



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

February 15, 2024,
6 pm – 8 pm

Zoom and in the Community Center

Call to Order at 6 pm

ROLL CALL – BOARD OF TRUSTEES PRESENT

- Eric Riffe Judy Zygar Tom Culleton Theresa Parsons Mike Pierce
- Marci Simmons Joe Viola

Adoption of Agenda:

MOTION: It was moved by Joe Viola and seconded by Mike Pierce to adopt the agenda as presented. The motion passed unanimously.

Minutes Approval:

MOTION: It was moved by Tom Culleton and seconded by Mike to approve the minutes of the January 18, 2024, meeting. The motion passed unanimously.

Old Business:

New Business:

- Ben Syner's IT Proposal
 - Marci Simmons read the IT proposal to everyone present.
 - It was stated that the rate an hour was about 1/3 of the going rate.
 - Judy Zygar stated that this is the second time a Board member has overseen the IT and quit leaving us without support.
 - We should treat SLMC as a business, look for long-term assistance, and possibly hire an outside company that is licensed and bonded.
 - Theresa Parsons stated that we could possibly use Ben to bring a new company up to speed on our needs and use Ben as a backup.
 - Need a scope of work that SLMC needs/wants.
 - Have Ben give a complete bid on cost and how many hours it would take to address the issues in his proposal.

MOTION: It was moved by Mike Pierce and seconded by Judy Zygar to table the IT proposal for further review and gather additional information. The motion passed unanimously.

- Gravel for Well House – Eric

MOTION: It was moved by Theresa Parsons and seconded by Tom Culleton to approve the purchase of gravel for the well house. The motion passed unanimously.
- The gravel in the park was replaced four years ago.

- Copier Proposal – Penny
 - Penny reviewed the copier proposal from Capital Business Machines (CBM). The cost of leasing the copier for 60 months would be \$3,335.40, with monthly payments of \$227.94 plus a monthly service charge fee of \$50.01. Currently, we have spent \$1,893.71 on toner for the home printer that is used in the office. Toner is included in the monthly maintenance fee with CBM. The cost of printing last year for the Annual meeting was \$3,416.35. By leasing the copier, the cost would be approximately \$119.52 for this year’s Annual Meeting, estimated savings would be \$3,296.83.
 - Mike Pierce went to CBM without an appointment, and they proceeded to show him around their facility, went over the machines with him, and answered his questions.

MOTION: It was moved by Theresa Parsons and seconded by Mike Pierce to lease the copier from Capital Business Machines that was presented in the Board packets. The motion passed unanimously.

- Fee Schedule – Theresa Parsons

MOTION: It was moved by Theresa Parsons and seconded by Judy Zygar to approve the Fee Schedule as presented and post to the Website. The motion passed unanimously.
- Review of Budget/Candidate Schedule – Theresa Parsons
 - Reviewed the schedule of upcoming dates and meetings to prepare for the upcoming Annual Meeting. I will post it on the Website.

MOTION: It was moved by Marci Simmons and seconded by Parsons to seek a parliamentarian for the Annual Meeting and to see who would be available. The motion passed unanimously.

Committee Reports:

- Governance – Continue to work on the Bylaws and remove anything that is a procedure from them. They are also reviewing the CC&Rs and will get them added to the Website. The committee will also review what they will need in the budget.
- Compliance Committee = Joe Viola is currently reviewing folders of those who had received compliance letters in the past.
- Finance Committee– Continue to work on the Financial Plan and Policy & Procedures; October Profit and Loss statement is included in the packet; this is the first statement from the new books; The Financial Committee meets on the 1st & 3rd Mondays.
- Water Committee – The upper reservoir has a small leak and will have KCL look at it.

- Parks & Rec – The Shoreline Master will be out on February 28th @ 10 am to look at the shoreline bank and to possibly get ideas on what we can do to preserve it.
- New Roots Property is selling their lot as an amenity only. An ad was placed on Craigslist.
- Marci has called 2 companies for the anchoring system of the dock and has had no response. Eric will forward the phone number of someone he thinks could do it.
- Events Committee – Easter Egg Dash – hosted by Happy Feet, there will be over 3000 eggs that will need stuffing. Looking for candy and raffle donations for the event. The committee meets on the 1st Monday of every month at 6 pm.

Meeting adjourned at 8:14 pm.