



## **SCOTT LAKE MAINTENANCE COMPANY**

### **BOARD OF TRUSTEES**

**September 28, 2023**

**6pm – 8pm**

**Zoom and in Community Center**

### **CALL TO ORDER AT 6:00PM, ROLL CALL, QUORUM**

#### **ROLL CALL – BOARD OF TRUSTEES PRESENT**

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

#### **BOARD OF TRUSTEE EXCUSED ABSENCE**

☐ Joe Viola

#### **ADOPTION OF AGENDA**

**MOTION:** It was moved by Eric Riffe and Seconded by Theresa Parsons to add an Executive session at the end of the Board meeting for personnel matters. The motion passed unanimously.

**MOTION:** It was moved by Theresa Parsons and seconded by Mike Pierce to adopt the agenda as amended. The motion passed unanimously.

#### **MINUTES APPROVAL:**

- **AUGUST 1, 2023**

**MOTION:** It was moved Tom Culleton and seconded by Judy Zygar to approve the minutes of August 1, 2023, with the following changes: Correct Dane's name and change the motion to read the "Executive Secretary will bring back the suggestions to the Board. The motion passed unanimously.

- **AUGUST 17, 2023**

**MOTION:** It was moved by Dane Johnston and seconded by Marci Simmons to approve the minutes of August 17, 2023, with the following changes: Add "so long as it is within the Boards jurisdiction" to page 4, What is staff's responsibilities. The motion passed unanimously

- **SEPTEMBER 7, 2023**

**MOTION:** It was moved by Theresa Parsons and seconded by Dane Johnston to approve the minutes as presented. The motion passed unanimously.

#### **BOARD OF TRUSTEES POSITION:**

**Joe Viola** – Board of Trustees reviewed Joe Viola's Questionnaire and asked several questions.

**MOTION:** It was moved by Mike Pierce and seconded by Dane Johnston to approve Joe Viola for the vacant Board position after Jim Hawks resigned. The motion passed unanimously.

## **SLMC MEMBER COMMENTS AND BOARD RESPONSES – 30 minutes**

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

- Janis Snyder followed up her question regarding increasing the cubic feet calculation of water from 700 to 1000. Theresa mentioned that the committee is still doing research on that question. May take a month or two before they are able to respond. Tom commented – looking at the number of homes that were over compared to under. Most of the homes stayed under. Will need to work with Northwest Water Service to get an average water use of what the community uses.
- Cindy Hoey – Do we have a projected date for when the entire water system will be complete? Theresa – No, but the committee is working on it.

## **OLD BUSINESS**

### **CODE OF CONDUCT – BOT SIGNATURES**

The Code of Conduct has been approved and will be signed tonight by all in attendance tonight, September 28<sup>th</sup>.

### **SECURUS**

We will have to start looking for another company that can perform the duties as unarmed. SecurUs, due to recent activity has dropped any contract as unarmed security. This is tabled until we can look at other options.

### **COMCAST – INTERNET IN THE PARK UPDATE**

The internet has been installed in the park, now we need to get additional cameras installed.

### **COMMUNITY CENTER DOORS**

We have obtained two written bids and two other companies have come out to look at them, but never submitted a quote. There was a suggestion to replace the broken door and piecemeal the other doors until they are all complete.

**MOTION:** It was moved by Mike Pierce and seconded by Marci Simmons to table this for a working session. The motion passed unanimously.

### **TREE/STUMP REMOVAL**

The proposal for the removal of the trees and trimming of branches is from \$6,500 to \$7,000 without the stump removal. Marci would like to move this item to the Parks Committee stump proposal.

### **FLOATING DOCK UPDATE**

The Board packet includes a recommendation for anchoring a floating dock. We would need to get a quote for the cement blocks and chains and get quotes from a professional company for getting the dock back into the water. Possibly have Matt do some research when the weather begins to get bad and possibly contact Kip Jones to see if he has any ideas. There was also a suggestion that we should discuss the value of putting the dock back in the water.

### **SLMC – TOOL LIST**

Matt has been organizing the maintenance room. Is the riding mower still under warranty? Need the gage 25-foot extension cord and have Matt review and update the list if needed.

## **NEW BUSINESS**

### **MAINTENANCE OF HEATING/COOLING SYSTEM NEEDED**

Presented the work that is needed on the A/C and heating units. This is considered maintenance, so will proceed with the service.

### **EVENTS COMMITTEE CHAIR, SARAH WHITE**

**MOTION:** It was moved by Eric Riffe and seconded by Marci Simmons to nominate Sarah White as the committee chair for the Events Committee. The motion passed unanimously.

### **TRUNK-OR-TREATING – SARAH WHITE**

Katie Kerney and Stephanie Stender submitted the proposal for the Trunk-or-Treating and would like to do it again this year as it has been done in previous years. Asked to have the parking lot closed except for those participating in the event. No need for the Community Center to be unlocked. Will except donation of candy for the event, any donations can be dropped off at the office at SLMC. Cindy Hoey volunteered to donate the \$30 for decoration for the voting station and Eric Riffe will donate the \$50 for a prize for the trunk decoration contest.

**MOTION:** It was moved by Theresa Parsons and seconded by Judy Zygar to sanction the Trunk-or-Treat for October 31, 2023, and Sarah White, the community chair, can work with other committee members to get things going. This is a committee not a club. The motion passed unanimously.

### **TENNIS COURT/PICKLE BALL/BASKETBALL RESURFACING**

**MOTION:** It was moved by Marci Simmons and seconded by Joe Viola to accept the bid from TJ Asphalt to do the installation at their earliest availability. Discussion from Dane to check on the warranty on the paint, seal coating and installation. Motion failed.

The Parks Committee will continue to get 3 bids and will wait until spring for installation.

### **STUMP RECOMMENDATIONS FROM PARKS COMMITTEE**

Recommendation to keep the stumps that are in the ground, but if the stump is bad, then have it removed.

**MOTION:** It was moved by Marci Simmons and seconded by Theresa Parsons to proceed with the quote to remove the trees. The Parks Committee will work with Eagle Tree Care to keep good trees stumps and remove the bad stumps. Eagle Tree Care will cut the logs into firewood round size, and they have a limit of up to \$10,000.00 for the entire process. The motion passed unanimously.

### **NEW ROOTS PROPERTIES**

Due to the complexity of the situation, the Board will review the documentation and further conversation at a working session.

**MOTION:** It was moved by Tom Culleton and seconded by Joe Viola to decline the opportunity to the obtain the property located at 2546 123<sup>rd</sup> Ave SW. The motion passed unanimously.

## **EMPLOYEE HANDBOOK**

The committee reviewed the handbook and provided questions.

**MOTION** It was moved by Theresa Parsons and seconded by Mike Pierce to table discussion until a Working Session. The motion passed unanimously.

## **COMMITTEE REPORTS**

### **ARCHITECTURAL AND COMPLIANCE**

Permit has been submitted for a stick-built house on Scott Creek Drive and it was signed and approved. The committee is working on Policies and Procedures.

### **COMMUNICATIONS**

Thank you to those that submitted items for the newsletter.

### **GOVERNANCE**

The last information has been received from the attorney and has been applied to the Bylaws. Mike will have the Bylaws printed out and passed to the members of the Board. CC&Rs are finished as well and will be given out to the Board.

The committee has started working on the Rules and they are waiting to hear back from the attorney on HOA fee for nonpayment.

### **PARKS AND REC**

The committee is working on Policy and Procedures and will have Matt fill in holes around the park with the extra dirt.

### **WATER**

Valve cluster was put in on Driver and we still have a couple more to do and we will be done.

### **FINANCE**

Penny has been working on separating water from HOA in QuickBooks and RCAC has asked us to send a letter for their support.

**MOTION:** It was moved by Theresa Parsons and seconded by Dane Johnston to have Theresa write a letter in support of RCAC. The motion passed unanimously.

**MOTION:** It was moved by Dane Johnston and seconded by Theresa Parsons to go into an Executive Session to discuss personnel matters for 30 minutes. The motion passed unanimously.

Back into regular session at 9:02pm

Stated that the Board went into Executive Session discuss a Cost-of-Living raise based on Matt's annual review.

**MOTION:** It was moved by Judy Zygar and seconded by Mike Pierce to give the Maintenance person, Matt, a cost-of-living adjustment of 60 cent per hour (2%) and no performance required. Motion failed. (3 yea's and 5 no's)

Scheduled of working session on October 5<sup>th</sup> from 6 to 8 pm.

Meeting adjourned at 9:04pm