



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

February 20, 2024

6 pm – 8 pm

Zoom and in the Community Center

Called to Order at 6:02 pm

Roll Call – Board of Trustees Present:

- Eric Riffe • Theresa Parsons • Judy Zygar • Tom Culleton • Mike Pierce • Jim Johnson
- Julie Orcutt • Sarah White (online) • Jeff Curry

Pledge of Allegiance

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

Suzanne Fromme would like to see if the Events Committee could host a roadside cleanup day in the spring, as there is a lot of trash along the sides of the roads. Sarah White, from the Events Committee, mentioned that there has been discussion about having a cleanup day in conjunction with the yard sale. If we hire a junk removal company, the estimate would be around \$1,200. However, if we were to organize a litter cleanup, we could likely manage that through volunteers. Theresa suggested contacting the county to formalize the clean-up of the right-of-way, ensuring we're not violating any county codes. The county might even provide bags for the cleanup. Suzanne was unsure why we needed to involve the county when our goal was to clean up the trash along the roadside. Theresa expressed her concern that if the board approves this, we want to ensure that no one gets hit by a car and that we comply with any safety regulations the county might have.

Adoption of Agenda:

President

MOTION: Theresa Parsons moved, and Jim Johnson seconded, to adopt the agenda as amended: add to New Business: New inside doors – Olympic Doors and New Dump Trailer, and under Old Business: update on Plant Containment. The motion passed unanimously.

Minutes Approval:

President

MOTION: Mike Pierce moved, and Julie Orcutt seconded, to approve the minutes with the following amendment: Clarification on events: The events themselves are running smoothly; we need to focus on improving our purchasing and reimbursement processes for them and change the cemetery survey to a Sanitary Survey under the Water Committee Report. The motion passed unanimously.

Old Business:

- **Number of Candidates - Eric**
Two applications were received, Jim Johnson and Julie Orcutt.
- **Updates on Improvements to the Community Center – Eric**
The floors and trim are complete; the globe lights have been removed, capped, and/or

replaced. The restrooms are almost complete; we are just waiting for the partitions to be installed.

Voting Supervisors - Theresa

I'd like to have Suzanne Fromme and Alaine Schumman as co-supervisors for the upcoming elections.

MOTION: Theresa Parsons moved, and Mike Pierce seconded, to appoint Alaine Schumman and Suzanne Fromme as co-supervisors for the vote counting. The motion passed unanimously.

Cell Tower Update – Theresa

Our agreement has three 5-year extensions that are still in effect. Our agreement with American Towers expires in 15 years or sooner if they don't invoke the 5-year extensions. MD7 has been tasked with extending the contract because American Towers wants to market its tower. Other companies have also made offers to purchase the lease.

I spoke with a company called Steel in the Air, and their recommendation was to let the contract ride out and not do anything now.

New Business:

- **Community Center Inside Doors – Theresa**

We have enough money in the budget, and since this would be the last major item that needs to be done, except for some minor things here and there, we could concentrate on the common areas around the community that will require work next year.

The office needs metal or fiberglass doors, three-panel doors instead of two-panel doors, and solid doors rather than hollow ones.

Let's table this until next month, and Eric will call Olympic Door to ask them to prepare a new quote.

- **IT Contract - Theresa**

We found a small firm called Answers Inc. that provides IT support. When we went to put things back after the remodel, it was a rat's nest of cables. Answers, Inc. came out and put everything back together.

For a monthly fee of \$250, they will provide IT services for SLMC, as well as troubleshoot issues. If we have new equipment, they will set it up, offer advice when needed, back up our computer systems, and more. They will provide training if we need it. Once everything is hooked up, they will give us a map showing how everything is connected. They can arrive quickly or sign in remotely in an emergency to resolve any issues.

MOTION: Theresa Parsons moved, and Jim Johnson seconded, to have President Eric Riffe sign the contract with Answers, Inc. to provide IT services as outlined in their contract. The motion passed unanimously.

- **Office 365 Office Email Service Quote – Penny**

Office 365 Email Service will upgrade Penny's email and assign new emails to all the Board of Trustees, so they don't have to use theirs. Sometimes, board members don't receive emails at all, or they get them at odd hours of the night from Penny, or Penny doesn't receive ours. She can't send an out-of-office notification when she is gone, but Office 365 Email Service will enable her to do that.

MOTION: Theresa Parsons moved, and Jim Johnson seconded, to have Answer's Inc. update Penny's email to Office 365 on her computer, migrate her emails, not to exceed \$1,500 plus tax, and then pay the subscription fee of \$6 per user a month. The motion passed unanimously.

- **New Accounting Firm – Judy**

Our current accounting firm is in the process of completing last year's audit. They will be out to do an on-site audit, which hopefully will be completed soon. Their communication is almost like no communication.

In the meantime, we got a name for another accounting firm, Mt. View, CPA's. We have had several phone conversations and one in-person meeting. They can do our taxes and have an Audit section in their firm to perform our audit.

I told DNM to complete last year's audit but not to worry about doing our taxes. Mt. View completed them, and we owe nothing this year,

MOTION: Julie Orcutt moved and Theresa Parsons seconded hiring Mt. View CPA as our new accounting firm to handle our taxes and audits and answer any questions we may have. The motion passed unanimously.

- **Approval of Draft Budgets – Judy**

The Town Hall meeting is on Tuesday, March 18th, at 6 p.m. At this meeting, the community will review the budgets and ask questions. We will also set up a PowerPoint presentation to present to the community.

MOTION: Sarah White moved, and Eric Riffe seconded to approve the draft budgets. The motion passed unanimously.

- **St. Patrick's Day Bunco & Potluck – Sarah**

The Event Committee is considering hosting several smaller events throughout the year, including the St. Patrick's Day Bunco & Potluck. Most of the prizes have already been donated. The primary expense would be food, which depends on how many people contribute to the potluck. We can accommodate only 40 attendees, so we have a sign-up sheet. During sign-up, participants can indicate what dish they will bring. We also believe this event can be a fundraiser for the Fishing Derby.

MOTION: Sarah White moved, and Theresa Parsons seconded to approve \$300 to host the St. Patrick's Day Bunco and Potluck. The motion passed unanimously.

- **New Dump Trailer – Judy**

We have discussed acquiring a dump trailer for the maintenance person so he can use his time more effectively during windstorms when he needs to pick up branches in the park, dump grass clippings, or take items to the dump, among other tasks.

MOTION: Eric Riffe moved, and Tom Culleton seconded, to purchase a new dump

trailer for \$7,452.24. The motion passed unanimously.

Committee Reports:

- **Events Committee – Sarah**

The committee will get Penny all the advertising info to place on the SLMC website and Facebook page.

Did you guys want us to provide root beer floats for the Town Hall? Yes, we would like some form of refreshment.

- **Water Committee – Theresa**

We had to install a containment system for petroleum products or herbicides that should not be in the wellhouse. Penny ordered it, and Brian installed it. All gas cans, herbicides, and motors are placed on absorbent pads in areas where the containment equipment could not fit.

As the Department of Health required, we had our Sanitary Survey for our water system on February 7th. They inspected all of our infrastructure to ensure we complied. They checked to see if the hatches were sealed, the screens were operable, and the wells were secured with locks so that unauthorized individuals couldn't tamper. Overall, it went relatively well. We haven't received the results yet, but there are likely to be some recommendations for fixes.

We are working on the new radio read system for the water meters, and it will probably take a couple of months to iron out the hiccups and get everything running smoothly.

We have met with another contractor who works on water systems. Relying on just one source of expertise, including our office, billing, and contractors, is never good. The Water Committee met with Extreme last week to assess their capabilities and determine if they would be well-suited to work on our system.

- **Finance – Judy Zygar:**

I put together a Capitalization Policy to send to our accountant for the audit regarding our asset management. This policy clarifies our capitalization limits and criteria. I will make sure that everyone gets a copy. We will need to adopt this policy, which will eventually be included in the whole financial policy.

- **Governance – Mike Pierce:**

We are working on comparing the committee's revised version with the parliamentarian's recommendation and making the necessary changes.

- **Parks & Rec – Jim Johnson:**

At last month's meeting, we reviewed the budget and discussed the park's needs. At our next meeting, we will examine the bridge and trail to determine what needs to be done to repair them. Previous work on them was only a band-aid and did not last.

Adjournment: 8:15 pm