



## SCOTT LAKE MAINTENANCE COMPANY

### BOARD OF TRUSTEES

February 19th, 2026

6 pm – 8 pm

Zoom and in the Community Center

Called to Order at 6:12 pm

Roll Call – Board of Trustees Present:

- Eric Riffe • Tom Culleton • Theresa Parsons • Judy Zygar • Jim Johnson • Julie Orcutt
- Tom Friedrich

### Pledge of Allegiance

### Adoption of Agenda:

President

**MOTION:** Jim Johnson moved, and Julie Orcutt seconded, to approve the agenda as amended: change the date of the Town Hall meeting to April 7th and correct the spelling of Olympia Computing IT. The motion passed unanimously.

### Minutes Approval:

President

**MOTION:** Theresa Parsons moved, and Julie Orcutt seconded, to approve the minutes as amended: Theresa Parsons moved, and Judy Zygar seconded, to approve the minutes, and to strike her name (Theresa) from the thank you on the data entry of Eldorado data. The motion passed unanimously.

Community Member Comments:

Dennis Caines:

The Spring Fair will take place on April 18th. We have contacted the fire department and are working on getting the antique fire truck for the event. We will also add a bounce house for the kids, and the fair will run from 11 a.m. to 3 p.m. This year, the races are expected to last a little longer since they won't conflict with any other events.

My son, who is a graphic designer, created a generic poster with the date left blank. This way, I can use it each year and display it on the sandwich boards that SLAMS has around the community. Additionally, a car club will be hosting a car show at the event.

We will need a volunteer to monitor the bounce house for the kids, but we can arrange that as the event date approaches. The Event Committee has set aside some funds to assist with the Spring Fair, which will cover the bounce house expenses, and I appreciate their support.

My ex-brother-in-law is working on creating outlines of our boats, and I thought we could get some crayons from the dollar store for the kids to color them. The Event Committee has also agreed to donate crayons for this activity.

I still want to discuss the possibility of having an off-duty sheriff attend the event, as they have

little badges they can hand out to the kids.

Do you have any questions?

Who is this event sanctioned by? The races are sanctioned by NAMBA, the governing body overseeing us. Will this be a Scott Lake-sanctioned event? The events committee allocated funds in their budget proposal for this event.

We will check with our insurance company to determine if we need to secure insurance or an additional insurance rider to cover the bounce house. If we cannot have the bounce house, we can explore alternative activities for kids, such as balloon artistry or inflatable axe-throwing. Penny will reach out to the insurance company. Dennis wants to bring the community together and create a family-friendly event.

### **Old Business:**

Park Gates – Eric

The gate posts have been installed, and the gates are expected to be installed next week since the technician is on vacation this week. Once the gates are installed, a schedule will be created for their opening and closing, including key management. Jim has agreed to close and lock the gates at night, while Brian will open them from Monday to Thursday. We still need to determine the arrangement for Friday through Sunday. Additionally, we will place a boat launch key by the gate so that anyone wanting to come in at night to fish or in the early morning can do so.

Shut-Off Letters – Judy

Penny has compiled a list of residents who are in arrears and is reaching out to inform them that they must either pay their outstanding balance or establish a payment arrangement to avoid having their water shut off. So far, around five people have contacted her to set up payment plans.

It's important to emphasize that we are serious about ensuring bills are paid. If residents do not comply, we will have no choice but to shut off their water. Currently, over \$46,000 is owed by approximately 40 residents. We do not want to resort to shutting off anyone's water, as that is not our goal. However, those who are paying their bills are unfairly covering the costs for those who are not.

We have been waiving late fees while we sorted out the billing issues, but starting February 21, late fees will begin to accumulate. The \$46,000 in unpaid bills is a significant amount that could have been invested in our community. We have placed liens on six properties; two have been paid in full, leaving us with four active liens that we are pursuing.

We are committed to bringing accounts current, as it is the board's financial fiduciary responsibility to operate the water system as a business. We understand that financial hardships can happen, and we will do our best to connect residents with available resources, but we need to collect the amounts owed.

All residents who received letters were given 15 days to respond. These letters were sent out on February 12. Those who do not respond by either paying their balance or arranging a payment plan will receive a shutoff notice on their door. Brian may need assistance to deliver these notices, and on the day of the actual shut-off, he may need someone, such as an off-duty sheriff, to accompany him.

WUCIOA – Theresa

We need to implement certain requirements of the new Common Area Legislation that was passed at the beginning of this year. We received a sample resolution from our attorney and are trying to schedule a meeting to discuss it further, as we have several questions. Let's check if he is available to meet on March 5th at 6 PM, as we already have our budget meeting scheduled. Please submit your questions to Penny so we can send them to the attorney in advance.

The working session is scheduled for March 5th, and everyone should have that date marked on their calendars. The Events Committee has submitted its proposal for next year's budget. Will we be able to ask questions about it over Zoom? Yes, that would be great!

### **New Business:**

#### Utility Payment Plan Policy & Payment Agreement – Judy

Judy is currently working from home on the Financial Plan Policy Manual. The Utility Payment Policy will be included in this manual. Please review the Payment Plan Agreement, which states that the property owner is the responsible party for the bill, regardless of who makes the payment. All bills are sent to the owner, and a courtesy bill can be sent to the tenant.

This agreement helps owners keep their water service active. If you encounter difficulties in maintaining the agreement, it's important to be proactive and request modifications. However, if you do nothing and fail to meet the terms of the agreement, your water service will be shut off.

As we continue developing policies and procedures, we will implement a numbering system. This will ensure that documents can be easily filed, accessed, and referenced.

**MOTION:** It was moved by Theresa Parsons, and Tom Culleton seconded to approve the Utility Payment Plan Policy and HOA/Water Payment Plan Agreement. The motion passed unanimously.

#### 2025 Taxes & Audit – Judy

Our taxes for last year are now complete. We had to file for an extension due to issues with our previous accounting firm that led to miscommunication and delayed their audit. As a result, we decided to switch firms and have now partnered with Mountain View CPA.

After reviewing our situation, we successfully filed our taxes and reduced the amount owed. Originally, we faced a tax bill of \$42,000, but we have now reduced it to approximately \$20,000, a significant improvement.

#### Park Fencing – Eric

Brian will be installing additional wooden rail fencing to restrict access to the park for electric bikes and motorized vehicles. This will also block off the area where dirt bikes and quads were jumping, preventing them from doing so this summer. I've also asked him to block off a wide open space on the south side in the corner. Additionally, he will build chicanes at the openings to ensure they can't just ride through them. Hopefully, with the off-duty patrol, we will have better control in the park this year.

Budget Town Hall – April 7, 2026 @ 6 pm – Eric

The Budget Town Hall is scheduled for April 7th. We will adopt a draft budget at our next board meeting, which will then be sent out to the community. During the Town Hall meeting, we will discuss the budget, introduce the candidates, and gather community comments. We will address these comments at our April board meeting before final adoption. Afterward, the budget will go to the community for a vote. This vote will be either a rejection or a ratification of the budget. If the community votes against it, we will revert to the previous budget.

Additionally, the Annual Meeting will take place on May 9th, at which the budget and any new candidates seeking open board positions will be voted on.

The key dates for the community are as follows:

- March 6th: Budget Work Session at 6 PM
- March 19th: Adoption of the draft budget, which will be mailed to the community
- April 7th: Town Hall meeting at 6 PM to discuss the budget and meet the candidates
- May 9th: Annual Meeting at 10 AM

During the meeting on April 7th, if the Events committee can provide snacks, they should keep it simple, such as root beer floats, candy, or cookies.

Olympia Computing IT – Theresa

We, Judy, Julie, Penny, Eric, and I, met with Olympia Computing to request a proposal for our IT needs. They have previously worked with Penny and me and were quite responsive. They visited the park to assess our security cameras and our entire network, discussing what should be integrated, including our computers, filing system, electronic filing, and even our website. They also mentioned that they could help us integrate the telemetry systems, so we don't have random pieces of technology operating independently without a central place to monitor them.

Hopefully, we will have a contract proposal to discuss next month. Once we sort out some of these foundational elements, we can begin working on our website. Julie has already been exploring other websites to gather ideas.

Committee Reports:

Events – Sarah

We have two upcoming events to announce. Dennis has already discussed the boat races, and we are excited about our annual Easter Egg Dash, which will take place rain or shine at 10:30 AM on April 4th.

This year, we would like to donate the proceeds from our raffle to the SLAMS Fishing Derby again. The items for the raffle are sourced from community donations rather than our budget. Therefore, anyone donating items for the raffle is contributing directly—it's not the HOA donating money to then give to SLAMS. We still need more raffle donations! If anyone would like to contribute a basket, we previously had a garden basket, a sports basket, and SLAMS usually donates one as well.

We also need volunteers to help make these events successful, especially for Easter. We need people to assist with setup on the evening of April 3rd and to scatter about 3,000 eggs early on the morning of April 4th. Additionally, we need volunteers to hand out goodie bags and supervise various activities. Community service hours are available, which high school students often need

for graduation. Your help is crucial to making this event happen!

Since we will be donating all monies raised from the raffle to SLAMS, is it okay to give the proceeds directly to them, considering that all baskets were donated by the community and no Scott Lake funds were spent? That should not be a problem, as no Scott Lake money was used.

Water Committee – Theresa

There are a couple of things happening right now. First, as I mentioned last time, there was an overflow in the upper reservoir because our telemetry system wasn't functioning properly. This system is responsible for communicating between the reservoirs and the pumps to determine when to turn them on and off. For now, we've implemented a temporary solution using a timer, and Jacob, our water meter reader, is ensuring that everything is operating correctly and that the reservoirs are filled as needed. Fortunately, the Caines across the street can help monitor the situation as well. This issue is indicative of the entire system, which has been pieced together over time and is aging. We are currently obtaining a quote for a new telemetry system, which is expensive, and we will present that information once we have it.

Gray & Osborne, hired to develop a strategic plan to replace our distribution system, are expected to provide us with a draft plan next week. The Water Committee will review this plan. Additionally, during our water committee meeting next week, we will be working on our capital project budget to submit to the board for inclusion in the overall budget. We had a contract with RCAC to conduct a rate study. Our primary goal is to analyze our rates and determine what financing we can afford to begin replacing the distribution system. They will require our investment information as well as details about our reserves.

I've reached out to the Department of Health to inquire about the status of our grant application for a hydrogeologist and design funding. This funding is intended to help complete our small water system management plan for our wells. They informed me that offer letters for that funding are expected to be sent by the end of March, so we are about a month away from receiving their offer. We hope to receive grant money to proceed with this work. Once we determine whether we can drill new wells given the PFAS contamination in our system, this grant funding will assist us. Ideally, we would like to drill new wells. However, if that isn't feasible, we may have to consider implementing a treatment process. Treatment is the second option; it would be preferable to find PFAS-free water at deeper wells.

Jake is going to upload the file and read the meters tomorrow, and he received the manual sheets this morning.

Finance Committee – Judy

I contacted four different individuals regarding the voting process. Currently, I have verbal agreements from Elaine Schumann, Dian Swic, Joey, and Barb Viola, all of whom have offered to help. However, we will need additional assistance for counting ballots and other related tasks.

March 23<sup>rd</sup>, we have an online meeting with our investment advisors to review our investments.

Compliance – Jim

Mattress is gone.

Communication – Julie

My email is still not working, and I cannot access SharePoint. We will need Olympia Computing to look into this.

Parks and Rec – Jim

Theresa received an unexpected call from an architect who is willing to schedule an online meeting to gather information about our needs..

Meeting adjourned at 6:42

DRAFT