to be presented as the SLMC Spring Fair next year. The model racers stated it was the best location and support that they had seen at any of their races. It would be possible to have a pickleball competition, a floatplane show, etc.

Marci Simmons – Wished all the new members good luck and hoped everyone would show respect to one another.

Old Business

- **Maintenance Position:**

We received over 25 applications for the Maintenance Position, which were narrowed down to 13 applicants. The executive Officers chose 6 to interview. We then compiled a list of the top 3 applicants and ranked them 1-3. Brian Bowes was the top candidate. We checked his references, and he received great reports from all. Some candidates asked for too high of a starting dollar amount and took themselves out of the running for the position.

MOTION: Judy Zygar moved, and Tome Culleton seconded to direct the president, Eric Riffe, to hire Brian Bowes for the Maintenance Technician position. The motion passed unanimously.

Now that we have a maintenance tech, we can open the bathrooms during business hours, Monday through Thursday. We can also check to see if Ed Pester would be willing to open and close the bathrooms from Friday through Sunday.

- **Concrete – Picnic Tables & Benches:**

We need estimates to pour concrete pads to secure the tables and benches.

New Business

- **Annual Meeting:**

The Executive Secretary, Penny Dorr, and Betsy Pierce shredded the ballots from the 2023 annual meeting.

The 2024/25 budget, which the Board of Directors approved in April, was not rejected by the community.

Eric Riffe thanked everyone on the Election Committee that counted all the ballots.

- **Committee Chair Selection:**

It was suggested that committee selections should be discussed at a working session.

MOTION: Mike Pierce moved, and Jim Johnson seconded to table the selection of committee chairs until the next board meeting. The motion passed unanimously.

- **Fourth of July:**

We need to send out a letter regarding fireworks and the expectations and rules. We have already had two fires this year, and the drought is going to be here sooner than we thought. Another thought to consider is to have a fine system for homeowners who let off fireworks. We will follow whatever the county puts out regarding fireworks.

Will add the Fourth of July to the working session.

- **Porta-Potty:**

Staff will call Howdy Doody and have them put another porta-potty by the tennis courts.

- **Investment/Tax Meeting with Pillar & Accountant:**

Skip, the auditor has given us a small list to get started on this year's financial audit and the paperwork needed for the reserves that are being invested. Any interest on our investments is taxable. We will work with Pillar Financial and the auditor to create another investment account to re-invest the interest. The finance committee is

scheduling a meeting with Pillar Financial, the auditor, and the executive officers. We have to follow IRS rules and state laws and rules, and sometimes they don't go hand in hand; when that happens, we follow the strictest rule.

- **Committee Reports**

- **Communications:** All articles for the newsletter are due by 8 am on Monday.

- **Governance:**

The committee has incorporated the attorney's responses into the bylaws. They will need to discuss things that need to be grandfathered in.

The committee will not meet for the next two weeks due to vacations. The Articles of Incorporation and Bylaws will be sent to the parliamentarian. Once everyone is back from vacation, we will set up a meeting with the parliamentarian, Eric Peters. The parliamentarian works with the attorney and is less expensive.

Eric Peters has extensive knowledge of HOAs. The President is in direct contact with our attorney, and the Secretary of the board is in direct contact with the parliamentarian. If there is a difference of opinion between the parliamentarian and the attorney, the attorney prevails.

The committee will also have the Member's Bill of Rights written in plain English.

- **Parks & Rec:**

The picnic tables and benches are assembled; concrete pads are needed to secure them. The tennis/pickle ball and tennis courts will be completed on Father's Day. The dock must be put back in the water, and new floats and corner bumpers must be installed. Eric Riffe will bring his mini and assist in getting the floats installed.

South Gate Fence Quote:

Some of the rail fences are damaged or need to be installed, as well as some chain link fencing.

MOTION: Mike Pierce motioned, and Judy Zygar seconded to proceed with the quote from South Gate Fence. The motion passed unanimously.

- **Events Committee:**

Beautification Day: All plants, shrubs, and trees were planted and came in under budget.

SLAMS Fishing Derby is Saturday, June 1st.

Fourth of July: there will be a community activity during the day.

The committee is working on forms for anyone who wants to hold an event at Scott Lake, such as Dennis Caines with the boat races.

The committee is working within its committee charter.

- **Finance Committee:**

April's HOA & Water Profit and Loss Statements, along with our balances in all the accounts at Heritage Bank and the latest statement from our investments were handed out.

- **Water Committee:**

Regulatory requirements for PFAS—Forever Chemicals: We must monitor them for 3 years and make capital improvements that will lower them to an acceptable threshold. Possible ways to lower PFAs are installing a filtration system to treat the water, drilling a new well that might not have PFAS, activated charcoal, etc.

We currently do not have a Small Water Management Plan. Money is in the budget for a consulting engineering firm to do a swamp study. I have spoken with two engineers, and we will get a proposal from NW Water Systems and Thurston County. The Water committee will review the estimates and bring them to the board for their approval.

We will be replacing 150 water meters over the next few months. We have approximately 600-meter connections. This will make a total of 300 new radio-read meters installed. Using radio-read meters will lessen the mistakes in reading the meters and make the process quicker.

Improvements are needed in the well house – new sink and shelving before DOH does their inspection.

Pressure tanks need replacing, waiting on the contractor. Also, having a water hydrant put in by the upper reservoir.

- Reminder – Sheriff Sanders Town Hall meeting, Wednesday, May 22nd, at 6 pm.
- Board Working Session: June 6th at 6 pm.

Adjournment: 8:12 pm

Concrete for New Benches
Quotes and Recommendations
SLMC Parks Committee

The Parks Committee recommends installing concrete pads under all new benches and picnic tables. This will make lawn maintenance significantly easier. It will also make clean up of dropped trash or food scraps easier for picnickers. We have reviewed three (3) estimates from local concrete companies. Please see our recommendation and summaries below.

Recommendation: West Peak Construction

Total: \$5,583.95

Includes: Two concrete pads that are 5'x8' and 4 pads that are 5'x6'. Covers dig out, place base rock, wire mesh, form and pour at 4" thick with a broom finish.

This quote covers everything from start to finish. We feel this is the most cost effective and time efficient option in the long term.

Option #2: Concrete Masters LLC

Total: \$3,200

Includes Two 5'x14'x5" pads and four 5'x6'5" pads. All form and pouring.

This quote seems to require us to do the prep work before they build the forms. This would require additional strain on staff and/or volunteers. Considering the time impact and cost of our own maintenance staff, we do not feel this quote saves money in the long term and therefore do not recommend it.

Option #3: Argueta Construction

Total: \$8,000 plus tax

Includes: Removing grass and cleaning area, forming with levels and correct measurements, filling with compacted gravel, installing rebar, pouring concrete 4" thick, broom finish

This quote provides the same services as our recommendation at a much higher price. For that reason we do not recommend it.

office@scottlake.net

From: Billie Stuart <billie@nichinsure.com>
Sent: Friday, June 14, 2024 12:55 PM
To: office@scottlake.net
Subject: Scott Lake Maintenance Co Renewal Application Request
Attachments: HOA-Questionnaire.docx

Hi Penny,

Hope you are doing well.

Your Liberty Mutual policies will renew at 12:01 am on 06/15/2024 however Liberty Mutual is requesting the attached questionnaire to be completed & return to complete their file.

Also regarding the umbrella increase, Liberty is currently not offer higher umbrella limits for HOA's that have significant exposures such as lakes and/or water companies in which you have both. I could go to a non-admitted market but you would probably be looking at around \$10k for the extra \$4,000,000 needed for a total of \$5m.

Please return the completed questionnaire to our office, along with any other documentation requested by the application at your earliest convenience. Be sure to answer all of the questions and sign and date the form.

Thank you for your help and cooperation. Please let me know if you have questions.

Thank you,

Billie Stuart

Nicholson & Associates Ins LLC

Phone: (360)352-8444

Olympic Door & Trim

2733 Crites Street SW
 Tumwater WA 98512
 Phone 360.486.0535

Budget Estimate

Date	Quote No.
6/19/2024	28974

Scott Lake Maintenance
 360.352.4787
 pazdorr@hotmail.com

PROHIBITED
 (non-posting)

Ship To
emld 8.30.23 updated 9.21.23 2631 114th Way SW, Olympia, WA 98512

Job Name	
Office Door	60/40

Description	Amount
Budget Estimate Per Photos Only - Field Measure Needed to Verify sizes & pricing prior to order	
Entry Door Dbl Unit RHAOUT 6068 PAIR 36" x 80" smooth fiberglass craftsman 2-panel bottom & six lite clear glass with grid CLEAR insulated glass No Decorative Shelf Unless Specified astragal & flush bolts & double bore w/radius mortise 6 9/16 primed wood SRK frame with bronze ADA threshold PFJ brickmould shipped loose non-removable pin non-ferrous US19 black hinges bronze weatherstripping & sweep & guard package ***option for composite frame add 335.00 ***option for wood grain fiberglass add 255.00	2,066.00T
Dbl Emergency Exit Door by Residential Side Dbl Emergency Exit Door by Ballfield 6068 PAIR 36" x 80" smooth fiberglass flush door NO GLASS blocked for panic exit device & closure devices astragal & flush bolts 6 9/16 PFJ SRK frame with bronze ADA threshold omit handle bore - using exit device on active door PFJ brickmould shipped loose non-removable pin non-ferrous US19 black hinges bronze weatherstripping & sweep & guard package	3,116.00T
LICENSE NO. OLYMPDT894QQ credit card processor collects a 3% fee on all credit card transactions	
	Sales Tax (8.3%)
	Total

Olympic Door & Trim

2733 Crites Street SW
 Tumwater WA 98512
 Phone 360.486.0535

Budget Estimate

Date	Quote No.
6/19/2024	28974

Scott Lake Maintenance
 360.352.4787
 pazdorr@hotmail.com

PROHIBITED
 (non-posting)

Ship To	
emld 8.30.23 updated 9.21.23 2631 114th Way SW, Olympia, WA 98512	
Job Name	
Office Door	60/40

Description	Amount
Office Key Drop Door RHOUT 3068 smooth fiberglass flush insulated 1-3/4 NO GLASS ***MAIL SLOT CUTOUT at lock rail location at 12" wide x 4" tall - centered*** 6 9/16 PFJ SRK frame omit handle bore - customer will install exit device bronze ADA threshold PFJ brickmould shipped loose non-removable pin non-ferrous US19 black hinges bronze weatherstripping & sweep guard package	885.00T
Factory Painting Services: double entry doors/frame double parking lot doors/frame double ballfield doors/frame single rent check door/frame complete doors & frames inside & out: Color - tbd	4,328.00T
New Steel Door Mail Drop Box or customer to reuse existing - verify heavy duty steel mailbox safe box with combo lock & door black finish	150.00T
LICENSE NO. OLYMPDT894QQ credit card processor collects a 3% fee on all credit card transactions	Sales Tax (8.3%)
	Total

Olympic Door & Trim

2733 Crites Street SW
 Tumwater WA 98512
 Phone 360.486.0535

Budget Estimate

Date	Quote No.
6/19/2024	28974

Scott Lake Maintenance
 360.352.4787
 pazdorr@hotmail.com

FOR POSTING
 (non-posting)

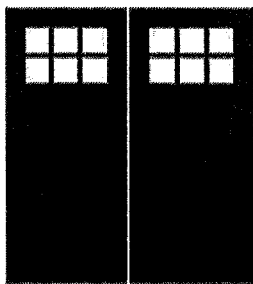
Ship To	
emld 8.30.23 updated 9.21.23 2631 114th Way SW, Olympia, WA 98512	
Job Name	
Office Door	60/40

Description	Amount
Interior Casing - Prepainted Door Casing	300.00T
exterior door foam sealant - insulate between framing & jamb exterior oil-base 25 year caulking	107.80T
HARDWARE PACKAGE ***Note guestimate only - site visit needed Entry Double Door - Deadbolt and Thumb Grip Set & HD overhead closers Emergency Near Parking - Exit device with exterior pull & HD overhead closers Emergency Near Ballfield - Exit device with exterior pull & HD overhead closers Rent Check Door - keyed deadbolt & leverset & HD overhead closer all keyed alike **perhaps a keypad entry coded system approx add 230.00	2,400.00T
DOOR INSTALLATION remove existing doors & frames install new doors & frames above install new interior casing above install new door hardware above includes delivery & stocking to job site & disposal of old doors & debris	4,780.00T
LICENSE NO. OLYMPDT894QQ credit card processor collects a 3% fee on all credit card transactions	Sales Tax (8.3%) \$1,505.02
	Total \$19,637.82

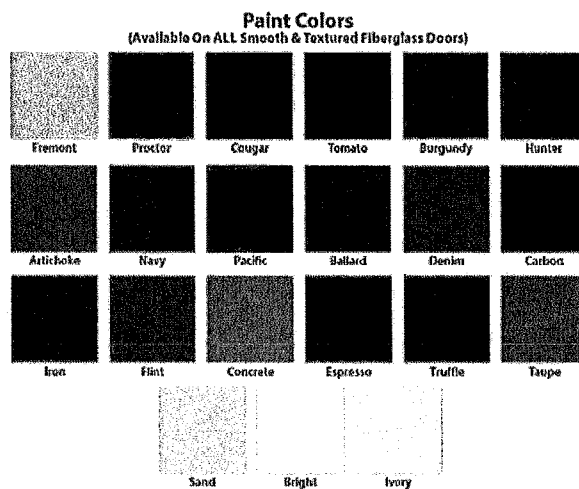
From: Cindy Ide cindy@olympicdoor.com
Subject: Re: Exterior Door Replacement Project
Date: Jun 19, 2024 at 3:54:34 PM
To: pazdorr@hotmail.com

Hi Penny - here is that updated information on the community center.

Also the hardware type that you could use if you want to make simple key codes for entry. This one actually does require a battery, but also has the key override.



Entry Door Hardware Visual
Silver, black or bronze finish avail



From: Cindy Ide <cindy@olympicdoor.com>
Sent: Thursday, September 21, 2023 2:20 PM
To: pazdorr@hotmail.com <pazdorr@hotmail.com>
Subject: Re: Exterior Door Replacement Project

here is that updated information for the four locations.

have a great rest of your week!

Cindy Ide
Olympic Door & Trim
A Locally Owned Small Business



Engineering • Management • Planning
P.O. Box 123 • Port Orchard, WA 98366 • 888-881-0958 • 360-876-0958

May 30, 2024

Scott Lake
Theresa Parsons
theresaparsons@comcast.net
office@scottlake.net

Re: Scott Lake Water System (ID 767876), Thurston County, PFAS Evaluation

Dear Scott Lake Water System,

Thank you for meeting with me to discuss the PFAS detections on the Scott Lake Water System. The water system has exceedances for PFOA and PFOS which are below the Washington State action level but above the recently approved EPA maximum contaminant levels (MCLs). The PFAS detections were found in S02 (well 2) and S06 (wellfield comprised of S03, S04, and S05). The following proposal is for an analysis of alternatives to reduce PFAS in the drinking water below the EPA's MCLs.

As discussed, a Water System Plan (WSP) or Small Water System Management Program (SWSMP) is a prerequisite to applying for funding through the Drinking Water State Revolving Fund (DWSRF). I have included completion of a SWSMP and effort with the funding application in this proposal as an optional item. There is a large amount of funding available for emerging contaminants which includes PFAS. Construction funding applications are open the beginning of October – end of November each year. Based on the size of the Scott Lake water system, I anticipate we would be able to submit for a funding application in the fall 2025 funding cycle.

The proposal includes a copy of this cover letter, Exhibit A, Scope of Work; Exhibit B, General Provisions, and Exhibit C, Standard Provisions. Please review all three exhibits thoroughly. We do our best to match the proposed scope of work to what we anticipate our client's needs to be. Please don't hesitate to contact me to discuss the proposal and amend as necessary to ensure that we correctly scope your project, particularly based on the desired level of coordination and project management to be provided by NWS. Your signature on the Scope of Work as well as receipt of the retainer acknowledges receipt of those exhibits and your acceptance of the proposed Scope of Work and payment terms. We will work with you to keep critical path items moving, and to assist you toward completion of the water system in a timely fashion.

Please let us know if you have any additional questions or need more information.

Sincerely,
NORTHWEST WATER SYSTEMS, INC.

Lydia Bower

Lydia Bower, PE
Lead Engineer

Cc: Projects\Pending\Scott Lake PFAS Evaluation Proposal

EXHIBIT A: SCOPE OF WORK

Prepared for:
Scott Lake

Northwest Water Systems is prepared to provide design services for the purpose of evaluating methods to reduce PFAS levels. We estimate that the following scope of work will be required:

Introduction

The following scope of work delineates tasks to be performed as part of the agreement between Northwest Water Systems, Inc. (Consultant) and _____ (Client).

The Client desires an evaluation of methods to reduce PFAS levels and associated costs.

Project Assumptions:

- No design effort is included.
- This is a standard SWSMP with no unusual features.
- The SWSMP is prepared for submission to the WSDOH in anticipation of a DWSRF Loan application.
- Survey data, if needed, will be provided by the client.
- Client is able to provide basic system information (site plans, existing infrastructure, water well report, etc). The quality of water use projections will be dependent on the quality of the data available.
- Cost estimates to be provided are adequate for making a DWSRF application and will generally attempt to over-estimate the cost to ensure adequate funding is available.
- Client will be moderately involved in the DWSRF application process.
- See General Provisions for additional project assumptions.

If any of the above assumptions are incorrect, Northwest Water Systems can provide the necessary services to remedy the discrepancy on a time and materials basis as an addendum to the proposal.

PFAS Evaluation

- Analysis of alternatives to reduce PFAS
- Brief capacity analysis
- Cost estimates for recommended alternative including Engineering, Planning, Construction, and Grant Administration

SWSMP (optional, initial to accept _____)

- Pre-plan meeting with WSDOH
- SWSMP according to WAC 246-291 and WSDOH guidance
- CCC program
- Water Use Efficiency Program
- Water Shortage Response Plan
- Emergency Response Plan
- System Inventory and Assessment
- Water System Budget and Reserve Needs
- Water System improvements and cost estimates
- Water Right Self-Assessment
- Respond to WSDOH Comments

DWSRF Funding Application (optional, initial to accept_____)

- SWSMP (above)
- Grant Application Forms
- Assistance with Income/Disadvantaged Community Documentation
- Correspondence with DOH as needed

Deliverables

- 1 Paper copy of reports
- 1 Electronic Copy

Estimated Level of Effort:

PFAS Evaluation	45 hours
SWSMP	75 hours
<u>Funding Application</u>	<u>45 hours</u>
Total:	160 hours

The project shall be completed on a time and material basis as defined in the General Provisions. The project shall **not exceed a total cost of \$9,500 (without the SWSMP and funding application) or \$33,000 (with the SWSMP + funding application)** without prior approval of the customer, based on demonstration of additional scope. The actual cost of the project may be less, especially if the client provides timely, clear, and efficient communication and information. A **\$4,000 retainer** will be required to commence work. The above estimate is based on recent similar projects. Providing information in an organized and timely manner and maintaining one primary contact throughout the project will help ensure the project stays on time and within budget.

We are prepared to schedule work upon receipt of a signed copy of this proposal. We will diligently pursue completion of the Scope of Work, with the completion date being principally governed by the ability to obtain required information and review and approval times from government agencies.

Northwest Water Systems endeavors to always provide the maximum value possible for our clients. First and foremost, we seek to protect public health through design, planning, and application of our expertise. Second, we design to provide the desired level of water service with the best overall lifecycle value. We do this by scaling to the size and needs of the customer's water system, and by keeping facilities and operation simple but robust. We leverage our experience, planning for, managing, building, and maintaining water systems to ensure our designs minimize maintenance and operational effort and can be constructed cost efficiently.

We tailor our consultant approach and level of effort to the customer's needs. Many small systems require only basic design or planning work with little detail. Larger projects are typically more complex and may require a much higher level of detail, as well as oversight, planning, and coordination.

In order to keep our planning and engineering costs down we provide an a-la-carte approach and we allow our customers to tell us what they need or desire. All projects have minimum requirements that must be met; however, we are able to adjust our contract to provide for any level of effort or scope of project desired by the client. For some clients, the bare minimum is ideal. Other clients prefer additional detail, or simply some extra time from our engineers and planners to participate in client meetings and dialog or to provide more oversight and direction for less experienced installers. In many cases we are able to act as the prime contractor and take care of all aspects of the project, including all engineering and environmental work, obtaining project financing, permitting, construction bids, construction management and acceptance. We can possibly even provide construction services, if you do not already have a contractor with whom you are working.

We tailor our proposals based on information from our clients and our anticipation of their needs. We ask that our clients carefully read the Scope of Work to ensure they thoroughly understand exactly what is and what is not included in this agreement. If you have any questions, please ask. We are more than happy to adjust the Scope of Work or provide an addendum to our scope of work to better meet your needs. We do not want any surprises for our clients, so please help us to create an agreement that best meets the engineering and planning needs of your system.

We look forward to working with you on your project.

Prepared By: Lydia Bower Date: May 30, 2024

Prepared on behalf of NWS as Title: Lead Engineer

Accepted By: _____ Date: _____

Printed

Title

Authorized Project Contact:

The following individual is the Client's Designated Contact and has the authority to make decisions regarding the project on behalf of the Client:

Name: _____

Phone: _____

e-mail: _____

Please provide billing contact information below for financially responsible party:

Company Name: _____

Accounting Contact: _____

Address: _____

Phone Number: _____

Email: _____

END SCOPE OF WORK

2024 Schedule of Fees

Professional Service Rates	Fee per Hour
Senior Engineer	\$225
Project Engineer	\$170
Project Manager, Planner	\$170
Field Supervisor	\$170
Field Staff	\$136
Administrator	\$103
Expert Witness, Testimony	150% of above rates
For multi-year contracts, labor rates may be adjusted annually to PPI for engineering industry	

Standard Fees	Rate
Laboratory Expenses	cost + 15%
Subcontracting Expense	cost + 15%
Travel	hourly + IRS Rate
All Other Direct Expenses	cost + 15%
Per-diem	Prevailing State Rate*

Field Equipment	Rate
Water Level Transducer (each)	\$50/day
Manual Well Sounder	\$50/day
Hydrostatic Test Pump	\$150/day
GPS	\$50/day
Ultrasonic thickness gauge	\$50/day
Misc. Fittings	\$25/day
Rented Equipment	rental fee +15%
Other Equipment	Approx. 5% equipment cost

*rate in place at time of service

EXHIBIT B: General Provisions

The following general provisions shall apply unless explicitly defined otherwise in the scope of work:

- 1) This is a straightforward project with no unusual features. Any design, planning, troubleshooting, consulting, or other services not explicitly defined in the scope of work are excluded. The scope of work may be amended to include additional required services as applicable.
- 2) The owner and their representatives are willing to cooperate with Northwest Water Systems and provide accurate information in a timely manner.
- 3) The Scope of Work and level of effort defined in this agreement assumes the Client's needs can be met using the standard approaches as recommended in the current (at the time of submission) Washington State Department of Health Water System Design Manual. Any effort expended to meet the Client's needs through allowable exceptions, alternative approaches, or other non-standard design techniques or "negotiations" with the WSDOH is not included in the Scope of Work, unless specifically described and will constitute additional effort outside the proposed design fee.
- 4) Water meter data will be provided in Microsoft Excel and shall be accurate and provided in an organized manner. Unavailable or missing meter records or meter records not meeting these requirements may require additional effort and will be billable on a time and materials basis outside of the defined Not-To-Exceed amount or any flat rate bids.
- 5) Well approvals require wells meet applicable setback and construction requirements and that legible well logs be provided by the Client for all wells to be approved. Wells without logs or not meeting setback or construction requirements may be approvable on a case by case basis; however additional fees for hydrological evaluation, variances, or additional research or correspondence will be necessary.
- 6) Design fee hours and expenses will be billed on a monthly basis or at completion of major milestones, and will be paid in full prior to the completion of construction approval. Unless otherwise explicitly defined, fees payable to government agencies and other services, such as surveying, water sampling, and recording documents, are the client's responsibility. The design fee includes normal copying, blueprinting and document preparation costs. Additional copying, blueprinting or other reimbursable expenses such as lab fees will be invoiced at cost plus 15% to cover taxes and handling.
- 7) Unless otherwise defined in the scope of work, system water use will fall under the Permit Exempt well water limitations, or the system has adequate water rights. If utilizing the permit exemption, the Client should familiarize themselves with applicable criteria; in brief, the exemption allows use of up to 5,000 gpd residential, 5,000 gpd industrial, stock watering, and irrigation of up to ½ acre lawn and non-commercial garden. Extra analysis associated with maximizing Client's intended use beyond what is typically allowed according to WSDOH default standards will constitute additional Scope of Work.
- 8) Unless otherwise defined in the scope of work, all design documents are intended for approval of the governing agency and does not include bid documents or detailed installation drawings or cost estimates. This scope of work does not include fitting by fitting schematics or electrical diagrams and assumes the installing contractor has a familiarity with this type of work. Should they be necessary, detailed diagrams and schematics can be prepared and shall be billed on a time and materials basis at the current hourly rates.
- 9) The installing contractor shall coordinate with Northwest Water prior to beginning the construction phase of the project to discuss the installation and help avoid the expense of additional site visits.

- 10) Water Quality Samples and Pump Tests (if and as necessary) are not included unless specifically defined in the scope of work. If necessary these services can be provided on a time and materials basis via addendum to the scope of work.
- 11) Pump tests provided by others are assumed to be accurate and complete enough to meet regulatory requirements and best practices. Any additional data reduction, data correction, explanation of unusual results, or hydrological analysis or reports not explicitly included in the scope of work will be billable on a time and materials basis outside of the defined Not-To-Exceed amount or any flat rate bids.
- 12) Any fire suppression system design will be provided by others. Unless specifically defined in the scope of work, if fire protection is required, a stand alone fire suppression system will supply any fire suppression flow and will not impact the water system design other than specification of backflow prevention to protect the drinking water system.
- 13) State and local regulators will not change the Scope of Work from that which is outlined below.
- 14) The client will not request any significant change in design approach, project scope, or system layout unless the engineer has recommended such a change.
- 15) If included in the scope of work, the Consultant will prepare draft recordable documents ready for client's legal review. Northwest Water Systems is not a legal firm and cannot provide legal advice or legal services; however, not all attorneys are well versed in the requirements specific to water systems. Therefore we make available draft recordable documents to our clients as a courtesy to assist their legal counsel; Northwest Water Systems Inc. makes no guarantee and is not responsible for content or format of draft recordable documents; if draft legal documents are utilized, the client or the client's legal council assumes all responsibility.
- 16) Northwest Water Systems, Inc. provides notary service to our clients by appointment at our Port Orchard office at no cost. Northwest Water System's may also provide recording services on a time and materials basis. The client is responsible for format and content of all recorded documents. Improperly formatted or inaccurate documents may be rejected by the county auditor or may result in added charges.
- 17) The scope of work does not include equipment purchase, installation, startup, or testing. An estimate and proposal for construction and installation may be provided upon request after approval of engineering documents if you do not already have a contractor with whom you are working.
- 18) All installation of equipment and startup will be carried out by a qualified party familiar with public water systems. The client will be liable for any correspondence, requests for clarification, or additional inspections or otherwise increased level of effort caused by the client performing any installation, or contracting installation with any contractor not familiar with public water system installation, operation, and regulation.
- 19) Unless otherwise defined in the scope of work, assistance with funding is not included but may be provided upon request via addendum to the scope of work.
- 20) Unless otherwise defined, scope of work includes designs and reports as necessary to receive approval from state or local health departments. Unless explicitly included in the scope of work, the following services are excluded: project management, geotechnical analysis, stormwater design, surveying, cultural review, landscape design, stream and wetland review and delineation, grading design and reports, electrical design or engineering, design of roadways or utilities besides potable water, structural design and engineering, application for water rights, and permitting process aside from Health Department approval of water systems. Northwest Water Systems may provide these services or subcontract to others for these services upon request via addendum to the scope of work.
- 21) The Consultant has a standing service agreement with a Licensed Hydrogeologist. The Consultant endeavors to anticipate the need for the services of a Hydrogeologist and include such services in the scope of work; however, if in the Client's best interest due to emergent

conditions or findings the Consultant may request review and recommendations of the Hydrogeologist. The client will be liable for up to 4 hours effort on the part of the Hydrogeologist outside of the defined Not-To-Exceed amount or any flat rate bids. Any further level of effort by the Hydrogeologist shall require an addendum to the scope of work.

- 22) The Client shall designate a single point of contact for project liaison with the Consultant. All communication between the Client and the Consultant shall be with the designated point of contact. The Designated point of Contact is designated at the end of the Scope of Work. If no Authorized Representative/Designated Contact is identified by the Client, the addressee in the Cover Letter to this proposal shall be the Designated Contact by default unless otherwise defined in writing by the Client.
- 23) Unless otherwise explicitly defined in the scope of work, correspondence or meeting requests initiated by the client or the client's contractor or other consultants shall not exceed 5% of total estimated project hours. All communications beyond 5% of estimated project hours or as otherwise defined in the scope of work are out of scope and will be billable on a time and materials basis outside of the defined Not-To-Exceed amount or any flat rate bids.
- 24) Site visits and inspections are outside the scope of work unless explicitly included. A minimum of one (1) site visit is required for the final Completion of Construction Report required by the WSDOH if the engineering services include a project that requires construction. Additional site visits may be necessary for inspections during construction, observation of the hydrostatic test and disinfection, or re-inspections due to improper equipment installation. Larger projects and projects completed in phases typically require multiple construction visits.
- 25) All hours are billable for time and materials line items, including time required for research, correspondence, meetings, design, technical writing, testing, and transit time to and from the Consultant's base of operations for any site visits, inspections, testing, laboratories, meetings, or as otherwise necessary. Hourly charges are periodically adjusted (typically in February) and approximately follow inflation.
- 26) Should the not to exceed limitation or level of effort limitation for any flat rate item be reached the Consultant shall suspend all further effort and shall make every effort to work with the client to determine the reason the additional effort is required and reach an agreement to proceed. Progress will resume upon approval of an addendum to the scope of work or as otherwise agreed.
- 27) Any new water system located within or adjacent to an existing Group A public water system must receive a denial of service prior to pursuing approval of a new water system. All public water systems approved after July 22, 1995 are required to be managed and operated by an approved Satellite Management Agency (SMA). A complete list of approved SMA's can be found at https://www.doh.wa.gov/Portals/1/Documents/4200/sma_list.pdf. Unless specified otherwise, it will be assumed that Northwest Water Systems, Inc. will be the Satellite Management Agency.

EXHIBIT C: STANDARD PROVISIONS

A. Payment

Payment is due as specified in the Contract to which these Standard Provisions are attached. Signing of the Contract by all parties signifies agreement with the payment schedule. Northwest Water Systems, Inc. expenses related to those costs incurred for the client's project including, but not limited to, necessary transportation costs, laboratory tests and analyses, sub-consultant services, printing, copying and binding charges shall be invoiced as reimbursable expenses. Reimbursement for these expenses shall be on the basis of 1.15 times actual charges when furnished by commercial sources and on the basis of usual commercial charges when furnished by Northwest Water Systems, Inc. Unless otherwise provided for in the contract, Reimbursable Expenses are in addition to the estimated fee.

The parties acknowledge and agree that any estimate of a total fee may not reflect the ultimate charges of Northwest Water Systems, Inc. Each party recognizes the inherent difficulty in any predetermination of the amount of services required for a particular project. All changes to the Scope of Work or to the Fee shall be accomplished through numbered Change Orders signed by all parties. If a retainer is received, it will be credited to the final invoice unless prior arrangement has been made between client and Northwest Water Systems, Inc.

All past due invoices are subject to a 1.5% per month late charge calculated and applied the day following the due date. Subsequent late charges are calculated based on the invoice amount plus any previous late charges.

B. Time of Beginning

Signing of the Contract is authorization by the client for Northwest Water Systems, Inc., to proceed with the scope of work.

C. Delay

The Consultant will not be responsible for damages or be in default by reason of delays caused by factors beyond Consultant's reasonable control. The Consultant will schedule work and shall endeavor to complete the scope of work in a timely manner; however, unless explicitly defined in the scope of work consultant is in no way bound by any explicit or implicit schedule or deadline.

D. Professional Standards

Northwest Water Systems, Inc., shall be responsible to the level of competency presently maintained by other practicing professionals in the same type of work in the community, for the professional and technical soundness, accuracy and adequacy of all designs, drawings, specifications, and other work and materials furnished under the attached Contract.

E. Project Documents and Site Information

Prior to commencement of Services, Client will provide Consultant all relevant information reasonably available to the Client. Consultant may rely on the Client supplied information.

F. Change of Conditions

Scope of work has been prepared based on the Client's representation of available documents and existing conditions. Any additional effort required by inaccurate or incomplete documentation or inaccurate representation of or changing conditions constitutes a change in scope of work. Scope of work has been prepared based on the regulatory requirements, recommendations, and best practices at the time of writing; Consultant shall promptly inform Client of any change that necessitate revision to scope of work. Any increase in scope of work shall be paid for by the Client according to Consultant's then current rate schedule.

G. Change in Scope

Scope of work has been prepared based on the Client's representation of requested services. Any change in the level of services desired by the client constitutes a change in scope of work. Consultant shall promptly inform the Client of any change in scope and shall provide the Client with an amended contract upon Client's request to amend as necessary the scope of work. Change in requested services includes scope creep, constituted by ongoing minor requests for services not included in the scope of work. Scope creep shall be identified by the Consultant prior to exceeding the level of effort defined in the scope of work. The Consultant shall not exceed the level of effort defined in the scope of work unless and until scope of work is amended as necessary to address scope creep. Any disputed level of effort or scope of work shall be resolved as defined herein.

H. Governing Law

Unless otherwise provided, the attached Contract shall be governed by the laws of the State of Washington. Unless otherwise agreed, venue by any action shall be Kitsap County, Washington.

I. Safety and Construction

Northwest Water Systems, Inc., shall not be responsible for construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the work performed by the Contractor(s) and any subcontractors.

J. Insurance

Unless otherwise defined, the Consultant will maintain workers compensation insurance as required by law and employer's liability, comprehensive general liability and automobile liability insurance with coverage of no less than \$1 million per occurrence and in aggregate.

Consultant will maintain professional liability insurance with coverage of no less than \$1 million per claim and \$2 million in aggregate. Upon request, Consultant will furnish certificates of insurance to Client.

K. Right of Entry

Unless otherwise agreed the Consultant and all of Consultant's sub-contractors will be furnished right-of-entry to the land and facilities as necessary for testing, inspection, surveys, and other explorations. The Consultant and Consultants sub-contractors will take reasonable precautions to minimize damage from testing and use of equipment but have not included in our fee the cost of restoration for any work as outlined in this contract.

L. Legal Relations

Any dispute, controversy or claim arising out of or relating to the attached Contract, or the breach, termination or invalidity thereof, shall be submitted for mediation prior to the commencement of other adjudicatory procedures. The dispute resolution procedure shall be implemented in any matter by written notice given by any party to the other party or parties to the attached Contract. The notice shall contain a statement of the nature of the dispute and the remedy sought. The parties shall make their principals available for a period of two (2) consecutive days during the thirty (30) days following the giving of notice of intent to mediate with the other parties on the dispute.

Unless agreed upon otherwise by the parties signatory to the attached Contract, the location of the mediation shall be Port Orchard, Washington. If settlement is agreed upon through mediation, the parties may agree that the settlement be reduced to writing and that the mediator shall be deemed to be arbitrator for the sole purpose of signing that written settlement agreement which shall then have the same force and effect as an arbitral award.

In the event mediation fails, and legal action is brought by the client or Northwest Water Systems, Inc., against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, then the prevailing party shall be entitled to reasonable attorney's fees, costs and expenses incurred in any action brought by either party under the terms of the attached Contract.

The client agrees to limit Northwest Water Systems, Inc., liability to the client and his assigns due to Northwest Water Systems, Inc., professional negligent acts, errors or omissions such that the total aggregate liability of Northwest Water Systems, Inc., to all those named shall not exceed 50 percent of Northwest Water Systems, Inc.'s total fee for services rendered on this project, or Two Thousand (\$2,000) whichever is greater.

M. Cost Estimates

Any cost estimates provided by Northwest Water Systems, Inc., will be on a basis of experience and judgement, but since it has no control over market conditions or bidding procedures, Northwest Water Systems, Inc., cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

N. Deliverables

All deliverables, such as reports, construction documents, plans, etc., become the property of the Client and may not be released to any third parties without the express approval of the Client, with the exception of materials submitted to public agencies and subject to Public Records release. In such cases these records may be provided to 3rd parties upon request as appropriate. All templates, "boilerplate", standard details, and automated processes used in, or developed during, the production of deliverables remain the property of Northwest Water Systems, Inc.

O. Termination

Contract may be terminated by mutual agreement between both parties. Contract may be terminated by Client if Northwest Water Systems, Inc. deliverables do not meet the standards required for approval by the Washington State Department of Health or if contract schedule is exceeded. Northwest Water Systems, Inc. may terminate the contract for non-payment of issued invoices in accordance with these Standard Provisions or the provisions of the contract, if Client is unable or unwilling to provide necessary information or access to facilities, or if Client is unable or unwilling to conform to the rules and regulations of the Washington State Department of Health or other agencies of jurisdiction. The Client shall be liable for all fees and services rendered prior to the time of termination.

P. Severability

If any term, condition or provision of the attached Contract or these Standard Provisions, or the application to any circumstances is determined to be invalid or unenforceable to any extent, the remaining provisions of the attached Contract and these Standard Provisions shall not be affected, but shall remain valid and enforceable.

Q. Indemnification

Both parties agree to indemnify and hold harmless the innocent party for any acts, omissions, errors, breeches, or other damages caused by the offending party.

R. Complete Agreement and Changes to Agreement

The attached Contract and these Standard Provisions supersede all verbal and other written understandings and agreements and constitutes the complete and final understanding between client and Northwest Water Systems, Inc. Any changes to this agreement shall be in writing and signed by both parties.

2024 4th of July Proposal Scott Lake Park

The Parks Committee proposes the following guidelines for park usage on the evening of July 4th, 2024. Please note, the Events Committee is requesting no fireworks in the park during their event, 2:30 to 5:00pm. They are posting notices to this effect throughout the community.

Clearly communicate rules and expectations to all community members:

- We recommend using the same rules as last year with additional wording to clarify that fireworks are not allowed on the newly resurfaced blacktops. These are attached to this proposal for your reference.
- These rules have been included in the newsletter, posted on social media, posted on the SLMC website, and hard copies are posted in the park.

Protection of community owned property:

- Fireworks stations will be clearly marked with white marking paint, glow sticks, and orange cones (cones courtesy of SLAMS)
- The docks will be locked at 5pm.
- Buckets of water, with glow sticks attached, will be placed in designated fireworks areas for added safety and to extinguish fireworks.
- We recommend purchasing metal poles to secure orange fencing around black tops.
 - SLAMS has granted the usage of their cones and orange fencing. Metal poles will make it more difficult to move and increase property safety.
- Caution tape will be secured around the play structure.
- We recommend purchasing several hundred feet of hose to leave attached at the kitchen shelter and bathrooms. This will make water quickly available anywhere in the park, increasing overall safety.

Daytime set up:

- We recommend renting an additional dumpster to be placed at the north entrance to the park, just as SLMC has done previously.
- During the day, the park will be open for normal use. The docks will have very visible signs reminding people no fireworks are allowed.
- Committee volunteers will begin setting up at approximately noon
 - This will include painting lines to designate fireworks areas, connecting hoses, and setting out foldable trash cans.
- The events Committee will be on site approximately 1:30 to set up their event.
- Community Fun Run and Block Party will begin at 2:30 and continue until 5.

Post event/Preparing for evening activities (5pm):

- At the end of the Block Party, events/parks volunteers will make an announcement over speaker reminding people of the safety guidelines in place
- Docks will be locked
- Orange fencing will be set up and secured
- Orange cones will be placed to mark areas where fireworks are/are not allowed.
- Water buckets will be placed
- Caution tape will be secured around the play structure

Enforcement:

If there is damage to community property resulting from the 4th of July, we recommend filing appropriate police reports and fining the homeowner responsible. If the individual is a guest or child of a homeowner, we recommend the homeowner is still held responsible for their behavior. The new cameras will be up and fully functional before the 4th. These cameras have the ability to capture images at night, enabling us to identify individuals involved in destructive behavior.

Under no circumstances should board members, committee members, or community volunteers take it upon themselves to enforce park rules. As always, dangerous behavior should be called in to the authorities.



Park Rules for the 4th

- Scott Lake Park is private property. Residents and guests (accompanied by a resident) only.
- No alcohol in the park. This is state law: RCW 66.44.100
- No illegal fireworks.
- Fireworks are ONLY allowed in marked, designated areas within 15 feet of the shoreline.
- Absolutely NO fireworks on the docks, tennis/pickleball courts, basketball court, or near the play structure. This includes sparklers.
- NO fireworks under trees.
- ALWAYS completely extinguish fireworks. Hoses and buckets are available.
- ALWAYS follow the safety rules printed on your fireworks.
- Be aware and respectful of other park visitors.
- Clean up after yourself.

Event Procedures Proposal

The events committee has observed some confusion among community members and clubs as to how they can utilize SLMC resources for community wide events. To alleviate this, we would like to propose the attached policy and form be adopted. This will ensure anyone wishing to host a community-wide event has equal access to the resources available. It will also prevent confusion by recording all important event details well in advance of an event.

Event Request

Date of request: _____

Date of event: _____

Location of event: _____

Description of event: _____

*Please attach additional pages as needed

Event host(s): _____

Clubs and volunteers involved (Please outline the general role of each):

*Please attach additional pages as needed

Event needs (tables, chairs, etc): _____

Requested budget if applicable: _____

Any other information you would like considered: _____

Primary Contact: _____

Phone number: _____

Received by: _____

Date: _____

Referred to committee on _____

Definitions and Procedures for Sponsored and Non-Sponsored Events SLMC 2024

The Scott Lake Maintenance Company (SLMC) Events Committee is available as a resource to anyone interested in hosting community wide events in Scott Lake. There are two types of events defined below. The procedures for each are outlined in this document. Any questions should be directed to the SLMC office.

Definitions

Sponsored Events

A sponsored event is hosted by Scott Lake Maintenance Company and managed by the Events Committee. These events are covered under SLMC insurance and, generally, are funded by the SLMC HOA budget. Sponsored events must be open to the full Scott Lake community and follow all board and committee policies.

Non-Sponsored Events

A non-sponsored event is hosted and managed by an organization or individual other than SLMC. It is not covered by SLMC insurance and is not funded by SLMC funds. While these events are managed by SLMC, hosts must still follow all SLMC board policies. Please see non-sponsored event procedures for more information. Scott Lake Club events such as those sponsored by HERS and SLAMS are examples of non-sponsored events.

Procedures

Sponsored Events

These are usually initiated by the Events Committee or SLMC board but can also be initiated by a community member. The following steps are the procedure for a community member to initiate a sponsored event.

1. The community member will contact the Events Committee and/or attend a committee meeting to make their event suggestion.
2. The committee will discuss the event with the community member to determine whether it would be eligible to become a sponsored event.
3. The committee may choose to move forward by placing the event on their current or future calendar, or, if unable to sponsor the event, discuss other options with the community member.
4. If the committee chooses to place the event on their current or future calendar, the community member will be given the opportunity to be as involved as they wish to be in the planning and execution of their event. This may require the member to join the events committee for the duration of their event. If the community member does not wish to be involved in the planning or execution of their event, they are not required to do so.

5. The event process will then move forward following standard Events Committee procedures:
 - Writing a detailed proposal
 - Presenting proposal to SLMC board to secure funding and sponsorship approval
 - Recruiting volunteers
 - Executing event

Non-Sponsored Events

Many Scott Lake Clubs have standing events and agreements with the SLMC board regarding those events. These procedures do not change those agreements already in place, they simply add to them. The goal of this policy is to ensure all clubs and organizations have equal access to Scott Lake resources for the betterment of our community. These procedures clarify and streamline the process by which SLMC supports community clubs.

1. A representative of a community club or organization wishing to host an event for/in Scott Lake will contact either the office or the Events Committee.
2. The club/organization representative will outline the details of their event and any support they are requesting from SLMC and/or the Events Committee volunteers. This is done using the SLMC Event Request form.
3. Depending on support requested, the event request may need to be presented to the SLMC board. If this is the case, the Events Committee will assist the club/organization in drafting a proposal to take to the board. This must include a copy of the club/organization's event insurance.
 - The Events Committee chair will ensure the club/organization's proposal is included in the meeting agenda for whatever SLMC board meeting is most appropriate based on timing.
 - During this meeting, the proposal may be delivered by either the committee chair or a representative of the club/organization. Whichever is requested by the club/organization.
4. The Events Committee will work with the club/organization to provide requested support, however unless specifically requested, all other actions regarding the event will be the responsibility of the club/organization.

SCOTT LAKE MAINTENANCE COMPANY

HOA PROFIT & LOSS

MAY 2024

ACCT #	ACCOUNT NAME	BUDGETED AMOUNT	YTD ACTUAL	MTD ACTUAL	AVAILABLE BUDGET
343.40.00.000	HOA Income	\$ 340,454.40	\$ 20,810.21	\$ 20,810.21	\$ 319,644.19
343.40.00.001	HOA Additional Fees Income	\$ -	\$ 160.80	\$ 160.80	\$ (160.80)
343.40.00.004	Late Fees	\$ -	\$ 49.73	\$ 49.73	\$ (49.73)
343.40.00.005	Letter Fee	\$ -	\$ -	\$ -	\$ -
343.40.00.006	Account Transfer Fee (CTF)	\$ -	\$ -	\$ -	\$ -
343.40.01.001	Community Center Rentals	\$ 6,000.00	\$ 900.22	\$ 900.22	\$ 5,099.78
343.40.01.002	Park Shelter Rentals	\$ 700.00	\$ 150.00	\$ 150.00	\$ 550.00
343.40.01.003	Boat Ramp Keys	\$ 350.00	\$ -	\$ -	\$ 350.00
343.40.01.005	Reader Board Rentals	\$ -	\$ -	\$ -	\$ -
343.40.01.006	Barlfield Rental	\$ 720.00	\$ -	\$ -	\$ 720.00
	TOTAL ASSESSMENTS	\$ 348,224.40	\$ 22,070.96	\$ 22,070.96	\$ 326,153.44
	MISCELLANEOUS INCOME	\$ -	\$ -	\$ -	\$ -
361.40.00	Interest Income	\$ -	\$ 6.04	\$ 6.04	\$ (6.04)
343.40.01.000	Cell Phone Site & Tower Lease	\$ 12,970.86	\$ 1,120.94	\$ 1,120.94	\$ 11,849.92
343.40.01.004	Water Portion of Payroll/Payroll Taxes Transfer	\$ -	\$ 3,826.86	\$ 3,826.86	\$ (3,826.86)
	Unapplied Cash Payment Income	\$ -	\$ (1,082.14)	\$ (1,082.14)	\$ 1,082.14
	TOTAL MISCELLANEOUS INCOME	\$ 12,970.86	\$ 3,871.70	\$ 3,871.70	\$ 9,099.16
	TOTAL INCOME	\$ 361,195.26	\$ 25,942.66	\$ 25,942.66	\$ 335,252.60
	EXPENSES				
	PROFESSIONAL SERVICES				
534.10.41.001	Accountant	\$ 8,500.00	\$ 1,267.50	\$ 1,267.50	\$ 7,232.50
534.10.41.003	Legal Services	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
534.10.41.005	Janitorial Services	\$ 6,000.00	\$ 433.33	\$ 433.33	\$ 5,566.67
534.10.41.006	Financial	\$ -	\$ -	\$ -	\$ -
534.10.41.007	Mobile Security System	\$ 120.00	\$ 9.75	\$ 9.75	\$ 110.25
534.10.41.008	Alarm System	\$ 1,000.00	\$ 36.45	\$ 36.45	\$ 963.55
534.10.41.009	Licenses & Permits	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
534.10.41.010	Consultants	\$ 15,000.00	\$ 600.00	\$ 600.00	\$ 14,400.00
534.10.41.011	Liens	\$ -	\$ 310.63	\$ 310.63	\$ (310.63)
534.10.41.012	Patrol	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
	TOTAL PROFESSIONAL SERVICES	\$ 51,120.00	\$ 2,657.66	\$ 2,657.66	\$ 48,462.34
	OFFICE				
534.10.48.000	Office Equipment	\$ 2,400.00	\$ 244.73	\$ 244.73	\$ 2,155.27
534.10.48.001	Office Supplies	\$ 2,500.00	\$ 261.75	\$ 261.75	\$ 2,238.25
534.10.48.002	Printing Costs	\$ 4,400.00	\$ 237.65	\$ 237.65	\$ 4,162.35
534.10.48.003	Postage and Shipping	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
534.10.48.005	Software & Apps	\$ 6,000.00	\$ 430.50	\$ 430.50	\$ 5,569.50
534.10.48.006	Membership & Subscriptions	\$ 1,000.00	\$ 217.24	\$ 217.24	\$ 782.76
534.10.48.007	Meeting, Seminars & Training	\$ 2,400.00	\$ 296.59	\$ 296.59	\$ 2,103.41
534.34.000.02	Event Expense	\$ 7,000.00	\$ 1,164.86	\$ 1,164.86	\$ 5,835.14
	TOTAL OFFICE EXPENSE	\$ 26,700.00	\$ 2,853.32	\$ 2,853.32	\$ 23,846.68
	EMPLOYEE/PAYROLL EXPENSES				
534.11.006	Employee Insurance	\$ 19,000.00	\$ 935.28	\$ 935.28	\$ 18,064.72
534.11.002	Payroll Wages	\$ 102,571.70	\$ 9,777.74	\$ 9,777.74	\$ 92,793.96
534.11.003	Payroll Taxes	\$ 18,000.00	\$ (2,334.67)	\$ (2,334.67)	\$ 20,334.67
534.11.004	Employee Personal Protective Equipment	\$ 600.00	\$ 205.56	\$ 205.56	\$ 394.44
534.11.005	Mileage Reimbursement	\$ 600.00	\$ -	\$ -	\$ 600.00
	TOTAL EMPLOYEE EXPENSES	\$ 140,771.70	\$ 8,583.91	\$ 8,583.91	\$ 132,187.79

ACCT #	ACCOUNT NAME	BUDGETED AMOUNT	YTD ACTUAL	MTD ACTUAL	AVAILABLE BUDGET
MAINTENANCE EXPENSES					
534.12.000	Community Supplies	\$ 1,800.00	\$ 221.41	\$ 221.41	\$ 1,578.59
534.12.001	Park Supplies	\$ 2,500.00	\$ 3,131.10	\$ 3,131.10	\$ (631.10)
534.34.00.000	Maintenance - Park	\$ 10,000.00	\$ 112.88	\$ 112.88	\$ 9,887.12
534.34.00.001	Maintenance Community Center	\$ 2,500.00	\$ 5,723.57	\$ 5,723.57	\$ (3,223.57)
534.34.00.004	Repair & Maintenance	\$ 7,600.00	\$ 217.12	\$ 217.12	\$ 7,382.88
534.34.00.005	Maintenance Equipment	\$ 12,470.40	\$ 1,859.84	\$ 1,859.84	\$ 10,610.56
534.34.00.006	Equipment Maintenance	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00
TOTAL MAINTENANCE EXPENSES		\$ 40,170.40	\$ 11,265.92	\$ 11,265.92	\$ 28,904.48
HOA INSURANCE					
534.10.46.001	Directors & Officers	\$ 697.00	\$ 697.00	\$ 697.00	\$ -
534.10.46.002	Liability Insurance	\$ 2,635.00	\$ -	\$ -	\$ 2,635.00
534.10.46.003	Property Taxes	\$ 8,268.00	\$ -	\$ -	\$ 8,268.00
TOTAL HOA INSURANCE		\$ 11,600.00	\$ 697.00	\$ 697.00	\$ 10,903.00
TAXES					
534.18.000	Property Taxes	\$ 250.00	\$ -	\$ -	\$ 250.00
534.18.001	Dept. of Revenue - Excise Tax	\$ 18,000.00	\$ 2,173.93	\$ 2,173.93	\$ 15,826.07
534.18.002	Federal Income Tax	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
TOTAL TAXES		\$ 23,250.00	\$ 2,173.93	\$ 2,173.93	\$ 21,076.07
UTILITIES					
534.10.47.001	PSE - Champion Dr - 1400	\$ 1,000.00	\$ 82.33	\$ 82.33	\$ 917.67
534.10.47.002	PSE - Champion Dr - 9014	\$ 350.00	\$ 27.14	\$ 27.14	\$ 322.86
534.10.47.003	PSE - Ball Field - 8942	\$ 400.00	\$ 25.95	\$ 25.95	\$ 374.05
534.10.47.004	PSE - Street Lights - 1690	\$ 16,000.00	\$ 1,513.80	\$ 1,513.80	\$ 14,486.20
534.10.47.006	PSE - Park - 3504	\$ 350.00	\$ 28.43	\$ 28.43	\$ 321.57
534.10.47.011	PSE - Community Center - 3995	\$ 2,900.00	\$ 213.71	\$ 213.71	\$ 2,686.29
534.10.47.008	Comcast Cell Phone	\$ 400.00	\$ 29.55	\$ 29.55	\$ 370.45
534.10.47.009	Phone/Internet	\$ 4,600.00	\$ 658.64	\$ 658.64	\$ 3,941.36
534.10.47.10	Waste Management	\$ 6,000.00	\$ 457.38	\$ 457.38	\$ 5,542.62
534.10.47.01	SaniCans	\$ 4,500.00	\$ 351.98	\$ 351.98	\$ 4,148.02
TOTAL UTILITIES		\$ 36,500.00	\$ 3,388.91	\$ 3,388.91	\$ 33,111.09
NW WATER					
534.10.49.007	News Letter	\$ 1,700.00	\$ 135.77	\$ 135.77	\$ 1,564.23
TOTAL NW WATER		\$ 1,700.00	\$ 135.77	\$ 135.77	\$ 1,564.23
CAPITAL EXPENSES					
534.34.00.003	Community Center	\$ 55,200.00	\$ -	\$ -	\$ 55,200.00
534.34.00.002	Parks	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
TOTAL CAPITAL EXPENSES		\$ 85,200.00	\$ -	\$ -	\$ 85,200.00
OTHER EXPENSES					
534.14.000	Bank Service Charge	\$ 300.00	\$ -	\$ -	\$ 300.00
534.17.001	Vehicle Gas & Fuel	\$ 4,500.00	\$ 258.21	\$ 258.21	\$ 4,241.79
534.17.003	Vehicle Registration	\$ 300.00	\$ -	\$ -	\$ 300.00
534.17.004	Vehicle Repairs	\$ 2,400.00	\$ 131.97	\$ 131.97	\$ 2,268.03
534.17.007	Vehicle Wash & Road Service	\$ 1,940.00	\$ 140.52	\$ 140.52	\$ 1,799.48
TOTAL OTHER EXPENSES		\$ 9,440.00	\$ 530.70	\$ 530.70	\$ 8,909.30
TOTAL EXPENSES		\$ 426,452.10	\$ 32,287.12	\$ 32,287.12	
TOTAL INCOME		\$ 361,195.26	\$ 25,942.66	\$ 25,942.66	
NET INCOME		\$ (65,256.84)	\$ (6,344.46)	\$ (6,344.46)	

SCOTT LAKE MAINTENANCE COMPANY
WATER PROFIT & LOSS
May 2024

ACCT #	ACCOUNT NAME	BUDGETED AMOUNT	YTD ACTUAL	MTD ACTUAL	AVAILABLE BUDGET
WATER INCOME					
343.40.00.000	Water Income	\$ 484,286.40	\$ 30,375.37	\$ 30,375.37	\$ 453,911.03
343.40.00.001	Water Additional Fees Income	\$ -	\$ -	\$ -	\$ -
343.40.00.002	Connection Fee Income	\$ -	\$ -	\$ -	\$ -
343.40.00.003	EWU Excess Water Use	\$ -	\$ 731.94	\$ 731.94	\$ (731.94)
343.40.00.004	Late Fee	\$ -	\$ 1,685.82	\$ 1,685.82	\$ (1,685.82)
343.40.00.005	Letter Fees	\$ -	\$ 37.20	\$ 37.20	\$ (37.20)
343.40.00.006	Account Transfer Fee (CTF)	\$ -	\$ -	\$ -	\$ -
343.40.00.007	Non-Metered Lot /Water Reserve Assmnt	\$ 81,840.00	\$ 5,232.72	\$ 5,232.72	\$ 76,607.28
	Unapplied Cash Payment Income	\$ -	\$ 492.62	\$ 492.62	\$ (492.62)
	TOTAL WATER INCOME	\$ 566,126.40	\$ 38,555.67	\$ 38,555.67	\$ 527,570.73
MISCELLANEOUS INCOME					
343.40.01.000	Cell Phone Site & Tower Lease	\$ 12,970.80	\$ 1,080.90	\$ 1,080.90	\$ 11,889.90
361.40.00	Interest Income	\$ -	\$ 15.34	\$ 15.34	\$ (15.34)
	TOTAL MISCELLANEOUS INCOME	\$ 12,970.80	\$ 1,096.24	\$ 1,096.24	\$ 11,874.56
	TOTAL INCOME	\$ 579,097.20	\$ 39,651.91	\$ 39,651.91	\$ 539,445.29
	GROSS PROFIT	\$ 579,097.20	\$ 39,651.91	\$ 39,651.91	\$ 539,445.29

EXPENSES

534.10.41.000	Contract & Professional Fees				
534.10.41.001	Accountant	\$ 8,500.00	\$ 1,267.50	\$ 1,267.50	\$ 7,232.50
534.10.41.003	Legal Services	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
534.10.41.006	Financial	\$ -	\$ -	\$ -	\$ -
534.10.41.008	Security System	\$ 1,000.00	\$ 36.45	\$ 36.45	\$ 963.55
534.10.41.010	Consultants	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00
534.10.41.011	Patrol	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
	Total Contract & Professional Fees	\$ 112,500.00	\$ 1,303.95	\$ 1,303.95	\$ 111,196.05

NW WATER SYSTEMS

534.10.49.001	Water Testing	\$ 4,500.00	\$ 816.00	\$ 816.00	\$ 3,684.00
534.10.49.002	Water Operator Fee	\$ 30,000.00	\$ 2,228.64	\$ 2,228.64	\$ 27,771.36
534.10.49.003	Utility Billing	\$ 60,000.00	\$ 4,860.50	\$ 4,860.50	\$ 55,139.50
534.10.49.004	Misc. Fees NW Water	\$ 3,100.00	\$ 1,066.94	\$ 1,066.94	\$ 2,033.06
534.10.49.005	Chemical Supplies	\$ 5,000.00	\$ 70.52	\$ 70.52	\$ 4,929.48
534.10.49.006	Water System Repairs	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00
534.10.49.007	Communications-Newsletter	\$ 2,000.00	\$ 135.77	\$ 135.77	\$ 1,864.23
534.10.49.008	Connection Transfer Fee (CTF)	\$ -	\$ -	\$ -	\$ -
	Total NW Water Systems	\$ 144,600.00	\$ 9,178.37	\$ 9,178.37	\$ 135,421.63

ACCT #	ACCOUNT NAME	BUDGETED AMOUNT	YTD ACTUAL	MTD ACTUAL	AVAILABLE BUDGET
TAXES					
534.18.001	Department of Rev. - Excise Tax	\$ 18,000.00	\$ 2,173.94	\$ 2,173.94	\$ 15,826.06
	Washington Dept. of Revenue	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	Total Taxes	\$ 23,000.00	\$ 2,173.94	\$ 2,173.94	\$ 20,826.06
OFFICE EXPENSES					
534.10.48.001	Office Supplies	\$ 2,500.00	\$ 261.75	\$ 261.75	\$ 2,238.25
534.10.48.002	Printing Costs	\$ 4,400.00	\$ 237.66	\$ 237.66	\$ 4,162.34
534.10.48.005	Software/Subscriptions	\$ 3,500.00	\$ 375.52	\$ 375.52	\$ 3,124.48
534.10.48.006	Membership/Subscriptions	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
534.10.48.008	Office Equipment	\$ 2,400.00	\$ 244.73	\$ 244.73	\$ 2,644.73
534.10.48.009	Meeting, Seminar & Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
534.10.48.010	Postage & Shipping	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	TOTAL OFFICE EXPENSE	\$ 18,300.00	\$ 1,119.66	\$ 1,119.66	\$ 17,669.80
534.11.000	PAYROLL EXPENSES	\$ 56,927.40	\$ 3,826.86	\$ 3,826.86	\$ 53,100.54
	TOTAL EMPLOYEE EXPENSES	\$ 56,927.40	\$ 3,826.86	\$ 3,826.86	\$ 53,100.54
GENERAL EXPENSES					
534.10.41.009	Licenses & Permits	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
534.10.46.000	Insurance	\$ 12,600.00	\$ 697.00	\$ 697.00	\$ 11,903.00
	TOTAL GENERAL EXPENSES	\$ 14,600.00	\$ 697.00	\$ 697.00	\$ 13,903.00
UTILITIES					
	Unapplied Cash Bill Payment Expense		\$ -	\$ -	
534.10.47.001	PSE - Communtiy Center - 1400	\$ 375.00	\$ 14.53	\$ 14.53	\$ 360.47
534.10.47.002	PSE - Power for Pumping - 9014	\$ 375.00	\$ 6.79	\$ 6.79	\$ 368.21
534.10.47.004	PSE - Street Lights - 1690	\$ 5,000.00	\$ 403.23	\$ 403.23	\$ 4,596.77
534.10.47.006	PSE - Power for Pumping -3995	\$ 20,000.00	\$ 1,105.88	\$ 1,105.88	\$ 18,894.12
534.10.47.12	Propane	\$ 300.00	\$ -	\$ -	\$ 300.00
	TOTAL UTILITIES	\$ 26,050.00	\$ 1,530.43	\$ 1,530.43	\$ 24,519.57
Total Expenses					
CAPITAL EXPENSES					
534.34.00.000	Repairs & Maintenance Water System	\$ 163,800.00	\$ 70,950.41	\$ 70,950.41	\$ 92,849.59
	TOTAL CAPITAL EXPENSES	\$ 163,800.00	\$ 70,950.41	\$ 70,950.41	\$ 92,849.59
Other Expenses					
534.14.000	Bank Fees & Service Charges	\$ 300.00	\$ -	\$ -	\$ 300.00
	Total Other Expenses	\$ 300.00	\$ -	\$ -	\$ 300.00
	TOTAL EXPENSES	\$ 560,077.40	\$ 90,780.62	\$ 90,780.62	
	TOTAL INCOME	\$ 579,097.20	\$ 39,651.91	\$ 39,651.91	
	NET INCOME	\$ 19,019.80	\$ (51,128.71)	\$ (51,128.71)	