SCOTT LAKE MAINTENANCE COMPANY

BOARD OF TRUSTEES

May 21, 2026
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 • Julie Orcutt
• Tom Friedrich

Pledge of Allegiance

Appointment of Board of Trustees:

MOTION: Theresa Parsons moved, and Judy Zygar seconded to appoint Tom Culleton, Julie Orcutt, Tom Friedrich & Jim Johnson to fill 4 of the 6 vacant board positions. The motion passed unanimously.

Election of Officers:

MOTION: Theresa Parsons moved, and Julie Orcutt seconded to elect Eric Riffe as President, Tom Culleton as Vice-President and Judy Zygar as Treasurer. The motion passed unanimously.

MOTION: Julie Orcutt moved, and Eric Riffe seconded to elect Theresa Parsons as Secretary. The motion passed unanimously.

Adoption of Agenda: President

MOTION: Jim Johnson moved, and Judy Zygar seconded, to adopt the agenda as presented. The motion passed unanimously.

Minutes Approval: President

BOARD MEETING - APRIL 15, 2026

MOTION: Theresa Parsons moved, and Judy Zygar seconded, to approve the minutes with the following amendments: change “manufacturer’s home” to “manufactured home”, and note that the malware software is $10 per computer per month. The motion passed unanimously.

ANNUAL MEETING – MAY 9, 2026

MOTION: Jim Johnson moved, and Julie Orcutt seconded, to approve the minutes as presented. The motion passed unanimously.

Community Member Comments:

Dennis Caines thanked the Board and the community for their support of the Spring Fair, which helped make the event a great success. He expressed interest in forming a committee to expand future events by adding an announcer to narrate the races and provide historical commentary.

Although the possibility of inviting additional food vendors was discussed, Dennis noted that SLAMS' food sales at the Spring Fair are its largest fundraiser for the Kids Fishing Derby. As a result, SLAMS will remain the sole food vendor at the event for the time being.

Dennis also inquired whether the Board had a public address (PA) system available to the announcer. It was confirmed that SLAMS has a PA system that could be used for this purpose.

New Business:

- **Presentation of RCW HOA Regulations – Theresa**

  Craig Ottavelli of OrgSupport delivered a detailed presentation on the Washington Uniform Common Interest Ownership Act (WUCIOA), outlining current 2026 requirements and upcoming changes scheduled to take effect in 2028. The presentation addressed the impact of these regulations on all common interest communities, including homeowner associations.

  Craig will provide Penny with a copy of the presentation for distribution to the Board.

- **EC-SDC Grant Investigation on New Wells - Theresa**

  Scott Lake has been awarded a $112,000 grant to fund investigation and design work for new wells to address PFAS contamination in the current shallow well system. The grant will cover hydrogeological analysis, well design, and preparation of bid documents; however, it does not include funding for the actual drilling of new wells.

  The existing wells are approximately 40 feet deep and have been impacted by PFAS contamination. The grant scope mirrors the original application submitted to the Department of Health, and a contract is expected to be issued for signature in the near future.

  As part of this project, Northwest Water will complete the Small Water System Management Plan. If suitable, deeper wells cannot be identified, implementation of a water treatment system will be considered as an alternative solution.

- **Part-Time Office Assistant – Judy**

  Judy reported that the interview process for the part-time Office Assistant position, intended to support Penny and assist with the planned transition to in-house billing, had been completed. The Board was informed that the top candidate accepted another position before an offer could be extended.

The Board discussed whether to proceed with one of the remaining candidates or reopen the recruitment process. Several members expressed that either the second- or third-ranked candidate appeared qualified for the position and that restarting the process was unnecessary.

Following further discussion, the Board reached a consensus to move forward with Stephanie, the second-ranked candidate, contingent upon satisfactory reference checks and confirmation of her availability. The offer of employment will include a 90-day probationary period. Should Stephanie not prove to be a suitable fit for the position, the Board will revisit the hiring process at that time.

- **OrgSupport Contract – Eric**

  Theresa explained that the current agreement automatically renews each year unless either party provides a 90-day notice of termination. The existing contract is set to expire at the end of May.

  The Board discussed its desire to transition billing services in-house to improve operational efficiency and oversight. The Board also expressed interest in exploring whether OrgSupport's role could be refocused toward governance, compliance, and administrative support services rather than billing operations.

  MOTION: Theresa Parsons moved, and Tom Culleton seconded, to authorize the President, Treasurer, and Secretary to renegotiate the OrgSupport contract. The motion passed unanimously.

Committee Reports:

- **Events Committee – Theresa**
  - The Events Committee is currently seeking volunteers to assist with the community's Fourth of July activities, including both daytime and evening events. This year, the Fourth of July falls on a Saturday.
  - The Board discussed preparations for the event, including ensuring that restroom facilities are adequately stocked, garbage receptacles are placed throughout the event areas, designated locations for fireworks are clearly marked, and community docks are secured as needed for public safety.
  - It was also noted that SLAMS will be conducting its annual community cleanup on July 5, following the holiday festivities.
  - Additionally, Theresa reminded everyone of several upcoming community events, including the Kids Fishing Derby scheduled for Saturday, May 30, and National Night Out, which will be held in August.

- **Water Committee – Theresa**
  - Reported 23 meters still need to be replaced with radio-read units; some require new meter setters due to original improper installation.

- Explained that radio-read meters require more technically advanced knowledge for Jake to run reports and reconcile with El Dorado; the job description for the meter reader position needs to be updated.
- Theresa mentioned that new meters are reading more accurately than old, worn-out meters, resulting in higher-than-expected reads for some customers; suggested a newsletter article to explain this to residents.
- The Water Committee meeting has been rescheduled to Thursday next week so that Jake and Penny can attend to review and rewrite the meter reader job description.
- Penny obtained the SIM cards needed for the telemetry system. The Telemetry alert recipients need to be determined; at a minimum, three water committee members are recommended to receive these alerts

- **Finance – Judy**
  - Judy let everyone know that we have been focused on meter replacement issues and billing reconciliation; limited time for broader financial review.
  - Stated that the investments are performing and generating returns.
  - Reminded everyone that there will be a 4% increase in HOA and water fees was implemented to keep pace with rising costs; members will see this on their statements.
  - Informed the Board that issues had been identified with the calculation of excess water usage charges. An email exchange with Michael was held to better understand how the billing software performs these calculations. Michael is currently investigating the matter and will provide additional information once his review is complete.

- **Compliance – Jim**
  - An abandoned-looking trailer with overgrown grass was discussed. The property appeared to be unoccupied. Staff reported that 26 pieces of mail sent to the owner had been returned, although a post office box remains on file as the owner's mailing address. The account is approximately five months delinquent, with an outstanding balance exceeding $600.
  - Given the condition of the property and the lack of communication from the owner, it was suggested that the Sheriff's Office conduct a welfare check. It was also noted that the water meter was recently replaced and that current water usage appears to be minimal.
  - Penny will send out a compliance letter.

- **Communication – Julie**
  - Julie asked about the policy on political signs within the community; noted that no specific bylaw restriction exists.
  - The board has no authority to prohibit political signs; residents must follow the county code.

- **Governance Committee – Theresa**
  - Theresa reiterated the need to develop a compliance plan for WUCIOA and noted that the prior governance committee work exists and can be used as a starting point.
  - Theresa also expressed the need to hire professional assistance (potentially Org Support in a pivoted role) to lead the governance document update process.

- **Parks – Jim**
    - There have been a few instances of after-hours activity in the park. While a couple of incidents were reported, none were considered significant or required further action at this time. The Board was also reminded that the parking lot gates need to be opened in accordance with the seasonal schedule.
    - Jim will continue to be responsible for closing the gates and bathrooms each night.

Adjourned for Executive Session: 8:26 pm

The Board entered Executive Session to discuss staff wages and benefits.

Returned from Executive Session: 9:04 pm

After reviewing staff wages and benefits, including Penny's decision to opt out of the organization's health insurance coverage, the Board considered and approved the following motions:

MOTION: Eric Riffe moved, and Tom Friedrich seconded, to approve a 3% cost-of-living increase for Brian Bowes. The motion passed unanimously.

MOTION: Eric Riffe moved, and Tom Friedrich seconded, to approve a 3% cost-of-living increase, a 2% salary increase, and $900 for an insurance benefit equivalent for Penny Fralick. The motion passed unanimously.

MOTION: Eric Riffe moved, and Tom Friedrich seconded, to approve a 3% cost-of-living increase and a 2% salary increase for Jake Larson. The motion passed **4 YES** votes, and both Theresa Parsons and Judy Zygar abstained.

Adjournment: 9:08 pm