

Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
Bryant Hall
2022-12-19 7:00pm

Election of a Chair Pro Tem - Justine Akehurst

- The Vice President and President of the board were not present at the start of the meeting. Secretary Justine Akehurst opened the meeting and called for nominations from the Nominations and Elections Committee for a Chair Pro Tem. Committee chair Jessica Pense nominated Mike Ricchio for Chair Pro Tem. No others were nominated when opened to the floor. By unanimous consent Mike Ricchio was elected Chair Pro Tem.

Water Master Report - Tom Moore

- Water sampling completed with no violations. He gave a summary of the well testing done and what was tested for. Completed the water consumer confidence report, and the water use efficiency report. Water efficiency is 10%. He noted that the meter calibrations and age make a difference in the measurement of the water efficiency.

Roll Call for Quorum - Mike Ricchio

- Trustees Present - Larry "Mat" Matincheck, Dale Radcliff, Heather Tremblay, Justine Akehurst, Jessica Pense, Bill Knight, Mike Ricchio, Steve Jacobson
- Trustees Absent - Bill Kysor
- Jessica Pense moved "that we excuse Bill Kysor from tonight's meeting." The motion was unanimously adopted.

Corporate Secretary - Justine Akehurst

- Prior to the start of the meeting, copies of the minutes from the 2022-11-21 regular board meeting were distributed amongst the Trustees and the audience, as well as emailed ahead of time. Steve Jacobson moved "that we dispense with the reading and approve them as-is." The motion was unanimously adopted. Justine reports that there have been no corrections or amendments to the minutes.

Announcements - Mike Ricchio

- Bill Knight has been added as a signatory at KeyBank

Trustee-at-Large - Mike Ricchio

- Update on the insurance issue: Two agents are looking and running into significant issues. Of note are insuring the earthen dam and the causeway. Quotes are expected any day. We have to get the insurance settled in the next two weeks before the first of the year. The dam and the causeway cannot be exempted from being insured. Discussion about our possible options followed.
- Planning is underway for a special meeting to vote on and approve an insurance carrier.

Treasurer - Steve Jacobson

- No financial reports to give at this time. We will need reports for end-of-year and those will be done by then. Reports can be sent out over email.
- Steve moved to "move all funding above \$50,000 that is in our checking account into one of our savings accounts at KeyBank." The targeted savings account at KeyBank is labeled as reserve

funds. Discussion about having done the movement in a previous meeting with a decision to re-do the motion now to vote on it. Heather Tremblay moved “that we move everything except \$50,000 into the savings account before year’s end.” The motion was unanimously adopted.

- Steve moved to “authorize moving \$500,000 into a savings account, somewhere outside of KeyBank, so that we can earn additional interest.” Discussion followed. The motion was unanimously adopted.
- Steve proposed a bylaw change for Chapter 8 Section 3 Part (e)(a)(3) reading “assessments and dues which come due on January 1st can be split into two equal payments of the total annual assessments. One half due April 1st, the second half due October 1st. All other payments not made by this time would be considered delinquent.” If the 2023 operational budget and assessment is not ratified, the bylaw change will be withdrawn from consideration. Discussion followed with feedback also given from the members present at the meeting. Among the feedback given was an idea to spread the payments out over the course of a year, with the counterpoint that it would increase the annual assessment due to the amount of bookkeeping overhead. Discussion regarding payment plans, and when liens come due followed.
- Steve reminded the board that there will be a meeting on January 4th at the Cabana to discuss any concerns or questions about the assessments, and the 2023 budget. An informational meeting was also held last week. The last of the ballots will be collected through the end of the meeting on January 4th, and counted that night.
- Steve moved “that the FLMC Board, as owners, vote on a resolution stating that the executive members of the board would be nominated as owners with ADP. The executive members are the President, the Vice President, the Secretary, and the Treasurer. The resolution would state the following: ‘Be it resolved that the officers of the Fawn Lake Maintenance Corporation shall be named as owners for the purposes of controls related to payroll in the ADP company.’” Jessica noted that the meeting minutes noting this resolution need to be sent to ADP. The motion was unanimously adopted.

Parks, Grounds, and Roads Committee - Mike Ricchio (reporting for Bill Kysor)

- Present to the board the proposal of adding a ‘No Dogs Allowed’ sign to the tennis courts. The board unanimously agreed with the proposal. Dale Radcliff moved “that there be no dogs allowed on the tennis courts.” The motion was unanimously adopted.

Building Committee - Mike Ricchio (reporting for Bill Kysor)

- Mike Ricchio suggested that we wait for an update from the Building Committee at our next meeting.

By-laws Committee - Mike Ricchio (reporting)

- Mike Ricchio pointed out that the meeting minutes from 2022-11-21 details which of the voted-on bylaws were accepted, tabled, or rejected from last month.

Water Systems Committee - Bill Knight

- Water Technician trainees completed their training and took the certification exam. One passed and one did not pass (he has rescheduled to take the exam again at his own expense).
- Neil and Troy will be trained in the next couple weeks to read the water meters by no later than the first week of January. Jerry and Bill Knight will be training them. Feather is willing to come in and train folks on how to use the water meter reading equipment.
- Trying to find the sample locations for AC pipe samples that will be least disruptive to the community water supply.

Septic Systems Committee - Dale Radcliff

- Dale noted that he will not be here January through April, and asked to be excused for those meetings. He is willing to call into the board meeting especially with the new bylaw changes around holding board meetings virtually.
- In his absence he will send out the contact information for the Septic Systems volunteers. Don Hoge will be monitoring the drainfield. Steve Becker will be cleaning the filters.
- Made a note about an email sent to Heather Tremblay regarding sending in the lot permit information for 2023. Discussion about the contents of the email regarding splitting the electrical cost of the pumps and the sprinkler system between Fawn Lake and the cost of the drainfield.

Office Administration; Community Liaison and Gate - Heather Tremblay

- Office Administrator Angel Ryan unexpectedly resigned. Bill Kysor made efforts to retain her to no avail.
- Heather says she is “extremely thankful to our community members who have stepped up to help” including: Renee Denhart, Marylou Radcliff, Cindy Knight, Renee Olson, and Jessica Pense.
- Limited office hours through December as communicated by email.
- Heather proposed for January a different set of office hours, with a 32 hour work week:
 - Mondays and Wednesdays 8:00am to 5:00pm
 - Tuesdays and Thursdays 12:00pm to 6:30pm
 - Fridays 8:00am to 12:00pm
 - 1:30pm to 5:00pm on Mondays and Wednesdays, and 12:00pm to 3:00pm on Tuesdays and Thursdays the office will be closed to the public to train office staff and get things done.
- Heather moved “that we move forward with the agreement that we had the other night [during a closed board meeting] discussing the resignation of our previous staff member, to use a temporary staffing agency to potentially hire, and in the meantime retain staffing for the office, through Remedy Staffing.” The motion was unanimously adopted. The trustees were all in agreement to the number of hours proposed for January. Steve suggested that we do a “traffic study” in the office to know how many people come in and at what times.
- The Office Administrator job is posted, and the staffing agency is pre-screening candidates for the position. Jessica Pense, Kathy Jacobson, and Heather Tremblay are reviewing the candidates coming in.
- Heather recommended we take a look at ADP applications ‘HR Pro’ and ‘Timekeeper’ to streamline our operations, or we look at the option of using an outside HOA company.
- The newsletter will come out mid-month January so that it can include important end of year / beginning of year information.
- Regarding virtual board meetings, Justine will check out Google Meet and Zoom to see which conferencing software will meet our needs with our current telephonic equipment.
- Guardian Gate has given Fawn Lake two years of free service for gate maintenance, and waived between \$3000 and \$4000 on our invoice.
- A thank you to Don and Jerry, who have finished fixing the exit spikes. Jerry suggested that a speed bump be installed before the spike strip to lessen the wear.

Lake and Dam Committee - Mat Matincheck

- Tough to find a certified dam inspector. Continuing to look for one.
- Mat is planning to go to the FLOW meeting in January to coordinate a “Fishing Day” with prizes for kids and adults, which would be on the 3rd week of April.

- Mat to meet with FLOW who's done "a lot of research" on adding Asian Grass Carp to the lake. Discussion about the price of adding Grass Carp to our lake as a function of the number of fish per acre, the length of the fish, and what they eat.
- The signs around the lake that read "5 Fish limit" are misleading and would like to see the signs changed to be in alignment with Fish and Game laws on our lake.
- Steve commented that we should keep an eye on the geese population.
- Mat proposed that we add a "No fishing off the bridge" sign to the causeway. Mike suggested talking the proposal over with Bill Kysor.

Nominations and Elections Committee - Jessica Pense

- Jessica reports that two volunteers have stepped up, and are looking for one more to count the ballots on the night of January 4th 2023, and to let her know afterwards if someone wants to volunteer.
- We have two open trustee positions, including the office of President. Jessica asked to have folks sent to her so that she can let them know what that process looks like.
- The Nominations and Elections committee is meeting on January 5th at Bryant Hall to start planning for an online voting option for next April. Justine suggested that having a look through the Roberts Rules of Order book regarding Nominations and Elections could have "tidbits" that could be added to our bylaws.

Hearing and Ethics Committee - Jan Charles

- Jan Charles was not present

NEW BUSINESS - Mike Ricchio

- A member present brought up that there may be an illegal mailbox at 222 or 220 Clematis.

Adjournment - Mike Ricchio

- Justine Akehurst moved to adjourn. The motion was unanimously adopted. Meeting adjourned
2022-12-19 8:44pm