



SCOTT LAKE MAINTENANCE COMPANY
BOARD OF TRUSTEES

July 16, 2026
6 pm – 8 pm
Zoom and in the Community Center

Called to Order at 6:01 pm

Roll Call – Board of Trustees Present:

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

Pledge of Allegiance

Adoption of Agenda:

President

MOTION: Jim Johnson moved, and Tom Culleton seconded, to adopt the agenda with the following amendments: Add Liens, HVAC System Repairs & Policy Procedure/Governance committee under new business on the agenda. The motion passed unanimously.

Minutes Approval:

President

MOTION: Jim Johnson moved, and Judy Zygar seconded, to approve the minutes with the following amendment: “watering was being done” at the front entrance. The motion passed unanimously.

Community Member Comments:

No Fishing in Swim Area Signage:

- The Board discussed concerns raised during the recent Kids Fishing Derby regarding fishing in the designated swimming area. Community members noted that the lack of signage contributed to confusion about where fishing is prohibited.
- Board members agreed that prohibiting fishing in the swimming area is appropriate year-round to help protect swimmers from discarded hooks, lures, and fishing line that could pose safety hazards. Staff confirmed that a "No Fishing in Swimming Area" sign is already available and simply needs to be installed.
- The Board supported installing the sign to provide clear guidance for residents and visitors and to improve safety at the lake.

Fireworks:

- Joe Viola: There were extensive cleanup efforts, including undetonated fireworks, plywood, and firework launchers thrown in the lake. He recommended banning fireworks in the park and potentially hiring a professional fireworks company instead. Citing fire liability, environmental damage to the lake, and safety risks.

- Kathy Hirschhorn suggested approaching West Thurston Fire Authority Commissioners to seek a fireworks ban for the community, noting that other nearby municipalities have such protections. She referenced the West Thurston community meeting.
- Jim Johnson said that banning fireworks in the park may simply redirect people to shoot them off in residential areas, which could be more dangerous given how close houses are.
- Eric Riffe stated that banning fireworks in the park removes HOA liability, even if residents continue on private property.
- Joe Viola proposed sponsoring a professional fireworks show with clear signage and messaging to redirect behavior.
- Theresa Parsons suggested passing a board resolution to ban fireworks within the development with fines for violations, though enforcement was acknowledged as a challenge. She referenced Lake Cushman's model — fireworks are banned, violators are fined, and non-payment results in loss of park privileges and liens.
- Joe Viola mentioned that Darren and Christina (owners of Scott Lake Golf Course) were mentioned as having dealt with significant fireworks debris on their property.
- Jim Johnson noted that having a presence in the park during the event (emptying garbage, monitoring) made a noticeable difference in behavior.

West Thurston Fire Department Town Hall:

- Kathy Hirschhorn shared highlights from the recent Thurston County Fire Department Town Hall meeting, which was attended by Fire Chief Nathan Drake and Thurston County Commissioners. One of the key takeaways was the importance of maintaining modern, reliable firefighting equipment. As equipment continues to age, it may not only impact emergency response capabilities but could also influence homeowners' insurance availability and rates.
- Chief Drake discussed the department's current funding needs and the importance of the upcoming fire levy. Board members encouraged residents to learn more about the levy and consider supporting it, noting that adequate funding is essential to maintain emergency response services, update equipment, and ensure the department can continue providing quality service.
- The discussion also highlighted that a significant portion of the fire department's calls are emergency medical service (EMS) responses. Firefighters are often the first to arrive at medical emergencies, providing critical care until Medic One or paramedics arrive. During wildfire season, however, the department must also be prepared to respond quickly to brush and structure fires.
- Tom Culleton provided information about the department's volunteer firefighter program. Volunteers receive extensive training, including Firefighter I certification and EMS training, and play an important role in supporting emergency services. The department is actively working to recruit additional volunteers while also restoring staffing at the Scott Lake fire station. The long-term goal is to have firefighters stationed locally, allowing for even faster emergency response times within our community.

Old Business:

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

- Theresa explained that AET, Advanced Electrical Technologies (the telemetry replacement contractor), is already working on electrical upgrades at various sites, making it logical to bundle the automatic transfer switch quote with their work.
- The lower booster station lacks an automatic transfer switch (unlike the well field and upper stations), and its generator has not been regularly exercised.
- The previously obtained quote will be tabled pending a new quote from AET.

New Business:

• New Employee Introduction – Judy

- Announced the hiring of Terri Hillyer as the new part-time Administrative Assistant. Terri began her employment on Monday and is currently training with Penny as she transitions into the role.
- Announced the hiring of Joe Cavin as the new Maintenance Technician. Joe will begin employment on August 3, with the current maintenance employee remaining for a brief overlap period to ensure a smooth transition.
- Announced the appointment of Jim Johnson as a part-time Maintenance Technician. Jim will receive a stipend for performing maintenance duties he has been volunteering to do, including opening and closing park gates, checking and stocking restrooms, and picking up trash on weekends and after hours.
- Confirmed that legal counsel reviewed the arrangement and determined that compensating a board member for maintenance-related work, separate from board responsibilities, is permitted under the Association's bylaws and does not constitute a conflict of interest.
- Noted that Jim Johnson's position is currently intended as a seasonal summer position, with the Board planning to evaluate the ongoing need for the role before determining whether it should continue year-round.
- Terri Hillyer introduced herself to the Board, sharing that she has been a Scott Lake resident for approximately 26 years and is excited to become more involved in serving the community through her new role with Scott Lake Maintenance Company.

• Fee Schedule – Theresa

- The Water Committee recommended revising the new water service connection fee structure by returning to a \$2,500 connection deposit. The deposit will be applied toward the actual cost incurred by Scott Lake Maintenance Company to install and/or upgrade the service line from the water main to the property line and install the water meter to current standards.
- The Board discussed that the property owner requesting the new water service will be responsible for all installation costs. If the total cost exceeds the \$2,500 deposit, the property owner must pay the remaining balance before water service is activated. If the total cost is less than \$2,500, the property owner will only be charged the actual cost of the installation.
- **MOTION:** Theresa moved, and Jim Johnson seconded to establish a \$2,500 deposit for all new water service connections, to be applied toward the actual cost of installing and/or upgrading the service line and meter to current standards, with the property owner responsible for any costs exceeding the deposit. The motion passed unanimously.

- **Liens – Eric**
 - Vacant Lot Delinquent Accounts:
 - The Board discussed six vacant lots that are delinquent on their HOA assessments. Because these properties do not have water service, water shutoff is not an available collection option. Outstanding balances ranged from approximately \$501 to \$900, and the owners have not responded to billing notices.
 - After discussion, the Board agreed that the delinquent accounts should be referred to the Association's attorney for collection. The attorney will issue the appropriate legal notices and, if necessary, begin the lien and foreclosure process. Board members noted that owners typically become more responsive once contacted by legal counsel.
 - The Board also discussed establishing a balance threshold for referring delinquent accounts for legal action. Members agreed that waiting until balances become excessively large is not in the Association's best interest, and that initiating collection efforts when balances reach approximately \$500 may be more appropriate.
 - A broader discussion followed regarding unbuildable vacant lots. While the Association has the legal ability to place liens and pursue foreclosure on these properties, members expressed concern that foreclosing on unbuildable lots could ultimately result in the Association taking ownership of land with little or no market value. In many cases, these properties are also delinquent on property taxes and may eventually be acquired by Thurston County through the tax foreclosure process.
 - The Board concluded that each unbuildable property should be evaluated individually before pursuing foreclosure to determine whether legal action is in the Association's best interest. Existing collection efforts on buildable vacant lots will continue through the Association's attorney.
 - The Board also requested an update from legal counsel regarding the status of the Margie Straits collection matter. Since the account is currently being handled by the Association's attorney, the Board agreed that all communications should continue through legal counsel and staff will request a status update.
- **HVAC Repairs – Eric**
 - The Board discussed concerns regarding recent HVAC service recommendations from the Association's current maintenance contractor. After initially receiving a quote of approximately \$1,100 for repairs, additional recommended services totaling several hundred dollars more were presented when scheduling the work, despite not being included in the original estimate.
 - Board members also questioned the value of the Association's existing maintenance agreement, noting that approximately \$1,500 per year is already paid for routine inspections and maintenance. Members expressed concern that additional charges were being recommended for cleaning services they believed should already be covered under the maintenance contract.
 - Following discussion, the Board agreed to seek additional estimates from other HVAC service providers to compare pricing and services before authorizing any additional work. Members expressed a desire to ensure the Association receives fair pricing and appropriate value for its ongoing maintenance expenditures.
- **Policy Procedures/Governance Committee – Theresa**
 - Theresa stated that we need to form a committee to work with OrgSupport on

- updating government documents and policies.
- The Board discussed the next steps in updating the Association's governance documents, policies, and procedures in collaboration with OrgSupport. OrgSupport has completed an initial review of the Association's existing documents and is prepared to begin working with a Board committee to develop updated policies that comply with current Washington State law.
- Board members agreed that a small working committee would be the most effective approach rather than involving the entire Board. The committee would initially include Julie, Judy, Penny, and Theresa, with additional Board members and community volunteers providing input in their areas of expertise as needed. The committee will begin by reviewing the Association's financial policies and procedures before moving on to other governance topics.
- The Board also discussed previous governance committee efforts and acknowledged that some historical policy documents may no longer exist or may have been discarded during past transitions. While members will attempt to locate any remaining records, the consensus was that the focus should be on identifying the important policy issues previously discussed rather than relying on outdated documents. OrgSupport will use current best practices and applicable state law to draft modern, enforceable policies.
- Board members reviewed recent changes to Washington State HOA legislation and recognized that additional updates are still being made. The Association must bring its governing documents into compliance with the new statutory requirements by January 1, 2028. Members discussed the challenges of updating covenants that require homeowner approval while ensuring the Association continues to comply with state law, noting that state statutes take precedence where conflicts exist.
- The committee will meet with OrgSupport to establish priorities, develop a work plan, and begin the policy review process. Theresa agreed to serve as the initial committee lead until responsibilities can be distributed as the project progresses.
- All board members will need to weigh in on relevant sections as the process progresses.

Committee Reports:

- **Events Committee – Stephanie Stender**
 - Garage Sale: Scheduled for August 1st, 9 a.m. Will be advertised on Facebook, in the newsletter, and on Craigslist/cross-sell sites. Signs will be placed at nearby intersections.
 - School Supply Distribution: August 8th, 10 a.m. to 12 p.m. Donations are being collected and can be dropped at the office or the committee member's home. A \$25 gift card raffle will be included. A community resource event will run concurrently, featuring West Thurston Fire, self-help resources, water system information, and club/event information (organized by Sarah).
 - Board Member Photo Wall: The committee proposed creating a board member photo display for the office. Board members were asked to submit a headshot-style photo via email or attend early at the next meeting for photos.
 - Sarah's email requesting committee information for the community night was acknowledged; water and financial information were identified as priorities.
- **Water Committee – Theresa**

- The Board received an update on several ongoing water system projects. Installation of the new telemetry system by AET is underway but is taking longer than originally anticipated due to the condition of the existing infrastructure. During installation, technicians discovered several electrical and wiring issues, including improperly wired equipment, exposed wiring, and other components that do not meet current standards. Additional electrical work may be required before the new system can be fully completed. Despite these challenges, AET expects the upgraded telemetry system to provide more reliable monitoring and easier operation once installation is finished. The Board is also awaiting a proposal for an automatic transfer switch as part of the project.
- An update was provided on the water meter replacement program. Most scheduled meter relocations have been completed, with only a few remaining. One property continues to present access challenges because the meter is located behind a fenced yard with aggressive dogs. Despite multiple notices to the property owner requesting that arrangements be made with the contractor, the issue remains unresolved. The Board discussed coordinating access with the Thurston County Sheriff's Office, if appropriate, to allow the contractor to safely relocate the meter. Staff will continue working with the contractor and the property owner to resolve the matter.
- The Board also received the Phase 1 engineering proposal for the water system improvement project. The proposal includes engineering design, environmental review, geotechnical investigation, surveying, and other preliminary work necessary to begin planning long-term infrastructure improvements. Members acknowledged that professional engineering services represent a significant investment but are essential to developing a comprehensive plan to replace and modernize the aging water system.
- The Water Committee announced plans to host a Water System Town Hall on September 19th to present the proposed improvements and discuss potential funding options with the community. The presentation will include possible financing scenarios and the potential impact on future water rates or special assessments. The Board emphasized the importance of balancing the financial burden on residents with the need to address aging infrastructure and ensure the long-term reliability of the community's water system.
- **Finance – Judy**
 - Judy: Reported a net investment gain of approximately \$94,327 from January 1 through July 14, bringing the total investment balance from approximately \$2,363,884 to \$2,458,211.
 - The Scott Lake Maintenance Company NFS Operating Reserve Fund (approximately \$227,269) is being earmarked for park bathroom reconstruction and other capital assets.
 - No additional principal contributions have been made recently; growth is from interest and dividends only.
 - Judy noted the need to evaluate adding more funds to the investment accounts.
- **Architectural – Eric**
 - Theresa relayed a communication from Dan Miller regarding a mobile home placement.

- Theresa stated that Dan Miller attempted to contact the architectural committee but was unsuccessful. He is considering a year-2000 mobile home for his stepdaughter's family.
- Miller wants to know the location of the water line before running power from a pole on the southwest corner of his property.
- Theresa advised Miller to stay clear of his meter and water service and to call before doing any work.
- Eric will call Dan Miller the following day to follow up.
- **Compliance – Jim**
 - A resident at the end of Trevue has an outstanding compliance issue (trailer parked in front of lot). A fresh attorney letter is needed.
 - The full delinquent list is being sent to the attorney, and the Trevue resident's compliance issue will be attached as a separate item from any financial issue.
 - The Champion case (financial + compliance) is still in process.
- **Communication – Julie**
 - Nothing to report currently.
- **Governance Committee – Theresa**
 - Discussed under Policy Procedures/Governance Committee under new business.
- **Parks – Jim**
 - Jim presented research on bathroom replacement options for the park.
 - Jim: Shared photos of CMU (concrete masonry unit) style bathrooms used by municipalities, highlighting ease of cleaning, vandal resistance, stainless steel fixtures, and accessible plumbing chases.
 - The design includes storage space between two-bathroom units large enough for equipment.
 - Jim offered to research Builders Exchange for existing municipal bathroom plans and engineer/bid estimates as a cost reference.
 - A tree in the park was reported to have been vandalized (possibly with a machete or knife), located near the bathrooms/yellow picnic table area. Camera coverage of that area is limited.

Adjournment: 8:16 pm

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