



## SCOTT LAKEMAINTENANCE COMPANY

### BOARD OF TRUSTEES

May 18, 2023

6pm – 8pm

Zoom and in Community Center

Call to Order 6:02pm

#### ROLL CALL – BOARD OF TRUSTEES PRESENT

☐ Eric Riffe      ☐ Judy Zygar   ☐ Theresa Parsons   ☐ Ben Snyder   ☐ Mike Pierce  
☐ Tom Culleton   ☐ Marci Simmons   ☐ Dane Johnston   ☐ Jim Hawkes (attended virtually)

#### BOARD OF TRUSTEE ABSENT

#### Adoption of Agenda:

**MOTION:** It was moved by Theresa Parsons and seconded by Tom Culleton to amend the Agenda to have the Board of Trustees Officer's nominations be the first item on the Agenda after the adoption of Agenda. Motion passed unanimously.

**MOTION:** It was moved by Mike Pierce and seconded by Marci Simmons to adopt the amended Agenda. Motion passed unanimously.

- **Elect Board of Trustees Officers:**

- **President Nominations:**

**MOTION:** It was moved by Theresa Parsons and seconded by Tom Culleton to elect Eric Riffe as President. The President called 3 times and nominations closed. It was then moved by Mike Pierce and seconded by Tom Culleton to cast a unanimous ballot to vote for Eric Riffe. All approved unanimously.

- **VP Nominations:**

Ben Snyder nominated Dane Johnston and Theresa Parsons nominated Mike Pierce. The Committee voted by a show of hands.

- Mike Pierce - 3
    - Dane Johnston - 4

- Dane Johnston is voted in as the Vice President.

- **Treasurer Nomination:**

Marci Simmons nominated Judy Zygar.

**MOTION:** It was moved by Mike Pierce and seconded by Theresa Parson to cast a unanimous vote for Judy Zygar. All approved unanimously.

○ **Secretary Nomination:**

**Dane Johnston nominated Ben Snyder.**

**MOTION: It was moved by Mike Pierce and seconded by Theresa Parsons to cast a unanimous vote for Ben Snyder. All approved unanimously.**

**Minutes Approval:**

**Draft minutes – April 20, 2023**

- Suggested change from Mike Pierce – Old business regarding the honey bucket, they were delivered on Wednesday before the meeting and not Monday as stated.
- Theresa Parsons stated under the Water business an anonymous call was placed to Jake's boss stating he was using a company vehicle and dressed in his work clothes while reading our meters. It has been verified that there is a letter on file from the City of Olympia that there is no conflict of interest for Jake to read our meters on his own time.
- Also, regarding the Fishing Derby, that the increase in the cost should be "the cost of the fish" not inflation.
- Theresa Parsons mentioned that the minutes looked good.
- Concrete for the park – strike the fact that they were sent to the office since they were sent to Marci Simmons.
- The Minutes should state that Ken Fromm has an outdated version of the community information in his shed.

**MOTION: It was moved by Dane Johnston and seconded by Mike Pierce to approve the amended minutes. Motion passed unanimously.**

**Draft Annual Meeting Minutes – May 13, 2023**

- Two comments from Theresa – a total of 110 ballots were submitted and only 80 were verified. Double check with Alaine.
- Change the motion – Tom was nominated to fill the vacant position and correct the spelling of names.
- Change spelling from meating to meeting.

**MOTION: It was moved by Ben Snyder and seconded by Marci Simmons to approve the amended Minutes after verifying from Alaine Schuman the total number of paper ballots that were submitted. Motion passed unanimously.**

**SLMC Member Comments and Board Responses – 30 minutes  
3 minutes per member to speaker**

- **Dave Tracy** – last comment on the Fishing Derby – fish, food and trophies have been purchased. Looking for volunteers to set up on June 2. Looking for volunteers to walk the shore and help kids. Reach out to Dave if you have questions or the office. Registration starts at 7am. There will be a cut off day for when the fish are delivered. Some folks still sneak out afterwards. Would like to see if we can have a new lock placed on after the fish are delivered to avoid people fishing during that time. Will need to reach out to a Board Member if someone is caught fishing. Marci Simmons is just a phone call away.

## Old Business:

- **Finalizing Resignations:**

**MOTION: It was moved by Marci Simmons and seconded by Theresa Parsons that the Board accepts Richard D Graham's resignation on December 12, 2022. All approved unanimously.**

- **Concrete at park**

- Marci – the bids will be sent to Penny and resent to all the members of the Board. The topic is tabled until the next Board of Trustees meeting.

- **Financial Advisors:**

- Judy – the Finance Committee (Judy and Betsey) interviewed 5 Financial Investment Companies and narrowed it down to 3 that are in the folder. The Committee asked all three the list of question that are included in the packet. Most importantly about creating an Investment Policy Statement that is included in the folder. While talking with the investment people and looking at Investment Policies, the Committee included the one they believe is structured to what we need. The Committee suggested Zale Crawford-Pillar for the Financial Broker. Board members are asked to review the investment policy statement. Betsey – had zoom meetings for all 5. Two didn't seem to be the best match for the Board. All 5 are fiduciaries. Zale is a CFP along with another one in the office, they are local and has worked with nonprofit and HOA's. The Broker dealer for Pilar is Commonwealth. The Investment Policy statement was written by Zale and the Finance Committee. The Investment Policy is a road map on what the Board would like to do with the money in the Money Market funds. More importantly, what they can and can't do.
- The Investors provided examples of Investment Policies for the Committee to come up with the one provided in the packet. The Committee was given multiple templates to work with, and they reviewed them all and a choice was made on what was the best case to manage our money. Zale agreed to take what the Committee gave them and wrote it up. This is for the Board to review and redline it for changes. The Investment Policy statement is very specific on what they can and can't do.
- Dane mentioned that it should be reviewed by the attorney.
- Percentage – what is our comfort level of the Board on the percentages.
- This is not a binding contract and can be modified at any time.
- Fiduciary cannot offer stock options if they are currently purchasing that stock for themselves.
- Fees will be available once the Investment Policy is available.
  - Normally it is a percent fee of all the investment, usually around 1% annually that is paid out quarterly throughout the year.
- Suggested to have the attorney review even if it is a policy of the Board.
  - Eric will send it to the attorney for review and report back to the Board.
  - Judy will email Eric the Investment Policy Statement.
  - The Board needs to review, redline and send back to the Judy by June 1<sup>st</sup> through the same email thread.
- Need to look at the options that are available.

- **Background Checks on Board Members:**
  - Eric thinks all Board members should have background checks.
  - Tom – how much of a background check.
  - Theresa – anyone that has access to the checking and credit card accounts or around children should have a maximum background checks.
  - Is there anything in the new bylaws stating that rentals need to have a background check on their renters?
  - How deep do you need to go with the background checks.
  - Also need to decide on what we allow.
  - Items within the bylaws need to be vetted by the attorney.
  - If parks are part of the HOA with children, then HOA's can add in a clause in the bylaws that landlords are required to do a background check before renting.
  - This will be tabled for now. Penny will send out info.
- **Painting Estimates – See attachments.**
  - Presented in the packet are 5 different painting estimates.
  - Only two had interior painting bids and that was due to thinking of it after the fact of the first 3 were submitted. The evaluation of the bids is only for the exterior painting not interior.
  - Olympia Painting included restrooms at the park.
  - Tom has heard of Hoek and Eric is aware of Quality
  - Looking at Hoek's numbers are not adding up.
  - Reach out to all companies to make sure they are doing the bathrooms.
  - Matt showed each company around all the facilities that needed painting.
  - Eric suggested narrowing down the paint color and sending it out to the community to vote on 3 colors. The survey can be done with Survey Monkey and posted on website.
  - Dane can pick up some color codes from Sherwin Williams to post.
  - Judy is wondering what all buildings are included in the painting since they are not listed in most of the bids.

**MOTION: It was moved by Theresa Parsons and seconded by Judy Zygarr to move forward with Quality Painting for all buildings that needs exterior only painting. All approved unanimously. Eri Riffe abstained from the vote.**

## **New Business**

- **Appoint people to vacant Board Positions**
  - We had a Special Board of Trustees Meeting right after the Annual Meeting to appoint Tom Culleton to the vacant position on the Board.
  - Per advice from the attorney, Board Members are in their positions until they resign or a quorum is met at the Annual Meeting.
  - Need to see if there is a letter of resignation for Jyll or a mention of Jyll's retirement in the minutes of a meeting.
- **Goals for 2023-2024**
  - Will be done during a working session.
- **Request to ratify the authorization for booster pumps (Invoice included)**
  - One pump is out for a couple months.
  - Pumps switch back and forth from the two stations.

- The quote is for two pumps for on top of the hill and the two pumps at the bottom are on borrowed time.
- American Pump will take the bottom pumps back to their shop and replace gaskets and have them as a back up
- The lead time is about 4 weeks.
- The total cost for the pumps and the spare is \$20,312.02. This is a expense line item in the Water Committee's budget.
- Will bring in 4 pumps with one being a spare.
- Jim – due to the cost should we view other vendors?
  - Theresa – very limited on vendors, Theresa reached out to a couple water companies to confirm vendors.
  - The cost is a little more than what NW pumps would have cost, but close enough, and NW pumps is out of business.
  - Theresa knows of American Pumps, and they are a sound company.
  - Tom mentioned that a pump went out while he was on staff.

**MOTION: It was moved by Marci Simmons and seconded by Judy Zygar to approve American Pump and Drilling's quote for the purchase of 4 pumps (2 for the lower section and 2 for the upper section) and the rebuild of two pumps as back up. All approved unanimously.**

- **T-Mobile:**

- T-Mobile needs our signoff to replace a pad and build a sound barrier wall at the cell tower. This is just a signature.

**MOTION: It was moved by Theresa Parsons and seconded by Mike Pierce to have the President (Eric Riffe) sign the Master Application through Thurston County for a building permit for T-Mobile to do improvement in their easement on Scott Lake property designated as cell tower. All approved unanimously.**

- **Set up a Working Session to discuss BOT expectations of staff and their expectations from the Board.**

- Working session scheduled for June 1<sup>st</sup> from 6 pm to 8 pm.

- **Dogs in the park – leashes/pickup of poop:**

- Marci – there is a bunch of dog poop in the park. Owners are not picking it up and letting their dogs run wild. We have rules but are not enforcing them. There are cameras in the park that will start capturing the violators.
  - Tom – this is hard to enforce unless staff are down there monitoring it.
  - Marci will bring this up during the next Park Committee meeting. Members are stating that they don't want dogs in the park.
  - People with dogs, please have doggie bags with you or use the provided doggie bags to pick up the poop.
  - The conversation was to have a dog park down by the ball field.

- **Alcohol & Smoking in the park?**

- Marci - The summer is coming and already there are people drinking in the park. Marci has worked on the Policy for the permits to get a good understanding of who is using the park

- Since there are people smoking in the swimming area and in the kitchen might be a good idea to set up a smoking area off to the back corner of the park. Tom mentioned that there used to be one a while ago.
  - Mentioned what happened in the past on how the sign was implemented.
  - Jim asked what other enforcement options do we have?
    - Marci, we can ask them to leave or call the non-emergency number
  - Tom talked with the new Sheriff about getting the off-duty patrol. We might be able to do it at the end of the year.
    - One thing they did was walk the park.
    - Might be something to consider with the cost.
  - Mike mentioned that bottles are a hazard.
  - Ben mentioned that having it there is like no lifeguard on duty, so it reduces the chances of a lawsuit.
  - we need to update Policy and Procedures to handle this type of action.
  - Will need to double check with the attorney to see if we can impose fines for park violations such as drinking since it is listed in Policy and Procedures.
  - Once the Pass Policy is in place, having someone checking for a couple weeks should help reduce the issue.
- **Boat launch lock & key:**
    - No communication was sent out to the Board letting them know of the lock change for the boat launch. It was posted on the website.
    - The keys are stamped do not duplicate.
    - If you have one bring it back to the office and get a new one.
    - One key per household
    - Cost is \$40 per first time key; \$100 to replace lost key.
    - Someone might have cut the lock.
    - Penny is making signs to be placed in the park for the new key exchange.
    - This is a good thing for the Communication Committee to get the word out.
    - Most common is the lock is left unlocked.
    - The key policy gave all the what if's and included a phone number to the previous office person.
  - Judy – Matt mentioned that he got some fertilizer for the park. Matt will need to get a permit to use the fertilizer. Matt mentioned that they have used it on the golf course, and it was effective to remove the weeds. Judy mentioned to Matt that he should talk with the Parks Committee and give quotes to them. Another suggestion is to have Matt give them to Penny and she will send them to the appropriate Committee Chair's.

## **Committee Reports:**

- **Architectural and Compliance - Motion Expected**
  - The first mailing will be going out on Monday, May 22<sup>nd</sup>. Dane worked with Penny for the envelope and supplies there are 20 letters on this round. Penny is willing to help out. Currently about 70 to 80 parcels are out of compliance.
  - Tom suggested doing registered mail and standard mail.
  - One package contains about 17 pages. Package includes details of the property, the letter, current CC&Rs, photos.
  - Creating a spreadsheet to track the info. The office will have a copy of the packet as well.
  - Focusing on the yards right now then maybe focusing on the health hazards in a week or so.

**MOTION: It was moved by Dane Johnston that we update the Online Violation phone to include the updated contact information. Also need to include a check box if the submitter wants to be anonymous then they will. Discussion, there is no need for a motion since it is just updating the form.**

- I asked Penny to redo all the Architecture Forms. Currently there is no place to disapprove the request.
- Dane would like to update the forms to include that field and an area for the President to sign.
- There have been 4 individuals looking at properties and wanting to do RV and travel trailers to live in them permanently. Per County Code and CC&Rs this is prevented.
- Been a lot of speeding throughout the community and unlicensed vehicles cruising through the community.
- Dane will check on the speed limit trailer to get on the list.
- We can check with the County about Traffic Calming and about speed bumps. Theresa will check to see about setting up a meeting.
- **Communications Committee –**
  - Please send info for the newsletter as soon as possible.
- **Governance Committee – See attachment.**
  - Letters have been delivered to the Board on an update of the Bylaws and CC&Rs. How long for a deadline for Policy and Procedures. The Communication Committee has already sent them in and the Architecture Committee will have something done soon.
  - Have two weeks for Policies and Procedures
  - Alaine has started a book for Policy and Procedures.
  - We have a start of a fee structure that can be added to it.
  - A lot of current HOAs are going with fee ranges instead of fee schedule so it provides flexibility on the compliance issues
  - There is a manufactured home in the community that has been condemned and can't be lived in.
  - If you have any suggestions for CC&Rs get them to Mike, Ben or Penny
  - CC&Rs should be done with changes in a couple of weeks.
  - Personnel Policy and Procedures need to be important. Penny has been looking into this and trying to find anything.
    - Such as who do you report to, what do you do if you're sick and so on.
  - Need to create a Policy and Procedures on background checks for the Board and employees.
- **Parks and Rec Committee –**
  - Saturday, May 20, 2023, from 1 to 4 is the ribbon cutting for the play structure. Bring the kids.
  - Marci Simmons will call Thurston County Shoreline person, Lizzy Carp, on what options we have for our shoreline.
  - Thank you, Jim, for the tires that were brought to the park.
  - One of the tables collapsed so it needs to be worked on.
  - The old couch has been removed.
  - New committee member Erika Roberts.
  - The floating dock does need to be brought to shore since the ladder is broken and a liability issue.
- **Water Committee - # of water meters replaced (154) & proposal for Town Hall discussion on water system.**