



SCOTT LAKE MAINTENANCE COMPANY
BOARD OF TRUSTEES

June 18, 2026
6 pm – 8 pm
Zoom and in the Community Center

Called to Order at 6:07 pm

Roll Call – Board of Trustees Present:

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

Absent:

• Tom Friedrich

Pledge of Allegiance

Adoption of Agenda:

President

MOTION: Jim Johnson moved, and Judy Zygar seconded, to adopt the agenda with the following amendments: Add NC Machinery generator servicing, move seasonal staffing to a separate line item, and remove the introduction of new hire from the agenda. The motion passed unanimously.

Minutes Approval:

President

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

Community Member Comments:

Wes Haley noted that the watering of the front entrance was taking place during the hottest part of the day. Eric responded that he is working on installing a timer for the sprinklers so they will automatically run in the morning. Theresa added that a water meter should be installed on the front irrigation system to monitor and track water usage.

Old Business:

○ **OrgSupport Contract – Theresa**

Theresa explained that, with billing, payments, and financial management being brought in-house and the existing contract expiring, the Association could transition to using OrgSupport to assist with updating required government documents (which must be completed by 2028), developing and maintaining policies and procedures, and providing backup support for business and financial operations. She noted that the new agreement includes a 90-day termination clause that may be exercised by either party without penalty, replacing the previous one-year contract.

Theresa also advised that all payments by check should be mailed or delivered to the SLMC office. Members who use their bank's pay service should update the mailing address associated with their payments. She confirmed that the online payment portal will remain unchanged. In addition, the check scanner will temporarily remain at OrgSupport until a part-time office assistant is hired, ensuring appropriate separation of financial duties.

MOTION: Theresa Parsons moved, and Jim Johnson seconded to approve the addendum to the existing Service Agreement and authorize President Riffe to sign. The motion passed unanimously.

- **In-House Billing Update - Theresa**

Theresa stated that both Judy and Penny were proficient in the billing process. Stated that all payments by check should be mailed or delivered to the SLMC office. Members who use their bank's bill pay service should update the mailing address associated with their payments. She confirmed that the online payment portal will remain unchanged. In addition, the check scanner will temporarily remain at OrgSupport until a part-time office assistant is hired, ensuring appropriate separation of financial duties.

New Business:

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

Judy reported that the recently hired part-time assistant resigned after two weeks, citing an inability to work at a desk. It was discussed to repost the position and possibly combine office and maintenance duties into one or more part-time roles.

Penny will repost the part-time office assistant position immediately. The board discussed having a Working Session to define the duties of a seasonal maintenance/park helper role. Given scheduling conflicts, the board agreed to circulate the job description via email for review instead. The seasonal help is anticipated to go through November 1 given the warm weather patterns.

Jim Johnson has been volunteering to lock/unlock the bathrooms and lock the gates at the park at night. It was noted that board members can be hired for non-board duties, per legal counsel's review of our bylaws.

- **Staffing – Theresa**

The current maintenance technician informally indicated that he may seek other employment by approximately September, when Eric and Penny talked with him. He was supportive of the board advertising his position and would support an overlap/transition period. We have already received one application for this position. We will post this job as well and interview for this position at the same time as the part-time administrative position.

- **Water Technician Job Description – Theresa**

Theresa reviewed the revised job description for the Water Meter Reader/Technician position, explaining that it reflects the significantly expanded responsibilities associated with radio-read meters and water system management. She noted that the transition from visual meter reading to radio-read technology requires additional technical expertise, computer proficiency, data management, and reporting skills.

Theresa further explained that the current technician, Jake, performs responsibilities beyond meter reading, including conducting chlorine residual testing, monitoring the hydropneumatic tank, and troubleshooting water system issues. She stated that these additional qualifications make the position more specialized and that recruiting a replacement with comparable skills at the current rate of pay would likely be difficult if the position became vacant.

Theresa proposed adopting the revised job description with minor edits to remove redundant language.

MOTION: Jim Johnson moved, and Tom Culleton seconded, to adopt the new Water Technician job description. The motion passed 4 yes votes, with both Theresa Parsons and Judy Zygar abstaining.

- **PFA Settlement Update - \$32,106.73 – Theresa**

Theresa informed the Board that the Association had received its fourth settlement payment, bringing the total settlement funds received to approximately \$180,000. She explained that these funds are being used to support capital improvements to the water system.

Theresa expressed her appreciation to the Water Committee for its hard work and dedication in helping secure these funds.

- **Automatic Transfer Switch for Lower Booster Station – Theresa**

There is a need for an automatic transfer switch at the lower booster station generator, which currently lacks one, unlike the other two generators. Since the lower booster station generator lacks an automatic transfer switch, it requires manual intervention during power outages.

Theresa will obtain a second quote for the transfer switch and bring a recommendation to the board for approval.

- **Possible Foreclosure Motion: 11318 Case Ext Rd SW - Eric**

Legal counsel advised that the Board must vote at an open meeting to authorize the foreclosure process. Eric explained that the property owner has not paid HOA assessments for approximately 15 years and that the property is also the subject of an ongoing health hazard issue. Theresa stated that the property's water meter had been removed under a prior administration and that there is currently no active water service.

The Board was advised that initiating the foreclosure process does not immediately result in the loss of the property. The process provides the property owner with an opportunity to bring the account into compliance and resolve the outstanding issues before any final foreclosure action is taken.

MOTION: Julie Orcutt moved, and Judy Zygar seconded to proceed with the foreclosure on 11318 Case Extension Rd SW. The motion passed unanimously.

- NC Machinery Contract – Theresa

Theresa presented a proposal to transition the Association's generator service contract from Tacoma Diesel to NC Machinery in Centralia.

She explained that Tacoma Diesel's annual maintenance costs are approximately \$10,000, while NC Machinery has provided a quote of approximately \$5,500 for equivalent or enhanced service. Under the proposed agreement, NC Machinery would perform quarterly inspections to start and exercise the generators and complete safety checks, semi-annual preventive maintenance, and annual service that includes oil and fuel filter changes, fluid sampling, and battery load testing.

Theresa also noted that NC Machinery is located closer to the Association, which is expected to reduce response times and travel costs. She informed the Board that all three generators were manufactured in 1999 and confirmed that two of the generators are exercised regularly through their automatic transfer switches.

MOTION: Theresa Parsons moved, and Tom Culleton seconded, to terminate the Tacoma Diesel contract, enter into a new contract with NC Machinery, and authorize Eric Riffe, the Board President, to sign the new contract with NC Machinery. The motion passed unanimously.

Committee Reports:

- **Events Committee – Sarah White**

Sarah provided the following community events updates:

- Family Fun Day in the Park will be held on July 4 from 3:00 p.m. to 6:00 p.m. Activities will include a magic show by *The Count*, face painting, a bounce house donated by Three Brothers Party Rental, live music by Sullivan and Smoke, a craft celebrating the 250th anniversary, a bubble station, and cold treats. Sarah requested volunteers to assist with event setup, cleanup, and staffing the craft stations. Residents were also asked to refrain from setting off fireworks between 1:00 p.m. and 7:00 p.m. to allow for event setup and activities.
- The Annual Scott Lake Garage Sale will be held on Saturday, August 1.
- Community Day will be held on Saturday, August 8, replacing the National Night Out event. Planned activities include community resource booths,

participation by the fire department, the annual school supply drive, and potential attendance by the sheriff's department.

- The July 5 Cleanup will be coordinated with SLAMS. Jacqueline will provide donuts for volunteers.

- **Water Committee – Theresa**

Theresa provided a technical briefing on the water system's current condition, recent incidents involving sediment and air bubbles, and the boil water advisory process.

- The well water inherently contains iron, manganese, and calcium. The system uses calcium carbonate treatment to adjust the pH. All levels consistently meet the Department of Health maximum contaminant levels, as verified in the Sentry database.
- The recent sediment issues were caused by telemetry failure, likely due to tree interference with the radio signal, causing wells not to activate, reservoir levels dropped, then wells ran at high volume, stirring up settled sediment in aging pipes.
- The hydropneumatic tank air compressor malfunction caused air bubbles in the water, not a health risk, but visually alarming.
- Outlined the water flushing plan being developed by NW Water Systems, noting risks including fragile pipe infrastructure, chlorinated water disposal requirements, and the need for strategic community communications to prevent panic.
- Advised residents experiencing sediment to run an outdoor spigot until water runs clear and to contact the office for potential billing adjustments.
- Clarified the boil water advisory process. It is issued after any system repair that drops pressure to zero. Samples are sent to a certified laboratory. Scott Lake has never received a bad sample. The advisory is precautionary, not an indication of confirmed contamination.
- The water system has three pressure zones and four wells; all residents draw from the same wells.
- The Water Committee is planning a community town hall to present the water system roadmap and funding needs.
- Full pipe replacement is the long-term solution; funding mechanisms (loans, potential rate increases) are under evaluation.

Theresa addressed ongoing community misinformation regarding Scott Lake's status as a homeowners association. She explained that Scott Lake was incorporated in 1962 as a maintenance company and that its organizational structure meets the definition of a homeowners association under the Washington Homeowners' Association Act enacted in 1995. She further noted that the Association files taxes and is registered with the Washington Secretary of State as a homeowners association.

Theresa stated that ownership of property within the Scott Lake development automatically includes membership in the Association by virtue of purchase, including properties that have undergone boundary line adjustments. She concluded that Scott Lake Maintenance Company is legally recognized as a homeowners association, and membership is automatic for all property owners within the development.

- **Finance – Judy**

- Judy reported a positive change of \$90,791.06 in investments without additional contributions.
- The investment returns are funding the planned restroom replacement, avoiding the

need for special assessments.

- The board has earmarked funds from the operating reserves specifically for the restroom replacements.

- **Architectural – Eric**

- Nothing to report currently.

- **Compliance – Jim**

- Nothing to report currently.

- **Communication – Julie**

- Will provide an article for the newsletter explaining that the Scott Lake Maintenance Board does not communicate through social media platforms.

- **Governance Committee – Theresa**

- The governance document updates will be covered under the OrgSupport contract addendum.

- **Parks – Jim**

- There has been ongoing vandalism in park restrooms, including bricks thrown into toilets and sinks, broken soap and paper towel dispensers.
- The board discussed pursuing criminal action against identified vandals and notifying parents.
- A truck was left parked in the park late on Tuesday night. Jim locked the lower gate but left the upper gate open; the truck was gone by midnight. There is a lack of signage warning about gate lock times; possibly get signage.
- A community member provided a time frame for the recent vandalism in the restrooms; camera footage may help identify the vandals.

Adjournment: 8:23 pm