



**Scott Lake Maintenance Company  
Board of Trustees  
December 17, 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, Tracy Miller, Tom Culleton.

**Staff Present:** Executive Secretary Caitlin Magee

**Others Present:** Janis Snyder, Kelly Braun, Robert Jenner

**1. Call to Order, Welcome, and Introductions**

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

**2. Agenda Review and Approval**

The Scott Lake Maintenance Company Board of Trustees reviewed the meeting agenda.

**Motion:**

Motion by Dave Peeler to approve the December 17, 2020 Board of Trustees meeting agenda, second by Ruth Elder; motion passed unanimously.

**3. Consent Agenda**

The minutes of the October 15, 2020 Board of Trustees meeting, minutes of the October 28, 2020 Board of Trustees work session, October 2020 Financial Report, and November 2020 Financial Report were presented for review.

**Motion:**

Motion by Ruth Elder to approve the consent agenda, second by Tom Culleton; after discussion, the motion passed unanimously.

**4. President's Report**

President Suzanne Fromme provided a report. President Fromme thanked the members of the board for their dedication and work done in 2020.

**5. Executive Secretary's Report**

Executive Secretary Caitlin Magee provided a report. Magee reported that there were twenty-seven property owners who participated either in-person or by proxy at the 2020 Annual Meeting. Magee stated that the board approved budget, including the \$300,000 reserve withdrawal and special assessment for repayment has been ratified. Magee stated that staff has reported that there recently has been activity at the park in early morning hours and within the last week needles have been found in the parking lot. Magee stated that this information would be shared with

Thurston County Sheriff's Office. Magee reported that one of the larger delinquent accounts has been brought current through a property sale.

## **6. Board Officer Elections**

Executive Secretary Magee reviewed the process for Board Officer elections.

President Suzanne Fromme asked for nominations for President. Ruth Elder nominated Tom Culleton for the position of President, seconded by Daryl Hirschhorn. Dave Peeler nominated Suzanne Fromme for the position of President.

### **Motion:**

Motion by Ruth Elder to elect Tom Culleton as President, second by Ben Snyder; motion passed with 7 votes in favor and 1 abstention.

Tom Culleton presided the remainder of the meeting.

President Tom Culleton asked for nominations for Vice President. Ruth Elder nominated Ben Snyder for the position of Vice President.

### **Motion:**

Motion by Ruth Elder to elect Ben Snyder as Vice President, second by Suzanne Fromme; motion passed unanimously.

President Culleton asked for nominations for Treasurer. Tracy Miller nominated Ruth Elder for the position of Treasurer, seconded by Ben Snyder.

### **Motion:**

Motion by Dave Peeler to elect Ruth Elder as Treasurer, second by Daryl Hirschhorn; motion passed unanimously.

President Culleton asked for nominations for Secretary. Daryl Hirschhorn nominated Suzanne Fromme for the position of Secretary.

### **Motion:**

Motion by Ben Snyder to elect Suzanne Fromme as Secretary, second by Daryl Hirschhorn; motion passed unanimously.

President Culleton congratulated those who were elected and thanked everyone for their service.

## **7. SLMC Member Comment**

Executive Secretary Magee read into the record the written submission for SLMC Member Comment provided by Janis Snyder relating to strategic planning to effectively enforce park rules.

## **8. Water System Update**

Executive Secretary Magee provided an update on matters related to the water system.

### **a. Water System Maintenance**

Magee reported that the shutdown on Tuesday, November 10, 2020 was successful as KCL continued to replace valves near the 80,000-gallon reservoir. Magee reported that PNW Pumps is working on installing the replacement pump in well #5 and a coliform sample will be taken prior to well #5 being turned back on to the system. Magee reviewed with the board the proposals for repairs to the telemetry system.

### **Motion:**

Motion by Daryl Hirschhorn to approve proceeding with proposal #1 to repair the telemetry system, second by Suzanne Fromme; motion passed unanimously.

**b. Water System Plan**

Magee provided a progress report on the water system plan update.

**9. Board Committees**

Executive Secretary Magee reviewed with the board the committees that were previously discussed during the work session on October 28<sup>th</sup>. Magee advised that any standing committees should be needed indefinitely and serve a purpose with ongoing work, without duplicating the work of staff or other advisory committees. Magee described the purpose of each of the potential advisory committees. The Board of Trustees discussed committees.

**Motion:**

Motion by Suzanne Fromme to formalize an Executive Committee consisting of the Board Officers, second by Ruth Elder; motion passed unanimously.

**Motion:**

Motion by Ben Snyder to establish a Governance Committee, second by Dave Peeler; motion passed unanimously.

**Motion:**

Motion by Ruth Elder to form a Finance Committee, second by Ben Snyder; motion passed unanimously.

**Motion:**

Motion by Cathy Hirschhorn to form an Architectural and Compliance Committee, second by Tracy Miller; motion passed unanimously.

**Motion:**

Motion by Dave Peeler to form a Water Committee, second by Daryl Hirschhorn; motion passed unanimously.

**10. For the Good of the Order**

President Culleton asked if anyone had anything for the good of the order or any additional business.

**11. Adjourn**

President Culleton adjourned the meeting at 8:01 PM.