



BOARD OF TRUSTEES REGULAR MEETING MINUTES

ASSOCIATION NAME: Scott Lake Maintenance Company
DATE AND LOCATION: July 21, 2022 in the Community Center/via Zoom
CALLED TO ORDER AT: 6:00 PM by President Graham

ROLL CALL - BOARD OF TRUSTEES PRESENT:

Rich Graham – President	Members at Large
Eric Riffe - Vice President	Theresa Parsons
Judy Zygar - Treasurer	Marci Simmons
Jyll Jones – Board Secretary	Dane Johnson
	Mike Pierce
	Jim Hawkes

CONFIRM QUORUM: President Graham confirmed that a Quorum was present.

I. ADOPTION OF AGENDA

- Addition of two items: Addition of Communications Committee as #9; Addition of Executive Session to discuss personnel #10.
- Approve June 21, 2022, BOT meeting minutes with the additions mentioned above.
- Approval of minutes for May 14, 2022. Approved

Presidents Message: Informed the Board and residents concerning efforts to be able to conduct a Zoom meeting and the technology is being upgraded to be able to have these hybrid meetings. Discussion on another software instead of Zoom. No decision was made at this time.

Due to the technical issues experienced during this meeting some aspects of this meeting will not be transcribed.

Janis Snyder asked board to review information about the LED Reader board. HERS club has been working on raising funds for a new LED Reader board. Requested HERS will come back to the board with more specific estimates on costs, and future costs, and what this will entail. Rich thanked Dane and Communication Committee for their hard work.

Motion was made to move forward with the research and data on the LED Reader board, and the Communication Committee to be the lead on this. Approved – Passed

Non-metered lots - Non-metered lots - Jyll agreed with her philosophy that this fee is to be used for the water infrastructure. Board agreed to not continue forward with changing this. Theresa indicated that many of these items are intertwined, and it effects many other things that all need to be aware of. The Fee Schedule was briefly discussed as it's going to bring a standardization to SLMC.

Late Fees – more discussion on this item is needed. Late fees for unpaid bills. SLMC chose to not charge late fees for unpaid bills during the pandemic. Jyll indicated that any non-payment may result in late fees.

The property owner application and agreement states and the homeowner initials this:

The penalty of \$25 or 1% of the total bill, whichever is greater will be assessed on the next month for non-payment (I read this as if past due bill is less than \$2500 a late fee of \$25 would apply. if the past due bill is over i.e., \$2500, then it's a 1% of total amount.

Should this policy only apply to 60+ days overdue This needs to be discussed further. Any documentation is in the water rules.

Theresa indicated we need to address issues like collection, water turn off, etc.

Rich addressed the name of the water rules documentation, some suggestions were discussed.

Water committee is addressing this issue.

Tabled until September 2022 work session.

Ask for bullet points on what we see as priority. The water rules on late fees is not clear, concise and easily understood. Tom indicated that never stopped the late fees just turn off of the water was stopped.

Need to update water rules, so that property owners need to receive the water/HOA utility billing.

Motion to table the shutting off of the water and do more research. Approved. We can reinstate the late fees as this time.

Website Login – has been upgraded. Rich explained how the login will be used and the benefits of this. want to put together a set of instructions for how to login to new website features. Put blurb in newsletter and in September billing.

Cameras in the Park: Rich updated the board on the estimates, what it will take to get WiFi or cable if that is needed for cameras in the park. We have a quote for installation and monthly commitment. We don't need internet or cable in park to have cameras in the park. Ben asked about wired cameras. Rich explained the logistics of the cameras.

Financial Committee Report – Judy updated our expenses and showed the board some financials. Judy updated on interviewing for a bookkeeper for SLMC. We are searching for a bookkeeper to educate, understand our financials and understand what reports are essential to our business. Will come back to the board and provide a bulleted list of the risk, what is the assets are and what we will be asking for and our needs. Motion to purchase a laptop and another workstation for the Treasurer. Approved

Water Committee Report – Agreement with Liquidvision, they are not restructuring, so we reached out to Inland Potable Services. Discussion on board motion that covered this contract. Rich suggested he also sign this contract and review. Several leaks have been noted and fixes. Met with NWS and shared our vision, how we can communicate better, and we learned more about our water system. NWS is our certified water operator as required by DOH. Reserve study is ongoing and next is the non-water assessment. We have received quotes for new roofing on our commercial buildings.

Governance Committee - Non-profits may restate their articles of incorporations at any time without approval of the members or any person. If there are not a lot of changes, mostly housekeeping in the new articles of incorporation. RCW: 24.03A.670. Discussion ensued about our articles of incorporation. Bylaws are not completed yet.

Parks and Recreation Committee - Would like some volunteers for this committee, as it's an important part of our amenities of SLMC. Please reach out to Marci or the office if you would like to volunteer. Playchips have been added to the playground. Tasked Marci with research on having the parking lines painted at the Community Center.

Meeting adjourned at 8:54.

