



**Scott Lake Maintenance Company
Board of Trustees
August 19, 2021**

This meeting was conducted remotely.

Board Members Present: Tom Culleton, Ben Snyder, Ruth Elder, Dave Peeler, Dave Tracy, Theresa Parsons, Mark Knox, Janis Snyder

Staff Present: Executive Secretary Caitlin Magee

Others Present: Tracy Miller, Tena Gephart, Suzanne Fromme, Mike Pierce, Kimberly Clark, Lawrence Braun, Janet Kostechka, Kelly Braun, Michael Druzianich, Daryl Hirschhorn, Alaine Schumann, Dixie Johnson, Marcella Simmons, Keith Goldenberger, Sue Wilson, Katie Kearney, Clark Dutton, Cathy Frey, Jyll Jones, Stephanie Stender, Sherry Stacy, Chris Glidden

1. Call to Order, Welcome, and Introductions

President Tom Culleton called the meeting to order at 6:03 PM. A quorum was established.

2. Agenda Review and Approval

The Scott Lake Maintenance Company Board of Trustees reviewed the meeting agenda. Treasurer Ruth Elder requested to amend the wording on agenda item 11a to include "and likely or pending litigation"

Motion:

Motion by Ruth Elder to approve the August 19, 2021 Board of Trustees meeting agenda as amended, second by Dave Tracy; motion passed unanimously.

3. Consent Agenda

The consent agenda consisting of the draft minutes of the July 15, 2021 Board of Trustees meeting, and July 2021 Financial Report, was presented for review.

MOTION:

Motion by Ruth Elder to approve the consent agenda, second by Dave Tracy; motion passed unanimously.

4. SLMC Member Comment

Member Comment was given by SLMC Member Jyll Jones. Member Comment was given by SLMC Member Cathy Frey. Member Comment was given by SLMC Member Sherry Stacy.

5. President's Report

President Culleton reported that the petition that had been circulated throughout the community was invalid as provided by legal counsel and that no legitimate meeting of the membership was called or held and that legal counsel has sent correspondence to the individual that submitted the petition.

6. Executive Secretary's Report

a. 2020 Audit Update

Executive Secretary Magee reported that work is being done with DNM&Associates to move forward with the 2020 audit and that an extension has appropriately been filed for 2020 federal tax return until such time that the audit is complete.

b. Park Bathroom Electrical Quote

Executive Secretary Magee provided an update that the necessary electrical panel and lighting replacement in the park bathrooms is now complete. Executive Secretary Magee provided an update on the process for obtaining quotes for new door handles and locks.

c. Water System Repair Update

Executive Secretary Magee provided an update on repairs to the water system. Magee reported that the previously scheduled valve replacement has been rescheduled to occur on Wednesday, September 15th. Magee reported that the calcite tanks have all been filled with new limestone medium which balances the pH of the water. Magee reported that the pump at well#2 was past its useful life and failed earlier in the month and that PNW Pumps was able to successfully replace the pump and necessary valves. Magee reported that earlier that day a service line leak on 114th Way broke and that KCL was able to respond immediately and conduct a live repair in a matter of hours to avoid a system shutdown and subsequent boil order.

7. Finance Committee

Treasurer Ruth Elder reported on the maturing certificate of deposits and recommendation by the Finance Committee to move the funds to the higher earning money market account and to not rollover the funds in low interest rate certificate of deposits.

MOTION:

Motion by Ruth Elder to not rollover the funds in the maturing certificate of deposits and to move the funds to the money market, second by Dave Peeler; motion passed unanimously.

8. Architectural & Compliance Committee

Dave Tracy reported on the building permit applications submitted for the lots located at 2531 Link Court, 2635 Trevue Avenue, and 2837 Bonavista Drive. Dave Tracy reported that the Architectural & Compliance Committee unanimously voted in-favor to recommend that the Board of Trustees approve the building permit applications.

MOTION:

Motion by Dave Tracy to approve the building permit applications for 2531 Link Court, 2635 Trevue Avenue, and 2837 Bonavista Drive, second by Ruth Elder; after discussion the motion passed unanimously.

9. Scott Lake Facilities Mask Requirements

Executive Secretary Magee referenced the Thurston County Health Officer Masking Directive which was included in the packet. Magee reported that after the packet had been distributed a new state-wide making order was implemented requiring face masks for everyone over the age of five in public indoor settings regardless of vaccination status.

10. Member Requests for Consideration

Executive Secretary Magee presented a request for consideration submitted by Thom Jenrette for free use of the Community Center for public CPR classes. The Board of Trustees discussed the request and determined that more information was needed prior to a decision being made.

Executive Secretary Magee presented a request for consideration submitted by Daryl Hirschhorn on behalf of the Scott Lake Men's Golf League for free use of the Scott Lake Community Center for their annual banquet. The Board of Trustees discussed the request.

MOTION:

Motion by Dave Tracy to approve the request and allow free use of the Scott Lake Community Center by the Scott Lake Men's Golf League for their annual banquet, second by Janis Snyder; after discussion the motion passed unanimously.

MOTION:

Motion by Ben Snyder to grant equal access to the Community Center for the Twilight Golf League same as what is provided to the Scott Lake Men's Golf League and to refund the \$100 rental fee paid by the Twilight Golf League, second by Ruth Elder; motion passed unanimously.

11. Executive Session

President Culleton announced that the Board of Trustees would be entering into an executive session.

MOTION:

Motion by Ruth Elder to enter into executive session for one hour pursuant to RCW 64.38.035 (4) to discuss personnel matters and discuss likely or pending litigation, second by Dave Tracy; motion passed unanimously.

President Culleton announced that the time was 6:57 PM and the Board of Trustees would be entering into executive session for one hour.

At 7:57 PM the Board of Trustees resumed in open meeting.

12. Executive Secretary Performance Appraisal

The draft Executive Secretary Performance Appraisal from July 2020 – July 2021 was included in the packet for review.

MOTION:

Motion by Ruth Elder to approve the Executive Secretary Performance Appraisal July 2020 – July 2021, second by Janis Snyder; the motion passed unanimously.

13. For the Good of the Order

President Culleton asked if anyone had anything for the good of the order. Dave Tracy commented on the need to ensure that all entities using the facilities and holding events need to be adequately insured. Executive Secretary Magee provided that arrangements will be made to have an insurance representative present at a future meeting.

14. Adjourn

President Culleton adjourned the meeting at 8:05 PM.