



SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

August 21, 2025

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 • Jim Johnson
- Mike Pierce • Julie Orcutt

Pledge of Allegiance

Adoption of Agenda:

President

MOTION: Theresa Parsons moved, and Jim Johnson seconded to approve the agenda as amended to include a vote on one of the topics discussed during the Executive Session after it concludes. The motion passed unanimously.

Minutes Approval:

President

MOTION: Jim Johnson moved, and Theresa Parsons seconded, to approve the minutes with the following amendments: under member comments that the Board does not have jurisdiction over the roads, but we can encourage people not to park along the road; add that there is no burn ban at this time; the EC-SBC should be: EC-SDC for Small Disadvantaged Communities; change wording to: permission be granted to request up to \$200,000 in grant money through EC-SDC program; change swamp to SWMP; under Tower Genius, it states that the T-Mobile contract is at \$266 a month and is set to increase to \$300 per month it should read it is proposed by T-Mobile to extend the period of time, and they're proposing to up it to \$300 per month starting in 2028. The motion passed unanimously.

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

Mariner Pope would like to use the community center to hold a regular Bible study, possibly. Eric informed him that he would need to have insurance and suggested that he talk to SLAMS, as they might be able to use their insurance to cover it. Additionally, my wife organizes health events, such as a monthly gathering for a lunch service. If the event is private, as the property owner, she can rent the community center for \$100, along with a \$250 refundable deposit and event insurance. However, if she decides to open the event to the entire community and turn it into a regular activity, she may need to go through the Events Committee. Depending on the type of meeting, it could be processed through SLAMS or the Events Committee.

Dennis Caines raised the issue of the "No Fireworks in the Park" policy from the Park Shelter Rental Form. While we understand that it's almost impossible to control fireworks usage on the Fourth of July—since it's always been a tradition—we want to prevent people from setting them off indiscriminately. There are designated areas where fireworks can be used safely.

Documenting this approach protects us from liability, ensuring that if an accident occurs—such as a fire that damages someone's home—we can show that we made a reasonable attempt to

control the situation.

If we don't allow fireworks in the park, people may choose to use them in residential areas, leading to a higher risk of structure fires in the neighborhood. To manage this more effectively, one option would be to hire a barge to launch the fireworks on the lake, with a professional in charge of the display.

Old Business:

Camera Pole/Camera – Eric

We would like to have a new pole installed near the sign at the entrance of the park by the golf course. We plan to draw power from the pump house located at the corner. This pole will be equipped with 360-degree cameras that will relay footage to the existing camera pole in the park, and then transmit it to the bathrooms. Additionally, we will need to trim some branches from two trees that are currently hanging on the electrical wires. We will present all quotes for this project at next month's meeting.

Park Gates – Eric

Express Iron Works provided a quote for the fabrication and installation of six gates. This includes three double swing gates to be installed on the north side of the park—at the boat launch and the parking lot—and three single swing gates to be placed at the entrance to the park and at the community center. The total cost for this project will be \$22,743.00. Brian will be responsible for painting the gates.

MOTION: It was moved by Judy Zygar and seconded by Theresa Parsons to approve \$25,000 to pay for new gates at the park and ballpark, to be funded from the Scott Lake Maintenance Company's Reserve Fund, and to increase the HOA Capital budget by \$25,000. The motion passed.

Park Shelter Rental Form – Julie

There was considerable discussion about who should sign the agreement, as the owner is responsible for the actions of their renters. Some people believed it would be burdensome to obtain the owner's signature, mainly if they lived out of state or were elderly and unfamiliar with computers. Julie will add that anyone renting the park shelter will need to obtain the owner's signature and refer to the form as the Reservation.

Fence Repair – Penny

There has been additional damage since the original quote was provided, resulting in a shortage of three rails. South Gate Fence had to order the remaining rails and will fix the fence when they arrive.

The damage was caused by young adults in the community who backed into the fence, attempting to break it down completely. This issue will be addressed as a legal matter during the Executive Session.

Billing Update – Theresa

As everyone is aware, the transition of billing from NW Water to OrgSupport has taken place, and such changes often come with challenges. For example, Judy requested a sample of the bills before they were issued, but we did not receive one. As a result, the bills were sent out with minimal information.

We will schedule another meeting with OrgSupport to communicate our requirements for the invoices. We would like to see the following details included: account number, overdue amounts, site address, last month's reading, current month's reading, and additional

Information for accounts with multiple lots, which customers are accustomed to seeing on their bills.

Ultimately, our goal is to enhance automation across the board, as we live in an increasingly electronic world, and more people expect this convenience. With the new software that replaces our old water meters with radio reads, the readings will automatically download into a spreadsheet that the billing software can upload. This eliminates the need for manual data entry, which can introduce errors.

Additionally, OrgSupport needs to review the credit card fees being charged. It shows a 2.9% transaction fee plus an additional convenience fee.

New Business:

Fee Schedule – Theresa

Late Fees:

Currently, the late fees are \$25 plus 1% of the outstanding bill. However, the new software makes it difficult to calculate a percentage alongside a fixed cost. You can choose one or the other, but combining them does not work well with the system. So, if you are two months behind, your bill is \$250, and the 1% only amounts to \$2.50. Is it worth calculating 1% each time? It doesn't seem practical. The percentage fee only becomes significant for larger amounts owed.

Therefore, we propose implementing a simpler tiered structure for the late fees. For example, if you are two months late, you would owe a \$25 late fee. Our suggestion is to charge a \$25 late fee for months two and three. If the account remains overdue going into the fourth, fifth, or sixth month, the late fee will increase to \$50 per month. For any month thereafter, the cost would be \$100. This approach would provide a more transparent and more manageable late fee structure.

Account Transfer Fees:

NW Water has established a fee of \$144.25 for the transfer of property ownership from one individual to another. However, OrgSupport will not impose any charges for this service. Therefore, we will confidently proceed by removing this fee from consideration.

Water Shutoff Fee:

NW Water will continue to shut off water for unpaid bills, and their fee for this service is set at \$212. While this fee may seem high, it's established by the company and serves as a pass-through cost.

MOTION: Theresa Parsons moved, and Eric Riffe seconded, to change the late fee, not just on water, but on HOA as well, to \$25 pr month for the first two months that you are late, and then \$50 a month after that for every month you are still in arrears, and eliminate the percentage, and to eliminate the Account Transfer Fee. The motion passed unanimously.

American Tower Zone Change Request – Theresa

American Tower requires a Special Use Permit to obtain a Building Permit for any construction

or reconstruction at a cell tower site. This request is for that permit. The property owner must sign the Special Use Permit. T-Mobile intends to install a new antenna on the tower, which requires additional struts because it is a heavier piece of equipment.

MOTION: Theresa Parsons moved, and Judy Zygar seconded, that once the proper address is in the application, to approve the American Towers Special Use Permit and authorize the president, Eric Riffe, to sign the agreement. The motion passed unanimously.

Committee Reports:

Water Committee – Theresa

We are currently awaiting the grant application and are also waiting for a sub-consultant to provide some information to NW Water. We have received 150 radio read meters, but we will hold off on installing them until the billing system is fully set up.

Finance Committee – Judy

We currently have a total of \$2,271,831.12 in our investments. During our earlier discussion about transferring funds for the gates, we mentioned that we would take the money from the Scott Lake Company NFS HOA Fund Reserve Income, which has a balance of \$113,000. This fund is separate from our Water and Scott Lake Maintenance Investments, our two primary investment accounts.

Currently, we have \$36,000 in our HOA Operational Savings account. Eric suggested that we withdraw funds from this account, and Judy agreed, but pointed out that it would significantly reduce our savings. Recently, we transferred \$296,000 into investments, allocating \$30,000 for the HOA and the remainder from the water fund. Technically, the HOA has not withdrawn any money from its savings in almost three years, so it should be manageable to do so now.

Architectural – Eric

Nothing to report

Compliance – Jim

Complaints have been made about the chickens again so that we will send another letter.

Communication – Julie

I am currently updating the security camera policy and managing our social media. Recently, it was brought to our attention on Facebook that individuals outside of our community may have access to the cameras. The next day, Penny and I contacted our system administrator to verify who had access. There are three of us with access: Penny, Eric, and me. Only our representative has the authority to add anyone to our account.

Governance – Mike

I've just been looking at RCW90 to see if it falls in line with what we've got so far.

Events Committee – Dennis Caines

National Night Out was fantastic; they did a great job. Theresa said she watched Jim and his dad put up the blow-up axe throw. Jim said, "Yeah, that was complicated!"

We will address two matters during the executive session, both related to potential litigation. It is anticipated that discussions regarding one of these matters may lead to legal action, and a

vote will be taken.

EXECUTIVE SESSION: Went into Executive Session at 7:57 PM

EXECUTIVE SESSION ENDED: Resumed Board meeting at 8:43 PM

MOTION: Eric Riffe moved, and Jim Johnson seconded, to have our lawyer send a cease-and-desist letter to a homeowner regarding the activities on their property and to send a lien letter to another homeowner because they owe us a substantial amount of money. Tom Culleton left the meeting early, and the motion passed unanimously among the remaining.

In addition to the legal issues, we discussed liens and the Scott Lake Maintenance Company's accountant.

Meeting adjourned at 8:52