



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

May 16, 2024

6 pm – 8 pm

Zoom and in the Community Center

Called to Order at 6:04 pm

Roll Call – Board of Trustees Present:

Eric Riffe Theresa Parsons Judy Zygar Tom Culleton Mike Pierce Jim Johnson
 Julie Orcutt Jeff Curry Sarah White

Adoption of Agenda:

President

MOTION: Theresa Parsons moved, and Jim Johnson seconded to adopt the agenda. The motion passed unanimously.

Minutes Approval:

President

MOTION: Tom Culleton moved, and Mike Pierce seconded that the minutes be approved as mailed out. The motion passed unanimously.

Election Results:

A quorum was present for the Annual Meeting on Saturday, May 11th. The following are the results of the election:

Three-Year Terms: Eric Riffe, Theresa Parsons & Judy Zygar

Two-Year Terms: Tom Culleton, Mike Pierce & Sarah White

One-Year Term: Jeff Curry, Jim Johnson & Julie Orcutt

Nomination of Officers:

MOTION: Judy Zygar moved, and Julie Orcutt seconded to have Eric Riffe as President. The motion passed unanimously.

MOTION: Theresa Parsons moved, and Julie Orcutt seconded to have Tom Culleton as Vice-President. The motion passed unanimously.

MOTION: Judy Zygar moved, and Julie Orcutt seconded to have Theresa Parsons as Secretary. The motion passed unanimously.

MOTION: Eric Riffe moved, and Julie Orcutt seconded to have Judy Zygar as Treasurer. The motion passed unanimously.

SLMC Member Comments and Board Responses – 30 minutes, 3 minutes per member to speak.

Janis Snyder – a member of the Governance Committee, stated that she feels there is nepotism throughout the board and employees.

Theresa Parsons replied that Judy and herself are members of good standing, own their properties separately, and have the right to be board members. Jake Larson, is Judy Zygar’s son, is our meter reader who can also troubleshoot our water system. A parliamentarian has been hired to assist with our Bylaws

Dennis Caines thanked the board and the community for supporting the model races ERCU put on at the lake. He wants it to be presented as the SLMC Spring Fair next year. The model racers stated it was the best location and support that they had seen at any of their races. It would be possible to have a pickleball competition, a floatplane show, etc.

Marci Simmons – Wished all the new members good luck and hoped everyone would show respect to one another.

Old Business

- **Maintenance Position:**

We received over 25 applications for the Maintenance Position, which were narrowed down to 13 applicants. The executive Officers chose 6 to interview. The interview panel consisted of: J Eric Riffe, Judy Zygar, Mike Pierce and Penny Dorr. They then compiled a list of the top 3 applicants and ranked them 1-3. Brian Bowes was the top candidate. We checked his references, and he received great reports from all. Some candidates asked for too high of a starting dollar amount and took themselves out of the running for the position.

MOTION: Judy Zygar moved, and Tom Culleton seconded to direct the president, Eric Riffe, to hire Brian Bowes for the Maintenance Technician position. The motion passed unanimously.

Now that we have a maintenance tech, we can open the bathrooms during business hours, Monday through Thursday. We can also check to see if Ed Pester, or anyone else that might be willing to open and close the bathrooms from Friday through Sunday.

- **Concrete – Picnic Tables & Benches:**

We need estimates to pour concrete pads to secure the tables and benches.

New Business

- **Annual Meeting:**

The Executive Secretary, Penny Dorr, and Betsy Pierce shredded the ballots from the

2023 annual meeting.

The 2024/25 budget, which the Board of Directors approved in April, was not rejected by the community.

Eric Riffe thanked everyone on the Election Committee that counted all the ballots.

- **Committee Chair Selection:**

It was suggested that committee selections should be discussed at a working session.

MOTION: Mike Pierce moved, and Jim Johnson seconded to table the selection of committee chairs until the next board meeting. The motion passed unanimously.

- **Fourth of July:**

We need to send out a letter regarding fireworks and the expectations and rules. We have already had two fires this year, and the drought is going to be here sooner than we thought. Another thought to consider is to have a fine system for homeowners who let off fireworks. We will follow whatever the county puts out regarding fireworks.

Will add the Fourth of July to the working session.

- **Porta-Potty:**

Staff will call Howdy Doody and have them put another porta-potty by the tennis courts.

- **Investment/Tax Meeting with Pillar & Accountant:**

Skip, the auditor has given us a small list to get started on this year's financial audit and the paperwork needed for the reserves that are being invested. Any interest on our investments is taxable. We will work with Pillar Financial and the auditor to create another investment account to re-invest the interest. The finance committee is scheduling a meeting with Pillar Financial, the auditor, and the executive officers. We have to follow IRS rules and state laws and rules, and sometimes they don't go hand in hand; when that happens, we follow the strictest rule.

- **Committee Reports**

- **Communications:** All articles for the newsletter are due by 8 am on Monday.

- **Governance:**

The committee has incorporated the attorney's responses into the bylaws. They will need to discuss things that need to be grandfathered in.

The committee will not meet for the next two weeks due to vacations. The Articles of Incorporation and Bylaws will be sent to the parliamentarian. Once everyone is back from vacation, we will set up a meeting with the parliamentarian, Eric Peters. The parliamentarian works with the attorney and is less expensive.

Eric Peters has extensive knowledge of HOAs. The President is in direct contact with our attorney, and the Secretary of the board is in direct contact with the parliamentarian. If there is a difference of opinion between the parliamentarian and the attorney, the attorney prevails.

The committee will also have the Member's Bill of Rights written in plain English.

- **Parks & Rec:**

The picnic tables and benches are assembled; concrete pads are needed to secure them. The tennis/pickle ball and tennis courts will be completed on Father's Day. The dock must be put back in the water, and new floats and corner bumpers must be installed. Eric Riffe will bring his mini and assist in getting the floats installed.

South Gate Fence Quote:

Some of the rail fences are damaged or need to be installed, as well as some chain link fencing.

MOTION: Mike Pierce motioned, and Judy Zygar seconded to proceed with the quote from South Gate Fence. The motion passed unanimously.

- **Events Committee:**

Beautification Day: All plants, shrubs, and trees were planted and came in under budget.

SLAMS Fishing Derby is Saturday, June 1st.

Fourth of July: there will be a community activity during the day.

The committee is working on forms for anyone who wants to hold an event at Scott Lake, such as Dennis Caines with the boat races.

The committee is working within its committee charter.

- **Finance Committee:**

April's HOA & Water Profit and Loss Statements, along with our balances in all the accounts at Heritage Bank and the latest statement from our investments were handed out.

- **Water Committee:**

Regulatory requirements for PFAS—Forever Chemicals: We must monitor them for 3 years and make capital improvements that will lower them to an acceptable threshold, within 5 years. Possible ways to lower PFAs are installing a filtration system to treat the water, drilling a new well that might not have PFAS, activated charcoal, etc.

We currently do not have a Small Water Management Plan. Money is in the budget for a consulting engineering firm to do a swamp study. I have spoken with two engineers, and we will get a proposal from NW Water Systems and Thurston County. The Water committee will review the estimates and bring them to the board for their approval.

We will be replacing 150 water meters over the next few months. We have approximately 600-meter connections. This will make a total of 300 new radio-read meters installed. Using radio-read meters will lessen the mistakes in reading the meters and make the process quicker.

Improvements are needed in the well house – new sink and shelving before DOH does their inspection.

Pressure tanks need replacing, waiting on the contractor. Also, having a water hydrant put in by the upper reservoir.

- Reminder – Sheriff Sanders Town Hall meeting, Wednesday, May 22nd, at 6 pm.
- Board Working Session: June 6th at 6 pm.

Adjournment: 8:12 pm