



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

March 18, 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 Theresa Parsons and seconded by Tom Culleton to adopt the agenda as amended adding Parliamentary for the Annual Meeting and the park proposal. The motion passed unanimously.

Minutes Approval:

MOTION: It was moved by Theresa Parsons and seconded by Judy Zygar to approve the minutes of the February 15, 2024, meeting. The motion passed unanimously.

SLMC Member Comments:

- It was mentioned that the couch in the community center needs to be removed.
- Janice Snyder wanted to know when the videos from the meetings were going to be posted on the website. We are currently looking for an IT company and that would be something they would do.
- Janice then asked if the board was considering Ben's proposal to provide IT support for SLMC. If Ben becomes licensed and bonded the board could consider his proposal.
- Dane Johnston stated that Matt needs to walk the ballfield for garbage, needles, and a broken pipe Dane found that his dog keeps going to every time he walks him.
- Dane also mentioned it would be nice if the board packets were available at the meeting so that those in attendance could follow along with what the board was talking about.

Old Business:

- Fee Schedule:
Add for Final Notice: Covers the 3 notifications of non-payment & pending shut off. Charged on third notification, a letter in the bill and posted on the door.

Add for digital records: Fee varies - Up to 5 pages and/or up to 15 minutes of staff time free; Up to 20 pages and/or up to one hour of staff time-\$20; over 20 pages and/or over one hour of staff time-\$20 plus staff time at the full hourly rate for that employee

Add for Ballfield Rental: Fee varies – The standard field rental charge agreed to by the local fields for youth organizations; \$50 for community rental.

MOTION: It was moved by Theresa Parsons and seconded by Eric Riffe to adopt the Fee Schedule. The motion passed unanimously.

- Cell Tower:
Eric will have the attorney review; the contract needs to be renewed in 2025.

New Business:

- Draft Budget:

MOTION: It was moved by Theresa Parsons and seconded by Tom Culleton to adopt the draft budget as amended to send out to the community for questions and answers. The motion passed; Marci Simmons abstained from voting.

- Sound System – Desco:

MOTION: It was moved by Eric Riffe and seconded by Judy Zygar to have Desco install a new sound system in the community center. The motion passed 4 yes's and 2 nos.

- Dock Anchoring System:

MOTION: It was moved by Eric Riffe and seconded by Tom Culleton to move forward with the dock anchoring by Alpha Marine. The motion passed unanimously.

- Neighborhood Beautification at the Park:

Sarah White, the Events Chair, presented the proposal for the park asking for funds now so that they could begin obtaining the necessary plants and materials.

Marci Simmons asked why Sarah hadn't discussed this with the Parks Committee before bringing it to the board and who was going to water the newly planted stuff.

It was stated by Matt that after the first year, they wouldn't have to be watered, but he would be able to take water in buckets down during the first year of planting.

MOTION: It was moved by Eric Riffe and seconded by Tom Culleton to approve the park beautification of the park project. Motion passed 4 yes's and 2 nos.

- Town Hall/Ice Cream Social:

It was asked if the Events Committee could include sugar-free and gluten-free options.

MOTION: It was moved by Tom Culleton and seconded by Joe Viola to approve the purchase of ice cream supplies for the Town Hall meeting. The motion passed unanimously.

- SLMC Proposed 2024/25 Events:

The Board has stated they are in support of the proposed 2/25 events.

- Election of Board Members:
Discussed that all nine seats were up this year and that staggering the terms would need to be done, which would be by how many votes each candidate received. 3 candidates with the most votes would serve 3-year terms, the next 3 candidates with less votes than the first 3 and more votes than the last 3 would serve 2-year terms and the final 3 with the lowest votes would serve a 1-year term.
- Parliamentarian for Annual Meeting:
Our attorney sent over 3 recommendations to use for the Annual Meeting. Theresa stated that one of them has moved out of the area, another lives in Bellingham and is 81 years old and will not come down and the third was Eric Peters.

Eric charges \$100 for travel time and \$100 per hour for his time.

MOTION: It was moved by Theresa Parsons and seconded by Marci Simmons to hire Eric Peters as the parliamentarian for the Annual Meeting and to use his expertise as needed on future stuff. The motion passed unanimously.

- Park Proposal:
Marci Simmons proposed new picnic tables, bleachers, and BBQs. The funds for this are the remaining capital budget for 2023/24. The proposed amount is over the remaining capital budget funds, so the board requested that Marci rework her proposal so that she is within her funds. Once done, it will go to a poll vote for approval.

Executive Session: The board went into executive session at 7:35 for 20 minutes to discuss personnel.

Eric Riffe stated that the board went into executive session because Penny had her year review and the committee needed to discuss her rate of pay.

MOTION: It was moved by Tom Culleton and seconded by Theresa Parsons to approve a 3.2% COLA increase and a \$2 raise for Penny Dorr, our Executive Secretary. The motion passed unanimously.

Committee Reports:

- Governance – The Bylaws are complete, and they have requested they be sent to the attorney along with a list of questions the Governance Committee needed to answer.
- Compliance Committee = Joe Viola reviewed the past due account list and anyone who was behind \$1,000 he removed from the list. If they are that far behind, they are not going to clean up their yards.
- Finance Committee– Continue to work on the Financial Plan and Policy & Procedures; The Financial Committee meets on the 1st & 3rd Mondays. Doug Ogden shared his

spreadsheet on our assets and will assist us in the future budget process.

- Water Committee – The bladder tanks need replacing, and we have received a quote from American Pumps to replace them.

MOTION: It was moved by Tom Culleton and seconded by Mike Pierce to replace the bladder tanks and have American Pump do the work. The motion passed unanimously.

Asset Management Plan – a living document to manage assets and work toward prioritizing an improvement plan.

- Parks & Rec – Marci would like to have a cut-out window in both the men's and women's restrooms so that the motion lights will come on when the doors are open.

The meeting adjourned at 9:32 pm.