



## SCOTT LAKE MAINTENANCE COMPANY

### BOARD OF TRUSTEES

June 20, 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  Sarah White  Jeff Curry

#### Adoption of Agenda:

President

**MOTION:** Tom Culleton moved, and Theresa Parsons seconded to adopt the agenda. The motion passed unanimously.

#### Minutes Approval:

President

**MOTION:** Theresa Parsons moved, and Judy Zygar seconded that the minutes be approved as amended. The motion passed unanimously.

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

Dennis Caines: Dennis is currently working on a Scott Lake Spring Fair that would happen simultaneously with the ERCU races. It could possibly include a pickleball tournament with courts on both sides of the tennis court nets, using the nets as a divider. It could also have an air show with floatplanes, similar to SeaFair, and coordinate to have food, games, etc.

Pickleball nets still need to be purchased. How can they be checked out? Possibly, a locker set up with code access would be ideal. Also, rules will need to be written regarding the use of the courts, such as the hours when they can be used, etc.

The courts have not been painted yet, and we won't be on the schedule until the end of July or the beginning of August. Penny would like to turn this project back to the Parks Committee to follow up with the contractor.

If there is an additional cost to change the pickleball courts, but within \$500, the painting can go forward.

Alaine Schumann—Drainage district, who is in charge of keeping the lake and streams healthy within our community. There is a new invasive plant in our lake that was possibly caused by someone dumping fish tank water into the lake.

The Governance Committee found a sign that states to clean your boats before placing them in the lake. They would like that sign posted at the lake. They want it to be metal. Have the Drainage Committee and SLMC share the cost of the sign. Penny will look up the cost and order.

Aqua Technex went around the lake and tested it, and they will be treating the lake for milfoil. The notification was sent to people who live near the lake. If the community has any questions regarding the treatment of the lake, they can contact the Drainage Committee by emailing them at [drainagedistrict11@outlook.com](mailto:drainagedistrict11@outlook.com).

The Drainage Committee meeting dates are on the SLMC calendar, posted on the reader board, and in the newsletter.

### **Old Business**

- **Concrete for Picnic Tables – Mike Pierce**

Bids were sent out with all the bids. There were 3 quotes.

One quote was really low, \$3,200, and there was no breakdown of what was going to be performed. They have not responded back with a detailed quote.

The other two quotes included a breakdown of the work to be performed, and the prices were \$5,583.95 and \$8000 plus tax.

The tables need concrete pads due to their lightweight and to make them easier to mow. The pad size will be 2 at 5'X8' and 4 at 5'X6'.

One-sided benches are to be anchored to the concrete pad by the ballfield and at the pad on Champion, where the dog park is.

The benches are something we can install ourselves.

The board would like to return the concrete quotes to the parks committee for further discussion. Once they choose a vendor for the project, we can send out a poll vote once

- **Fourth of July – Sarah White**

Twenty copies of the Park Rules have been made and laminated and will be posted throughout the park. A copy of the rules will be placed on the third page of the newsletter. At the end of the Family Event, the Events Committee will announce where fireworks can be let off and the rules. During the Family Event, we asked that no one light off fireworks.

Maintenance/Staff responsibilities: Keep the bathrooms clean and well stocked. Provide chains and locks for the Events Committee to lock off the dock. Have staff line out areas for fireworks. Purchase T-posts at approximately \$7 per post. Mark Fromme will donate 10 T-posts that he is willing to donate, and Eric has some as well, so no T-posts will need to be purchased. Staff will place the T-posts on the ground around the tennis courts and hang the orange net fencing that SLAMS has agreed to let us use. Staff will make sure that temporary garbage can frames, bags, and buckets are on the SLAM's side of the bathroom. Purchase 4 new hoses from Costco to have them available for safety.

The park recommends marking the area where fireworks can be let off. A 20X5 concrete pad could be used to set the fireworks off.

#### **Committee Chairs – Eric Riffe**

**MOTION:** Julie Orcutt moved and Tom Culleton seconded to have the following committee chairs stay with their current chairs: Governance - Mike Pierce, Treasurer – Judy Zygar, Water – Theresa Parsons, Architectural – Eric Riffe, and Events – Sarah White. The motion passed unanimously.

**MOTION:** Theresa Parsons moved, and Sarah White seconded, to appoint Julie Orcutt as the Communications Chair and Jim Johnson as the Compliance Chair. The motion passed unanimously.

**MOTION:** Sarah White moved, and Eric Riffe seconded, to appoint Julie Orcutt and Jim Johnson as co-chairs of the Parks Committee. The motion passed unanimously.

#### **Community Center Doors – Eric Riffe**

We received two quotes for the doors. DK Boos and Olympic Door & Trim submitted bids. Eric does business with BK Boos but recommends that we use Olympic Doors & Trim.

**MOTION:** Theresa Parsons moved, and Julie Orcutt seconded the acceptance of the Olympic Door & Trims bid of \$19,637.82, adding a 20% contingency. The door color is Pacific Blue. The motion passed unanimously.

#### **New Business:**

##### **Liability Insurance Increase Quote – Eric Riffe**

Upping our insurance from 1 million to 5 million liability would cost approximately \$10,000 more. Let's shop around to see if we can get additional quotes.

## **NWS for Small Water System Planning and PFA's Treatment – Theresa Parsons**

Required to have 3 years of monitoring requirements and up to 5 years to put in the treatment requirements. In order to apply for different funding and be in compliance with State law, we should have a Small Water System Management Plan (SWSMP). I reached out to an Engineering firm, but they don't like to work with HOAs and Lydia Bower, an engineer with NW Water. She has submitted a proposal, which is included in the packet. The estimate is not to exceed \$33,000.

**MOTION:** Theresa Parsons moved and seconded by Jim Johnson to authorize the president, Eric Riffe, to enter into a contract with Northwest Water Systems (NWS) not to exceed \$33,000 with a 15% contingency for this work. The motion passed unanimously.

- **Event Procedure Proposal, Event Request Form & Definitions – Sarah White**

Definition and procedures for sponsored and non-sponsored entities. Sponsored events go through the Events Committee and fall under SLMC insurance.

Clubs – are non-sponsored entities; ERCU races are non-sponsored entities that come with their own insurance. If any entity wishes to use Scott Lake property, they will need to fill out the Event Form regardless of receiving assistance from the Events Committee. If a club wants assistance from the Events Committee, they will reach out to the office, get a copy of the Event Request Form, and fill it out. If assistance is needed, they would meet with the Event's Committee and go over what they would need help with. The completed form will then be given to the office for record keeping.

**MOTION:** Eric Riffe moved, and Theresa Parsons seconded the adoption of the Event Request Form for any entity to fill out if they are going to use Scott Lake property. The motion passed unanimously.

- **Parking on the Streets – Julie Orcutt**

Post when events will be played on the ballfield so people can expect parking issues during the little league games. Next season, put it on Facebook to expect delays due to the games.

### **Committee Reports:**

- **Aritechual Committee:** Received a call to put a container home on a lot. Penny reached out to the person to see what their proposal would be. Would like to see what the County requirements are.
- **Communications:** All articles for the newsletter are due by 8 am on Monday.

- **Governance:**

The committee met with parliamentarian Eric Peters. He stated that the Bylaws were pretty good, but he had an issue with formatting. The Bylaws weren't too lengthy.

Articles of Incorporation – better off to leave them as is instead of making any changes.

If RCW changes, we can issue an administrative strike through mark language in the documents stating the changes aren't valid anymore. We create a Bill of Rights for Community Members when we finish all the governance document changes. He offered clarification on who can be on the board and who we can hire, it's been brought up in the past with some people concerned that Judy and Theresa are sisters, but since they both own property, it's the property that has the right, and since they don't have anything in common, not allowing them to serve at the same time could be a violation of their rights; if we have two check signers they should not be relatives, its common to hire family members, as families live in communities, we need to have a clear hiring procedures, and board members should not have direct supervision of related employees.

- **Parks & Rec:**

The committee will review the concrete quotes. Tuesday, Southgate Fence will be out to work on the fence. The cameras are fully installed and operating. Brian will put out additional camera signs in the park.

- **Water Committee:**

It's an old system with lots of sediment in the pipes; this is across the board everywhere. Although we have iron and manganese, we are not above the recommended upper limit. When a lot of water flows through the pipes, you will get sediment. Going into the summer season, people will have complaints; it will not harm you. It is unpalatable. If you have sediment, please contact the office and flush out your lines with an outside spigot as close to the point of entry into your household.

We have 2 reservoirs and 2 booster stations. The upper booster station has pressure tanks. We replaced them yesterday, along with a leaking valve. There were 12 34-gallon tanks, and we replaced them with 5 82-gallon tanks, 5 of which were waterlogged and did not hold pressure. The lower booster station valve wasn't closing. They replaced that valve next to the booster station. EWU will be forgiven; if anyone has EWU, just call the office.

We notified everyone that there was a possible community-wide water shutoff, but we still received complaints when it was only a partial shutoff.

We will have another 150 water meters replaced. Our contractor went out and changed some of the meter boxes. We didn't know they were out doing that until we received a call about a leaky water meter. We have requested that moving

forward, when the contractor comes on-site to do work, they notify the office. When there are comments regarding hiring an HOA management company, it is not going to fix the problem. This is an aging water system, and people are still going to have dirty water and leakage.

Different sections of the system will be more prone to sediment, like when you are at the end of the line, dead end, or older section. If you flush the system because of the system, we are more likely to break a line. We were going in the replacement distribution pipes, but then we ran into the PHAs. We need funding, a contractor, a couple of phases, and design. It does not matter if it is us or someone else who operates the system; we could work with Thurston PUD and hand our system to them, but our prices would be much better than theirs would be. It took years and years and years to get to where we are, but it will take years and years to get out of it. It will take time. We now have isolation valves in place to shut off sections of the community instead of the whole community; 5 years ago, we didn't have isolation valves. Although a lot still needs to be done, we are a long way from 5 years ago. Some places would buy us, fix all the issues, and then charge us for an arm and a leg. The system is old and was left to run on its own. There will be a town hall meeting to discuss this in more detail. This is just like buying a house; you need a down payment. The water SLMC bill that includes HOA, water and \$10 for water reserves.

- **Finance Committee:**

We had a Zoom meeting with our financial advisor and auditor. The money has been invested in our reserves. We have an HOA and Water; the IRS recognizes it as one. We have less tax liability and still generate money from our investments. The money that has been invested, the monies we have received from interest/dividends, we will need to have another account where that money can be reinvested to continue earning money.

Penny is working with the Auditor to get all the paperwork to him; they turned the books over to the auditor today. May'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.

- **Events Committee:**

Sarah would like to request that the Events Committee report be first on the list, as she has to pick up her daughter at 8:30.

4<sup>th</sup> of July - 2:30 Fun Run; block party from 3-5; we will have games, bubbles, and snow cones, and SLAMS will have a fundraiser, the community mascot. There are three nominees – Hammy the Deer, Scott the Duck, and Suzanne Fromme's dog. They are still accepting nominations. The committee is hoping to get a few more adult volunteers for the event.

**Adjournment: 8:57 pm**