



Scott Lake Maintenance Company
2631 114th Way SW
Olympia, WA 98512
360/352-4787

BOARD OF TRUSTEES REGULAR MEETING MINUTES

ASSOCIATION NAME: Scott Lake Maintenance Company

DATE & LOCATION: April 20, 2023, IN THE Community Center & via Zoom

CALLED TO ORDER AT: 6:00 pm by President Riffe

ROLL CALL – BOARD OF TRUSTEES PRESENT

☐ Eric Riffe ☐ Judy Zygar ☐ Theresa Parsons ☐ Ben Snyder ☐ Mike Pierce
☐ Marcie Simmons ☐ Dane Johnston

BOARD OF TRUSTEE ABSENT

☐ Jim Hawkes

Eric called for a 30-minute executive session for personnel reasons. Executive session ended at 6:35pm.

MOTION: It was moved by Theresa Parsons and seconded by Marci Simmons to remove Jyll Jones from the executive secretary position of Scott Lake Maintenance Company. Motion approved Unanimously.

MOTION: It was moved by Theresa Parsons and seconded by Dane Johnston to remove Jyll Jones from the Secretary Officer position of Scott Lake Maintenance Company, Board of Trustees. Motion approved Unanimously.

MOTION: It was moved by Theresa Parsons and seconded by Marci Simmons to appoint Ben Snyder to the Secretary Officer position of Scott Lake Maintenance Company, Board of Trustees. Motion approved Unanimously.

Amendments to the March 16, 2023, minutes

- Amend the budget to state that it is the 2023 and 2024 budget.
- Update the cost of the fish for the fishing derby to \$3,000.00 instead of \$2,500.00 due to the cost of the fish. ~~inflation~~. The board did vote and approved the purchase of the fish during the meeting as well.

MOTION: It was moved by Mike Pierce and seconded by Theresa Parsons to approve the March 16, 2023, minutes as amended above. Motion approved Unanimously.

Member comments

- Cathy Hershcorn – asked about the budget meeting and the building was open but there was no meeting.
 - The building was open for the baseball field to use the restroom since there is no outhouse.
 - Meeting was cancelled by Eric due to feedback from the community.
- Kathy Tayler asked in regard to the playground structure was setup and purchased
 - Calling people, a liar in a public forum should not be done.
- Sherry Stacy
 - Big toy – big mounds of chips and she tripped. There is no caution tape out.
 - Marcie confirmed that the play structure is ADA certified.
 - Sherry mentioned that the play structure needs to have it certified for insurance
 - Sherry left with a comment to recall of Eric Riffe
- Dave Tracy
 - SLAMS club –thanks for supporting the Easter Breakfast
 - Fishing derby need to get permissions to have 2 set of families to camp out at the park. This is to watch over everything that is set up for the fishing derby.
 - Dave reserved a honey bucket, but Eric confirmed that one will be available by the fishing derby by the board
 - Annual meeting Dave will provide rosters for board members to help out for the fishing derby – will need to motion on this during
 - The fire department is on board to supporting the derby, but are not sure to what extent they will be able to participate at this time
- Ken Fromm
 - What is the board going to do about junk cars in the yards?
 - The paperwork that Sherry just got, Ken has an outdated version of ~~the identical~~ info in his shed.
- Carol Watson
 - Would like to start doing a spring clean. Need to have a cleanup week individuals to do their own cleanup.
 - Will be back later regarding the fireworks.
- Dane Johnston
 - The Compliance committee started with a new Board, but nothing was going on at that time.
 - Everyone gets a newsletter that has a section for compliance and report form will be posted on the website.
 - We need people to help with the Board.
- Samantha Riffe
 - What was the risk assessment on the information that was shared?

- Theresa response - Information that was released people can contact you with or without permission.
 - Account information as well, but that should not affect your bill. We were going to use it to validate the ballots so now we need to reconfigure the election.
 - Sherry Stacy stated that she returned it to the board.
- Kathy Cameron
 - Jason (her son) is checking the park at night.
 - How can we stop speeding within the community?
 - How do we stop the kids walking down the middle of the road and causing trouble to drivers?
 - We as a community need to stop the speeding.
 - Times have changed over the years, we need to come back together as a community.
 - Need to focus on kids doing vandalism and what can we do to stop that.
 - Marcie response – Working with Jason to lock up the park. Thank you to Jason for his assistance. Vandalism is from the kids within the neighborhood, and we need to have families start the conversations.
 - Jason does go out throughout the night, and he is scheduled for surgery but is still working to help the community.
 - While the play structure was getting installed, Jason, Wyatt, and another grandson went out every two hours to ensure that nothing was stolen during the construction of the playground structure.
- Suzanne Fromme
 - Ball Park – would like to thank the fire department and other for what was done in the park
 - Is the schedule for the use of the field, is that available at the office.
 - Penny will obtain a schedule of Y-ball and make that available to the residence.
 - Who is going to maintain the baseball field? Matt will be doing the work.
- Cathy Hershcorn
 - Are we supplying the insurance or is the little league supplying it?
 - It is supplied by the little league.

Old business

- Slams fish has been voted on.

MOTION: It was moved by Marci Simmons and seconded by Dane Johnston to approve families to spend the night at the park on June 2nd to keep an eye on the fishing derby setup. Motion approved Unanimously.

- The honey bucket at the ball field was delivered on Wednesday. ~~Not Monday.~~
- Concrete around the kitchen at the park – bids that have been turned in to Marci ~~not the office~~ and Matt was going to get one more. Motion will be presented during the May meeting for the installation.

- This is to replace the bad concrete in the kitchen area. This will be removed and replaced with fresh concrete.
- Need to keep in Mind of the fishing derby on June 3rd and
- Will do a poll on the motion once all the bids are in
- The playground has been installed and muddy.
 - Was a delay on the installation due to death in the family.
 - Jason and the kids kept an eye on the supplies during the construction.
 - Still need to do a few more things and we have a caution tape between the pea gravel and the chips till timbers can be placed.
 - The structure is up and ready to be used. Matt is still placing out the chips. Play at your own risk. Matt is asking to keep it close till he is done with the chips and Marcie will tape it off again till he is done.
 - Is there a rope for the climbing wall but Marcie will follow up with the installation to see what's up on it.

New business

- Bass Club – no info at this time.
- Annual meeting is on Saturday, May 13th.
 - We have 6 openings and we have more than 6 that have applied.
 - Instructions will be sent out as well.
 - The packet going to members will also include the 2023 to 2024 budget for review.
 - Theresa – the plan is to have every member that gets a water bill get a ballot for the candidates and the budget.
 - They will need to place the ballot in a blank envelope and place it in 2nd envelope. All ballots need to be dropped off by 10am on May 13th either mail or deliver.
 - The outer envelope needs to have name and account #
 - Due to the recent breach, we will need a copy of the government ID to confirm signature. For those that are mailing in the ballot, members will need to include a copy of their government ID.
 - One team will open and validate if the member can vote.
 - The second team will count the votes without knowing who the voting was.
 - Proxies will be available if you want someone to vote for you. The proxies will need to be on the one approved tonight during the meeting. Proxies are only good for this election. If you have someone voting for you with your proxy, you will also need to include a copy of your government id.
 - Adopt a resolution on the step that will be taken to handle the vote.

MOTION: It was moved by Theresa Parsons and seconded by Marci Simmons to adopt the resolution “an emergency resolution of the Board of Trustees to ensure integrity of the 2023 Annual General Meeting Election”. Motion approved Unanimously.

- Will need to be signed by the Board.

- Proxy – should we have a start and end date on the proxy form. In the lower corner we add April 2023

MOTION: It was moved by Theresa Parsons and seconded by Mike Pierce to approve the proxy form for the May 13th election and budget with an April 20, 2023 in the lower right corner and an expiration date. Motion approved Unanimously.

Vetting the candidates – there was a check and confirmed that they are all members of the community and current on their water bill.

MOTION: It was moved by Theresa Parsons and seconded by Mike Pierce to approve the candidate list that has been vetted for the election. Motion approved Unanimously.

Bios will be included in the packet.

- Voting form
 - There is no line item for the budget will need to included.
 - There need to be more the 124 members to vote. If there is not enough to vote, then it goes to the board to make a decision of the candidates.
 - Per the bylaws the remaining board members will appoint the fields.

MOTION: It was moved by Theresa Parsons and seconded by Judy Zygar for the ballot as shown with the inclusion of the budget vote. Motion approved Unanimously.

- Election Coordinator

MOTION: It was moved by Mike Pierce and seconded by Judy Zygar for Alaine Schumann to be the election coordinator. Motion approved Unanimously.

- Budget:

MOTION: It was moved by Theresa Parsons and seconded by Dane Johnston to have a poll on the final budget and to address any issues so it can be sent out by Wednesday. A final budget with current numbers will be sent to the Board to poll and approved by Monday April 24th to meet the Wednesday deadline. Motion approved Unanimously.

- will be delivered to FedEx.
- Background check conversation
 - Will need to investigate it.
 - If it is a federal crime, then we don't approve.
 - A policy needs to be documented and ready for the annual meeting to be voted on.
- Community Center Cleaning Contract is up next month the new contract is a 3-year contract including the bathrooms. This is tabled until the May meeting.

MOTION: It was moved by Theresa Parsons and seconded by Judy Zygar to rescind all fees documents outside of the governing documents and then moving forward, will be referred to

the new adopted fee schedule except for those that can't be over written in the governing documents. Motion approved Unanimously.

- Architecture and compliance – a letter has been drafted and the board approved it to address the compliance issues.

MOTION: It was moved by Dane Johnston and seconded by Marci Simmons to approve the new compliance letter that was created by the attorney. Motion approved Unanimously.

- This to be used till the new rules are drafted up.
 - Theresa would like to address the work that previous compliance committees have done over the years.
 - The meeting has been changed to the second Wednesday of every month along with the parks.
 - Working on procedure from the point of identification to completion of violations along with updated form
 - Will be voted on during the next meeting.
- **Comms committee will be the second Wednesday of every month.**
 - One thing we have been talking about is to have a 3rd page for the special thanks such as the easter egg hunt or another special event.
 - We are running out of space. Members are sending a lot of details.
 - To add a 3rd page by NWS is \$131.05 one sided and \$262.10 for double sided.
 - Might be done on occasion but not a regular event.
 - We do want to include more links and maybe a YouTube channel to share videos of events.
- **Governance**
 - About the 3rd time through the bylaws and we continue to find items that need to be adjusted along with working on the CC&Rs.
 - Hoping to have them out by May and looking at an online vote to get more participation.
 - Something we can try and if it works using it for future elections.
 - Will be drafting up rules and procedure as well.
 - Will be having townhall meeting to review and see if there are suggestions on them as well.
 - We are meeting every Monday and looking at including another day to finish things up.
 - Any input would be greatly appreciated.
- **Parks and Rec –**
 - Thank you to everyone that helped out during the park prep work for the playground structure. The bathrooms are cleaned.
 - The committee has a bunch of ideas for the park.
 - One idea is to have a music in the park event to be sponsored by the board, so it is a covered event.

A MOTION: It was moved by Marci Simmons for the Board to sponsor a May 20th Ribbon cutting community get together at the park so it would be a covered event through insurance and end of summer bash. Motion failed to get a second, Motion failed.

- The estimated cost of 500 to 700 would cover the food and supplies for the kids.
 - Cathy H – thank you for the work being done. The Music is a bit of a hard things due to historical events. It brought in a bunch of outside individuals that are not members.
 - For May 20, with the grand opening of the park and a ribbon cutting Marcie would like to sponsor the event with Bart playing music. Sarah commented that we can always pair down if it is not approved by the board. The goal is pride of ownership to get the community engaged. One of the things would include the fire department showing up.
 - Is it possible to pair it down so it can be voted on tonight to ensure that they can have something scheduled by May 20
 - The Board is looking for something that is scheduled and planned out with details. Who's going to help, what do you need to make it successful?
 - National night out in August is a great idea.
 - Suggestion to have the Parks Committee get everything that answers the Board's question, then a poll can be done by Monday April 24.
- **Water –**
 - High level - 130 meters have been changed out to radio reads in the community.
 - There were some issues with the chlorine injection, but it was fixed.
 - Theresa – really upset by someone calling the meter reader boss and accused him of using a city truck and clothing while reading the meters here. The voice was recorded.
 - Do we have a letter on file and Penny believes she has it on file but will double check. Penny verified that a letter is in Jakes file stating there is no conflict.
 - Eric – forgot to put this on the agenda. We need to move the money into a 3-month CD till we can move forward.
 - Three of the financial advisors that made the cut are waiting for an investment statement.

MOTION: It was moved by Theresa Parsons and seconded by Judy Zygar to take out \$1.8 million and invest in 3 months CDs at the max level (\$250,000) that is issued. Motion approved Unanimously.

- Are all the CDs cashed out? We have a checking, money market and savings.

ADJOURNMENT: The Meeting adjourn at 9:17pm