



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

July 20, 2023

6pm – 8pm

Zoom and in Community Center

Call to Order at 6:04pm

ROLL CALL – BOARD OF TRUSTEES PRESENT – IN PERSON

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

IN ATTENDANCE VIA ZOOM

- ☐ Jim Hawks

Adoption of Agenda:

MOTION: It was moved by Dane Johnston and seconded by Tom Culleton to adopt the Agenda. Motion passed unanimously.

Minutes Approval:

Draft minutes – June 15, 2023

- Theresa found a couple miss spelling and Theresa will get those to us.
- Follow up on the lock was broken off.
- List of accounts that were submitted to the Board.

MOTION: It was moved by Mike Pierce and seconded by Dane Johnston to accept the Minutes as amended. Motion passed unanimously.

6:00-6:15 SercurUs Assist Protection & Security Co. presentation

SLMC Member Comments and Board Responses – 30 minutes

3 minutes per member to speak.

- Alaine Shuman – Would like to get Wi-Fi in the park to increase the cameras in the park. Think the properties in the community look awful. It just doesn't look good, and it needs to be fixed. The building isn't in the shape that it used to be in.
- Tara Watson – Thinks the money for the security would be well spent. Would like to live in a community and feel safe.
- Jason Cameron – Something needs to be done with the bathrooms. Jason does the walk through at night. Last night someone took a bunch of dirt and tossed it into the men's room. Soap dispensers broken up. Found two girls doing drugs in the restroom. Think more people should think about the community and volunteer time. If you see something, call it in.
- Eric will have another Working Session and/or Town Hall meeting to work out the situation and find out best solutions.

- Sarah White – Community involvement and engagement is a major conversation with the Parks Committee. It will take thinking outside the box to find solutions.
- Diane Striker – Security for the bathrooms and volunteers. What is our responsibility as volunteers? Take pictures & report it. Are we working on the park attendees being residents and not outsiders. Might look at a company to do the maintenance instead of the golf course or Matt.
- Eric – tell them to stop, take pictures, call the cops. Just do not engage with the customer.
- Judy talked with the golf course, and they don't have the ability to cover the maintenance of the SLMC properties.

Old Business:

- Concrete at the Park – Marci

MOTION: It was moved by Marci Simmons and seconded by Judy Zygar to go with Bishop for the concrete in the park with broom finish that goes all the way to the BBQ. Motion passed unanimously.

- Background Checks on Board Members – Eric
 - Legally we can't do background checks on Board members or prospective candidates for the Board.
- Tractor – Eric
 - This was motioned to be moved to a working session and removed from old business.
Working session scheduled for Tuesday August 1st from 6pm to 8pm.
- Policy & Procedures – What's Needed – Working Session? – Dane

New Business

- Community Center Doors – Eric
 - The bid from Airport Glass is currently being done, but the owner of Airport Glass is out on vacation, so we will need to table this discussion until we are able to get all the bids in.

MOTION: It was moved by Mike Pierce and seconded by Marci Simmons to table the discussion on new Community Center doors until all final bids are received. Motion passed unanimously.

- Geese poop – SLMC to pay ½ - Eric
 - Scott Lake Maintenance Company will pay for ½ of the relocation of the geese for \$1,500.00 (our portion).
 - The cost for this will come from the Park's Maintenance Operation fund.

Motion: It was moved by Marci Simmons and seconded by Theresa Parsons to pay ½ the cost to Thurston County Drainage District for the removal of the geese. Motion passed unanimously.

- Dock – Deadline to get out of lake, fixed and returned to lake – Dane
 - Will be done at the same time as the removal of the concrete?

- Compliance with new requirement for water shut offs during National Weather Service Heat Advisory - Theresa
 - The new State law states that if there is a heat advisory in effect, we cannot shut off water during that time frame. We will follow up with NW Water Systems on how we deal with this, especially for those that are already locked out. Since this is a health and safety issue, we can't make it a burden on the individual.
- Purchase of new camera for the zoom conferencing – Ben
 - **MOTION: It was moved by Ben Snyder and seconded by Theresa Parsons to purchase the POE switch along with the PTZOptics camera for the recording of the Board meetings with funds coming out of Operations. Motion passed unanimously.**

Committee Reports

- **Architectural and Compliance**
 - Chipper rental – Community Brush Day – Dane
 - Community recycle day. Wood, metal, and appliances.
 - Spreadsheet was created and sent to Penny to track communications.
 - All letters that have gone out are getting great response to get their property cleaned up.
 - 5 demos going on throughout the community.
 - 6 people asking for extensions.
 - The Building Permit application form needs to be revised since there is no spot to state that a application has been disapproved and some other corrections.
- **Communications**
 - Email was sent out to everyone stating that everything for the newsletter must be turned in by Saturday, July 22nd at 9 am.
 - Would like to get the Boards thoughts about a survey (4-5 page) pertaining to the park. The survey would pertain to the park and individuals' interaction at the park. Dane will work with Marci on the survey and the questions.
 - Sarah – this was more from Sarah and Katie, who discussed it with Eric to do a survey and not have it go through the Parks Committee. Would like it sent out through multiple different avenues to ensure it gets out to everyone. Maybe even getting them from people at the park.
- **Governance**
 - Good meeting with the attorney to address the questions we had for him regarding the Bylaws & CC&Rs. We will make sure that we address them in the bylaws or CC&Rs.
- **Parks and Rec**
 - The Committee members are working on writing the Parks & Recs Policy and Procedures.
 - What should we do about the BBQ during a fire ban?
 - Dane will work with Penny to get a lock for the fishing dock gate as well. The boat launch and fishing dock locks should be the same key.

- **Water**
 - We are setting up a meeting with NW Water Services about coordination of who is responsible for what.
 - We are working with RCAC to update our record keeping in QuickBooks so that we can get a loan to update the water system. Meetings have been set up from 4 pm to 5 pm every Friday.
 - RCAC asked questions on an Intake Form. The more you answer no, the more help they provide. We hired NW Water Service to do a geographic map of our system. RCAC has a similar system that they can host at little to no cost on our side. Theresa would like to transition from NW Water Service to them. Will keep everyone informed as more information is available. Working with NW Water Service to get all the meters GPS so they can be entered into the GIS.
 - American Pump came out and replaced the booster pump at the upper station and placed a new one on the shelf. They replaced the two pumps in the lower station and got the two old ones repaired.
- **Finance**
 - Judy will forward the proposal for the Financial Investment from Zale. It is 41 pages for us to review, and she will also forward the email explaining his position. If this is something that we want to do, Judy will reach out to Heritage Bank to transfer the funds.
- **Eric**

Had Ben purchase some signs to have hung in the park
- **Dane**

If you have any questions about the security company, please send it to compliance / office emails.

Meeting adjourned at 9:02pm