



## SCOTT LAKE MAINTENANCE COMPANY

### BOARD OF TRUSTEES

June 15, 2023

6pm – 8pm

Zoom and in Community Center

#### Call to Order at 6:04

#### ROLL CALL – BOARD OF TRUSTEES PRESENT

☐ Eric Riffe ☐ Dane Johnston ☐ Judy Zygar ☐ Ben Snyder ☐ Tom Culleton  
☐ Mike Pierce ☐ Theresa Parsons

#### IN ATTENDANCE VIA ZOOM

☐ Marci Simons ☐ Jim Hawks

#### Adoption of Agenda

**MOTION:** It was moved by Dane Johnston and seconded by Judy Zygar to scratch the tree and stump removal. Motion passed unanimously.

#### Minutes Approval:

Draft minutes – May 18, 2023

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

#### Financial - Pillar Investment – Zale Crawford – in attendance

- Provided handouts for the Board.
- Would like to cover what they do and what they manage.
- There are some risks, but they would like to help mitigate the risk as much as possible.
- The money is 100% assessable.
- Access to the account, CPA and with Zale. Part of the initiation is allowing the communication between the CPA and Pillar Investment
- Advisory account – we sign a Wealth Management Agreement.
- With CDs or a savings account the bank holds the money. While with other investments the money sits in the market.
- The yearly cost would be based on all the money invested not the individual investments.
- Rough calculation of the fee would be about 0.67% or lower depending on how much is invested. This is broken down on a quarterly basis and calculated based on the money that is invested at that time.

#### New Equipment:

- **New Tractor/Mower**
  - Suggestion to table it for now and have a working session to review options and understanding of what it is for and what is needed.
  - Will get a working session setup to talk on it further

**MOTION: It was moved by Judy Zygar and seconded by Mike Pierce to have the purchase of a new tractor/mower tabled until the next working session. Motion passed unanimously.**

**Matt's work completed 5/01/23-5/31/23.**

- Averaging Matt spends about 17 to 20 hours ever two weeks on water
  - Roughly about 1 hour per day
- Yesterday was a little more due to some water complications with lockouts and leak detection.
- The rest of the time is on HOA.
- One suggestion is to read the meters every other month instead of monthly. Need to look at the pros and cons.

### **SLMC Member Comments and Board Responses – 30 minutes**

#### **3 minutes per member to speak.**

- Cindy Hoey – received a registered letter that they didn't sign for from the Compliance Committee. The letter was addressed to Cindy but not her husband. Was given 30, 15 or 10 days with no clear understanding of what is needed. Cindy would like a copy of the 20 addresses of other violations. Cindy would like more conversation on the subject. The Compliance Committee will reach out to Cindy tomorrow.
  - Cindy has emailed over the last few years but hasn't received responses from the email.
  - Facebook – not everyone is on Facebook. Everything that is posted on Facebook and on the website as well.
  - Will be willing to help out with the office.
- Kathy Cameron – Jason is doing everything he can to get the property up to standard. There is a Lot next to her that is overgrown and could be a fire hazard.
  - Male bathrooms don't have doors on the bathroom stalls.
    - Two doors have been painted and Matt will get them installed.
- Betsey Peirce
  - Asking about the vote on the Pillar Investment.

### **Old Business**

- **Concrete at park**

**MOTION: It was moved by Mike Pierce and seconded by Tom Culleton to table the discussion on the bids for the concrete in the park until the next working session so that lead times for all bids are known. Motion passed unanimously.**

- **Financial Investment Statement**

**MOTION: It was moved by Mike Pierce and seconded by Judy Zygar to accept the Investment Policy Statement. Theresa would like to amend the policy to state Board of Trustees instead of Board of Directors.**

**MOTION: It was moved by Theresa Parson and seconded by Tom Culleton to accept the Investment Policy Statement with the change to amend Board of Directors to Board of Trustees. Motion passed unanimously.**

**MOTION: It was moved by Judy Zygar and seconded by Mike Pierce to have Pillar Investment be our Financial Advisor. YES 4 Theresa Parsons, Judy Zygar, Mike Pierce and Tom Culleton and NO 3 Jim Hawkes, Dane Johnston and Ben Snyder**

- Open for questions:
  - What are the risks, fees, and other data before following up with the motion?
  - Pillar was the top choice from the committee for being the financial advisor.
- **Background Checks on Board Members**
  - Penny found some programs on how to purchase the background check. Penny ran two on her, one of a basic one and one of the more intensive background checks. The highest one was \$89.00.
  - Table for conversation on the policy of the background checks.

**MOTION: It was moved by Mike Pierce and seconded by Tom Culleton to table this conversation until next month. Motion passed unanimously.**

- **Community Center Cleaners**

**MOTION: It was moved by Theresa Parsons and seconded by Tom Culleton to increase the janitorial budget by \$2500 for the 23/24 budget. Motion passed unanimously.**

**MOTION: It was moved by Theresa Parsons and seconded by Mike Pierce to hire Preferred Cleaning Service for a one-year contract to clean the Scott Lake Community Center. Motion passed unanimously.**

**MOTION: It was moved by Theresa Parsons and seconded by Tom Culleton to increase the janitorial budget an additional \$2500 for additional services such as stripping and waxing the floors. Motion passed unanimously.**

- **Choose Paint Colors for Buildings**
  - Put the colors out to the community for a week to vote on the colors. Will be posted by EOD Friday.
- **Tree Branches/Stump Removal**
  - This has been scratched.
- **Jyll Jone's resignation from the Board of Trustees**

**MOTION: It was moved by Theresa Parsons and seconded by Judy Zygar that when Jyll Jones walked out of the April 2023 Board of Trustees meeting, the Board took it as her resignation from the Board of Trustees. Motion passed unanimously.**

## **New Business**

- **American Tower Lease Extension**

**MOTION: It was moved by Mike Pierce and seconded by Tom Culleton to table the American Tower Lease extension until the next Board meeting while Eric Riffe gathers additional information. Motion passed unanimously.**

- **Fourth of July**

- What are we going to do with illegal fireworks? There is an outside chance of Thurston County would make all fireworks illegal even the safe and sane. Last year someone watched and managed the docks.
- Parks Committee – doesn't have the manpower to enforce anything. Put the rules out there and make it very clear in the park, Website, and Facebook to alleviate our liability.
- Suggestion to close the park and tape it off to prevent people from using the park. Or just clearly stating the rules of the park to reduce our liability.
- Suggestion to start conversation for next year.
- Also suggest having a call out for people to come out the morning after to help clean up.

- **Policy & Procedures – What's Needed – Working Session?**

- Next Working Session is scheduled at 6pm on Thursday June 29.

- **Chipper rental – offer free wood chips to the community.**

- Dane has been helping in the park since Monday. thought we could designate a place by the shop for community members to bring branches and debris. Then rent a chipper to handle everything. Will have about 24 truckloads of debris by the shop. Suggested to bring in a dumpster to remove it all at once.
- The compliance committee met last night and there are about 4 houses that need help with cleaning due to health issues.

**MOTION: It was moved by Dane Johnston and seconded by Ben Snyder to put a notification out for residents to drop off their debris between July 20 to 23 to fill up dumpsters. The dumpsters will be removed the following Monday or Tuesday. Motion passed unanimously.**

## **Committee Reports**

- **Architectural and Compliance**

- 3 properties are being demolished. The one that is already demolished has gone through the process and have all their documentation. The second one has all their documentation as well, but concerned with the septic design. Dane is working with both. The 3<sup>rd</sup> one is a demo and will be brought up in a working session.
- 13 calls on vacant lots to live in an RV. 4 vacant lots that came on the market.
- Compliance – sent out 27 letters with 5 working on them 3 have been done and 4 reached out for extensions.
- More letters coming out at the end of the week.
- Alaine is working on a spreadsheet to keep the Board up to date.
- Penny did take a call today and suggested sending in an email.

- **Communications**

- Everything is going well. Everyone that oversees a committee needs to get newsletter information to Dane by Saturday at 9 am since we need to have it to NWW by Monday at 9 am.

- **Governance**

- We are finished with the Bylaws and CC&R. Both have been sent to the attorney for review. Would like to set up a zoom meeting to address the questions. Eric received an email back and asked for a redline version. Mike will get that setup.
- We are starting to work on Policy and Procedures such as the voting policy. Would like to start getting those policies from the different committees.

- **Parks and Rec**

- Other than 4<sup>th</sup> of July there is not much to report.
- The grand opening went well with a lot of interaction in the coloring contest.
- Working on the swim area, need to address the floating dock.
- Kids are out playing in the playground.

- **Water**

- American pump has two pumps and expecting to get two more soon. Once they are in, we can fix the upper pumps and replace the lower ones.
- A list of accounts that are in payment agreements.
- One of the accounts that was locked off had a tag that was busted off, so water is going to the house. Suggestion to yank the meter and monitor it for usage. Suggested to have KCL come out to pull the meter. All charges with the meter pulling and replace will be charged to the customer.

- **Finance**

- Judy has been emailing back and forth with the accountant and needs to send him about 19 documents for the April audit for 2023 to be completed. Ben needs to look at Judy's laptop due to something not working correctly.
- The reserve money is in 8 different banks right now.
- Need to call before 11 am if money needs to be transferred for major expenses.
- Skip provided a link to a secure portal to transfer the documents.

- Penny's 90 days is coming up soon. The Executive Committee will need to meet with her. 90 days are up on July 3<sup>rd</sup>. Suggestion to do the evaluation 1 hour before the working session.

- Are we seeking any insight from the board? Eric will email everyone to get their input.

**MOTION: It was moved by Mike Pierce and seconded by Dane Johnston to adjourn the meeting. Motion passed unanimously.**

Meeting adjourned at 9:32 pm.