

## BOARD OF TRUSTEES REGULAR MEETING MINUTES

**ASSOCIATION NAME:** Scott Lake Maintenance Company

**DATE AND LOCATION:** January 19, 2023, in the Community Center/via Zoom

**CALLED TO ORDER AT:** 6:00 PM by Acting President Eric Riffe

### ROLL CALL - BOARD OF TRUSTEES PRESENT

Eric Riffe	Marci Simmons
Judy Zygar	Ben Snyder
Jyll Jones	Dane Johnston
Theresa Parsons	
Mike Pierce	
Jim Hawks - absent	

**CONFIRM QUORUM:** Acting President Riffe confirmed that a Quorum was present.

### I. ADOPTION OF AGENDA

- a. A motion to amend the January 19, 2023, agenda to approve with the following changes:
  - i. Date corrected.
  - ii. Repeated items removed.
- b. Motion was seconded and passed.
- c. The agenda was adopted as amended by acclamation.

### II. Adoption of December 2022 Draft Minutes

- a. This was tabled until Jan 2023 as the Board did not read the minutes before.

### III. OPEN SESSION AND VOTING

#### MOTION TO:

#### 1. **Nominate Eric Riffe for Board of Trustees President to replace Rich Graham.**

MOTION BY: Theresa Parsons      SECONDED BY: Marci Simmons

Approved

#### 2. **Nominate Mike Pierce - Vice President**

Motion by Theresa Parson      SECONDED BY: Marci Simmons

Approved – 8 yes – 1 abstain

#### 3. **Appoint Ben Snyder as Board of Trustees Member at Large**

Motion by Marci Simmons      Seconded by: Teresa Parson

Approved

4. **Community Center hire a professional cleaner.**

Motion by Jyll Jones

Seconded by: Judy Zygar

Hire a professional cleaner for the Community Center. This will include sanitizing, clean kitchen/appliances/4 doors/thresholds/door handles/bathrooms/tables/chairs/furniture/hallways/vacuum/sweep floors.

The Proposal was for 2x's each month Cost is \$500 per month

Shared contract from vendor, board asked for slight revisions to contract:

- Commencement date be February 2023
- This contract in effect until May 2023 at which time the board will need to approve the expense for 23/24 budget.
- Change to include in duties – clean inside of windows and dust windowsills.

Approved: 5 No 1 Abstain 2

5. **Allow ½ day community center rentals with a reduced price**, and resident is responsible for day insurance.

Discussion ensued and consensus was ½ costs SLMC as much as one full day.

Not Approved 4 yes 4 no – President Riffe was deciding vote on Not Approved

5. Motion to approval Jacob Larson positions: (tabled from December 2022)

These positions will be listed as an employee with no monthly benefits.

Insurance coverage was consulted and SLMC Insurance covers employee if there is bodily injury, or property damage while under the Water Service Tech position. Employee carries own insurance for Meter Reader

Water Meter Reader - pay would \$700 per month to read all of the meters.

Field Service Technician – pay would be \$40 per hour.

Board asked to have a clear job description for these positions. Theresa Parsons shared a document showing average time it takes to read a meter - \$700/24=\$29.15/hour. Local search for water meter readers is \$7-\$32/hour.

Approved 6 yes 2 No

**ANNOUNCEMENTS**

- ✓ SLAMS – Meeting to be held on February 7, 2023 – in lieu of valentines day Feb 14, 2023
- ✓ Fishing Derby – Looking at May 20 or June 3, 2023
- ✓ April 10, 2023 Pancake Breakfast
- ✓ Easter Egg Hunt – April 9, 2023
- ✓ Dirt Piles in Park – Mike explained that the dirt is to fill holes in the parking lot. This dirt was dug up while repairing water leaks in community.
- ✓ Shooting Zone – Mike has concerns about shooting zones in our community. Thurston has clear rules about shooting zones posted on their website.

**IV. Executive secretary's report**

- Executive Secretary announcement that April 28, 2023 resigning the position.
  - Need to have board review job description and decide what they want to do.
- Security Camera update – most parts are ordered and received, still need to determine area in which the equipment will be held. Discussion on whether the equipment was obsolete and if we want to return the equipment. Ordered in November 2022, Jyll will speak with company and see if that is an option.
- No candidates for Board have been received.
  - Call for candidates is open until February 15, 2023

- Water breaks in January – SLMC cost \$12,615.27
- Water System upgrades – cost \$9704.14
- Water suspension – in October 2022 we had 32 eligible shut offs, in Jan 23, only 3 have chosen to have water suspended.
- Extra water usage billing was suspended in Jan 2023 due to work on system and water breaks.
- Discussion about board working meetings. Calendar dates of February 2, February 10, and February 21, 2023 were agreed on. These are open to the community, although community cannot participate.
- Reminder Special Assessment billing ended in December 2022.

## **COMMITTEE REPORTS**

### **V. Treasurer's report**

- a. Audit Report has been received, Judy asked the Board to review and submit any questions or concerns to her by January 30, 2023.
- b. Will have Financial Advisor info by Jan 31, 2023 to share with board at Feb 2023 meeting.

### **VI. Architectural Committee** – had first meeting and is working on clarification of what SLMC form need to contain.

### **VII. Water Committee** – Pac NW Pumps met with water committee and did a tour of our water associated areas. Some recommendations were made for repairs and upgrades. This will help with the Water Committee budget recommendations.

### **VIII. Governance Committee** – Nothing to report

### **IX. Parks and Recreation** – Nothing to report

Adjournment at 9:15 pm.