



Scott Lake Maintenance Company Homeowners' Association Annual Meeting May 8, 2021

Due to public health concerns and pursuant to the Governor's Safe Start Proclamation, this meeting was conducted remotely

1. Call to Order

President Tom Culleton called the meeting to order at 10:00 AM and welcomed all attendees. The Scott Lake Maintenance Company Board of Trustees was introduced. A quorum of the Board of Trustees was present. Executive Secretary Caitlin Magee conducted roll call. Executive Secretary Magee reported that a quorum of the membership was not met as only thirty-nine (39) members were present. President Culleton announced that a quorum of the membership was not present and therefore no business could be conducted by the membership.

2. Meeting Overview – Procedures and Guidelines

Executive Secretary Magee notified all participants that the meeting was being recorded for the purpose of producing accurate meeting minutes. Magee noted that the recording would not be publicized. Executive Secretary Magee provided an overview of the meeting procedures and guidelines with instructions on how to request the floor to speak and how to cast votes. Executive Secretary Magee explained that the purpose of member comment is for members to inform the body of their vies, it is not to engage in question and answer or debate. Executive Secretary Magee stated that each person is permitted to speak once, until everyone else has had an opportunity to provide comment and that member comment is limited to three minutes.

3. Board of Trustees Election

President Culleton directed Executive Secretary Magee to count the ballots submitted for the Board of Trustees Election.

Executive Secretary Magee reported pursuant to RCW 24.03 and the bylaws, the affairs of the corporation shall be managed by the board of trustees. Magee stated that the bylaws provide that the trustees shall be elected at each annual meeting. Magee stated that each member is entitled to one vote and a member may exercise the right to vote by proxy. Magee reported that on March 8th a call for candidates was announced with an application deadline of April 2nd. Magee reported that four members submitted applications for four positions that are available. Magee explained that Scott Lake Maintenance Company is not required to send ballots, or to allow voting by ballot, or to allow write-ins but that ballots were mailed this year in an attempt to share more information, establish a more formal process, encourage participation, and give members a greater opportunity to be involved. Magee explained that in order for the membership to elect the trustees, 20% of the votes in the association must participate in the election, and if a quorum is not met, appointing authority remains with the Board of Trustees.

Executive Secretary Magee and Treasurer Ruth Elder counted the submitted ballots. Executive Secretary Magee reported that forty-seven ballots were submitted.

Executive Secretary Magee conducted a roll call vote of members present who did not submit a written ballot.

Robin Youngquist abstained. Carol Mitchell abstained. Marcella Simmons abstained. Bob & Marisa Thompson voted in favor of the four candidates. Dale Henderson abstained. Tena Gephart voted in favor of the four candidates. Tiffany Bratass abstained. Evan Glenn voted in favor of the four candidates. Tracy Miller voted in favor of the four candidates. Dave Tracy voted in favor of the four candidates. Kassie Mill voted in favor of the four candidates. Kristin Tharp voted in favor of the four candidates. Sarah White voted in favor of the four candidates. Shawn Thurman voted in favor of the four candidates. Sherry Stacy abstained. Jessica Crail abstained. Laurel Burcham abstained. Scott Parsons voted in favor of the four candidates. Nathan Reitz voted in favor of the four candidates. Michael Druzianich abstained. Nancy Ogden voted in favor of the candidates. Alena Eagan abstained. Renee Burluson abstained. Mark Knox voted in favor of the four candidates. Jason Robbins abstained.

Executive Secretary announced that there was not a quorum of the membership that participated in the election. Executive Secretary Magee announced the tally totals for each of the candidates.

CANDIDATE	VOTES
Theresa Parsons	58
Janis Snyder	43
Mark Knox	49
Dave Tracy	54

Executive Secretary Magee stated that due to a lack of quorum, no valid election could be held, and the Board of Trustees will consider appointment of the four candidates at the next regular meeting of the Board of Trustees.

4. President's Message

President Tom Culleton gave a report. President Culleton addressed the past year and the focus of the Board of Trustees. President Culleton acknowledged that the pandemic has impacted how all interact and that sadly the community center has had to remain closed for meeting and events and that we look forward to when restrictions are lifted and safe use of the community center can resume. President Culleton reported that the Scott Lake Maintenance Company has welcomed two new employees, with the addition of Caitlin Magee as the Executive Secretary, and Lance Gehner as the maintenance and custodial staff. President Culleton reported that the primary focus of the board has been updating and improving the water system and infrastructure supporting water distribution. President Culleton reported that considerable progress has been made on replacement of inoperable valves in addition to replacement of other portions of the system that have failed due to age. President Culleton reported that the isolation valve replacement project is the fire major project towards overall improvement and replacement of the aging and fragile water system. President Culleton reported that water system improvements will be an ongoing focus as failure to address the aging water system could potentially result in catastrophic impacts, including having the ability to own and manage the system being revoked. President Culleton addressed the online activity by the community surrounding the business of the Scott Lake Maintenance Company. President Culleton reported that the Board of Trustees does not conduct business via Facebook, and that business by the board is conducted at the monthly Board of Trustees meetings which are open and property members are encouraged to attend and observe. President Culleton noted that community members should contact the office by phone and/or email with questions or concerns.

5. Executive Secretary's Message

Executive Secretary Magee gave a report. Executive Secretary Magee explained that her position is responsible for managing the day-to-day operations of the corporation including but not limited to strategic and operational planning, all aspects of financial management, administrative services, contract management and contractor oversight, staff oversight, customer service and community relations, communications, policy development and implementation, and board guidance. Executive Secretary Magee reported on the progress that has been made in establishing a corporate structure by beginning to review and update operational processes, website updates and increased methods of communication, moving forward with necessary maintenance on the water system, and updating the water system plan. Executive Secretary Magee spoke to the behavior of some members of the community who are spreading inaccurate information, participating in harassment, cyber-bullying, and slanderous disparaging commentary. Executive Secretary Magee welcomed and encouraged all members to contact the office with questions and concerns but stated that it needed to be done in a respectful manner.

6. Treasurer's Report: 2021 – 2022 Budget

Treasurer Ruth Elder gave a report. Treasurer Ruth Elder reported that the Board of Trustees approved the proposed 2021-2022 budget at the March 18, 2021 Board of Trustees meeting and provided the proposed budget to the membership in accordance with RCW 64.90.525. Treasurer Elder provided that the proposed budget outlines the corporations plan for income and expenditures for the fiscal year May 1, 2021 – April 30, 2022. Treasurer Elder explained that the company is at a critical juncture requiring immediate and decisive action in order to safeguard the water system. Treasure Elder referenced the 2021 Water Rate & Reserve Study which provided that the new water rates are necessary to fund continued operations of the water system and are having to make up for past years of underfunding due to rates not keeping with associated costs. Treasurer Elder explained, as provided in the 2021 Water Rate & Reserve Study, that the \$10 per month HOA fee is inadequate to fund non-water system related maintenance and operations. Treasurer Elder addressed the bullying and online harassment being demonstrated by members of the community toward the board and staff.

Executive Secretary Magee recited RCW 64.90.525 and provided that the 2021-2022 proposed budget is ratified.

7. Member Comment

Executive Secretary Magee reviewed the rules and procedures for providing member comment. Executive Secretary Magee reminded attendees that the purpose of member comment is to inform the body of your view or to make a general statement, it is not an opportunity for back-and-forth communications or debate. Executive Secretary Magee instructed attendees to type their name in the chat box to be called upon to provide member comment. Executive Secretary Magee instructed attendees participating by phone to press *9 to raise the hand feature to be called upon to provide comment. Executive Secretary Magee noted that each member will be allotted three minutes to provide comment.

SLMC member comment was provided by Marisa Thompson.

SLMC member comment was provided by Sherry Stacy.

SLMC member comment was provided by Sarah White.

SLMC member comment was provided by Anna Kolowinski.

SLMC member comment was provided by Dave Tracy.

SLMC member comment was provided by Nathan Reitz.

8. For the Good of the Order

President Tom Culleton asked if there was anything for the good of the order.

9. Adjourn

President Tom Culleton adjourned the meeting at 11:06 AM.