



**Scott Lake Maintenance Company
Board of Trustees
October 15, 2020**

Due to public health concerns, this meeting was conducted remotely

Board Members Present: Suzanne Fromme, Dave Peeler, Ruth Elder, Ben Snyder, Daryl Hirschhorn, Cathy Hirschhorn, Tom Culleton.

Board Members Absent: Tracy Miller (excused), Allison Glidden

Staff Present: Executive Secretary Caitlin Magee

Other Present: Kelly Braun, Janis Snyder, Puna Lovell

1. Call to Order, Welcome, and Introductions

President Suzanne Fromme called the meeting to order at 7:00 PM. A quorum was established, introductions followed.

2. Agenda Review and Approval

SLMC Board of Trustees reviewed the meeting agenda.

Motion:

Motion by Dave Peeler to approve the October 15, 2020 Board of Trustees meeting agenda, second by Daryl Hirschhorn; motion passed unanimously.

3. Consent Agenda

The minutes of the September 17, 2020 Board of Trustees meeting and the September 2020 Financial Report were presented for review.

Motion:

Motion by Ruth Elder to approve the consent agenda consisting of the minutes of the September 17, 2020 Board of Trustees meeting and the September 2020 Financial Report; second by Daryl Hirschhorn; motion passed unanimously.

4. Public Comment

Executive Secretary Magee read into the record the written submission for public comment provided by Linda Gibson relating to fundraising for speed bumps.

5. President's Report

President Fromme provided a report. President Fromme reported that Allison Glidden provided her letter of resignation and would no longer be serving on the Scott Lake Maintenance Company Board of Trustees.

6. Executive Secretary's Report

Executive Secretary Magee provided a report.

a. Executive Secretary Check-In

Magee reported that a meeting was held on September 14, 2020 between the Board Officers and the Executive Secretary as an informal check-in.

b. Board Work Sessions

Magee reminded the members of the board that a work session on the topic of board committees would be scheduled upon receipt of dates of availability from members of the board.

c. Water System Maintenance

Magee provided an update on recent repairs to the water system completed on Monday, October 12, 2020. Magee reported that one pump was repaired, and another pump was replaced at the booster station located at the 60,000-gallon reservoir. Magee reported that a leak on Wood Drive reached a breaking point and needed immediate repair, another leak on Champion Drive resulted in a break that needed immediate repair, and a third break occurred on 119th Court. KCL was onsite and able to complete a live repair for the break on Wood Drive. The valve needed to divert the flow of water for the break on Champion Drive was inoperable, requiring that the entire system be shut down to proceed with repairs. All three breaks were repaired around 9:00 PM on Monday, October 12, 2020. Magee reported that she would be meeting with KCL to plan the next scheduled shutdown to continue with valve replacement.

d. Department of Health Sanitary Survey

Magee reported that a representative from the Department of Health was onsite and completed the sanitary survey on Friday, October 9, 2020. The formal sanitary survey report will be shared with the board after it is received.

e. Tree Removal

Magee reported that Hofmeister Tree Service was retained to complete the tree removal at the Scott Lake Park and both reservoir sites. Tree removal work began on Thursday, October 15th and will be complete by Monday, October 19th.

f. Office of the Governor - Proclamations

Magee reported that the Governor's office has issued Proclamation 20-23.11 and Proclamation 20.51.08 extending previous versions.

7. Treasurer's Report

Treasurer Ruth Elder provided a report on the development of the 2020-2021 budget and meeting of the Budget and Finance Committee held on October 6, 2020. Treasurer Elder presented the proposed 2020-2021 budget and proposed reserve fund withdrawal. The board discussed the proposed 2020-2021 budget and proposed reserve withdrawal.

Motion:

Motion by Ruth Elder to approve the 2020-2021 budget including a \$300,000.00 withdrawal from the reserve fund, second by Dave Peeler; motion passed unanimously.

Motion:

Motion by Ruth Elder to approve a reserve repayment plan in the amount of \$300,000.00 to be repaid by special assessment within a period no longer than 24-months, second by Dave Peeler; motion passed unanimously.

8. New Business

There was no new business added to the agenda for discussion.

9. Committee Reports

a. Architectural Committee

Daryl Hirschhorn reported that a building permit application was approved for construction of a new manufactured home on property located on Helm Court.

b. Property Compliance

Cathy Hirschhorn reported that a review of properties was conducted by herself and Executive Secretary Magee to identify properties out of compliance, and that many of those properties are habitual offenders.

10. For the Good of the Order

President Fromme asked if any members of the board had anything for the good of the order. President Fromme talked about the importance of house numbers being clearly displayed for emergency response.

11. Adjourn

President Fromme adjourned the meeting at 8:22 PM.