

**Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
Bryant Hall
2023-01-16 7:00pm**

Roll Call for Quorum - Bill Kysor

- Trustees Present - Bill Kysor, Larry "Mat" Matincheck, Heather Tremblay, Justine Akehurst, Jessica Pense, Bill Knight, Steve Jacobson
- Trustees Absent - Mike Ricchio, Dale Radcliff.
- Mike Ricchio has given a voting proxy to Bill Kysor via email.
- Steve Jacobson moved to excuse Mike Ricchio. The motion was unanimously adopted.
- Bill Knight moved to excuse Dale Radcliff. Dale called in from a phone instead. The motion was lost.

Corporate Secretary - Justine Akehurst

- Prior to the start of the meeting, copies of the minutes from the 2022-12-19 regular board meeting were distributed amongst the Trustees and the audience, as well as emailed ahead of time. Justine moved "...to accept the minutes as written without reading them out loud." The motion was unanimously adopted.
- Justine moved "...to amend the minutes for the November 21st meeting to remove mention of an 'exit interview.'" The motion was unanimously adopted.
- Justine moved "...to amend the minutes to change a title from 'Business Administration; Community Liaison and Gate' to 'Office Administration; Community Liaison and Gate.'" Heather and Bill Kysor gave an explanation of the background of the change of title, and an overview of the General Administration committee functions as defined in the bylaws. The explanation led into a discussion about what would be the appropriate way forward regarding committee titles. Jessica suggested that the title be amended to 'Interim General Administration.' Justine restated the motion "...to amend the minutes to change the committee title from "Business Administration; Community Liaison and Gate" to "Interim General Administration; Community Liaison and Gate." The motion was unanimously adopted.

Announcements - Bill Kysor

- Bill Kysor witnessed the presence of chickens at 51 Azalea Pl. where there was a coop. Owner contacted about the renter having chickens which is against the bylaws.

Vice President - Bill Kysor

- In the second week of November, Liberty Mutual notified Fawn Lake that insurance coverage was dropped, due to high risk (57-year-old earthen dam, water towers built without a permit, causeway bridge). We found two insurance companies, each agreeing to cover a portion of what Liberty Mutual had covered, and for \$12,000 more than last year's cost. The earthen dam and the causeway are still not covered by insurance due to high risk.
- Bill Kysor and Mat Matincheck looked for a company to inspect the dam. Bill found GeoEngineers in Tacoma and had a conversation with them. HOAs are not immune from a dam failure. Our dam is 36 feet high, has not been thoroughly inspected since it was built, and status being unknown if an earthquake were to occur. Bill sent them all the pictures taken of the dam. We need to protect the spillway better to prevent people from getting sucked into it accidentally. Discussion followed regarding the community liability of a dam failure. Bill hopes to hear more from GeoEngineering.

- Discussion of the insurability of our assets, especially those assets that insurance companies consider high risk and will not currently cover.

Treasurer - Steve Jacobson

- Budget for 2023 and Assessment was ratified with 119 'yes' votes, 126 'no' votes in accordance with Washington State RCW. Invoices mailed out to residents.
- Steve moved '...to accept a proposal of a bylaw change for Chapter 8 Section 3 Paragraphs A & B. The proposal is "annual general assessment amounts which come due on January 1st may be paid in payment plan increments of 50% due by April 1st of the new budget year and 50% due on October 1st. Lots would become subject to lien on April 2nd of the budget year if the first 50% is unpaid in full for that first 50% portion. Lots would become subject to lien on October 2nd of the new budget year if the second 50% portion of the annual general assessment is unpaid in full. Annual general assessments are due on January 1st. The FLMC Board of Trustees will consider a written request by January 15th of the new budget year for a payment plan of two 50% installments to be paid no later than April 1st for the first 50% installment, and no later than October 1st for the second 50% installment.'" Discussion followed about the payment plan among the trustees and the members present at the meeting. The motion was unanimously adopted.
- From the discussion regarding Steve's bylaws amendment, Bill Kysor offered to take under consideration an extended payment plan as suggested by the members at the meeting. Jessica explained the logistics of how an extended payment plan may work for members.
- Year-end financials finished with \$971,000 in the bank. Bill Kysor transferred \$221,000 from the checking account to the savings account labeled as reserve funds, leaving \$50,000 in the checking account. This also addresses the tax issue of not having money in the checking account that would be considered profit.
- At the end of December, Mat Matincheck and Bill Knight volunteered to be the custodians of a new savings account earning 4% interest, and transferred \$500,000 into that account.
- Steve interviewed two people for a bookkeeper position. Joyce Bryant has been doing the books and paying bills. Structure of the office operations is still being worked out.

Parks, Grounds, and Roads Committee - Bill Kysor

- Bill met with Jerry Denhert and Don Williams for a formal review assessment for the 'extraordinary' extra work done regarding the gate and spikes, painting projects, landscaping, and saving money in the process.
- Work to be done this year includes replacing wood planks on the bridge, replacing rotten wood on the signboard. Considering hiring someone from March through September to come in for weed whacking, so that Don and Jerry can focus on high-level maintenance activities. Members and trustees applaud their effort.
- Bill explained the road repairs that have been done on Crescent Dr. in the past and the work that may need to be done this year such as repairing cracks. Steve pointed out the road repair schedule from the reserve study.

Building Committee - Bill Kysor

- 220 Clematis, a rental property, had a single-wide mobile home coated in mold and a failed drain field. Health department determined that people could not live there. Asbestos was also found on the property, which later went through an environmental remediation process. Home was removed 6-8 weeks ago. Mat later commented that the owner is going to sell the property and not rent it out again. This is also the property that had a rogue '222 Clematis' mailbox (and corresponding 222 numbers on the garage) that needs removed.
- 50 Foxglove has a new single-wide manufactured home.

- 571 SE Crescent owner had the renters evicted. Trash loaded into containers and hauled out.
- 40 Young Ave had someone living in an RV, leaving the property in a disheveled state.
- 14 new homes were either brought in or constructed in the past year.
- Empire Construction at 80 Clematis put a home into a flood zone depression and knocked over a shared fence with 70 Clematis, who then put the fence back up. The business of home permitting is between Mason County and Empire Construction.
- Relating to buildings, Mat reported 71 Barberry Ct was sold.

By-laws Committee - Bill Kysor

- Committee is still vacant. If we get two more board members we can reconsider staffing this committee.

Water Systems Committee - Bill Knight

- Both of the water operator technicians have passed their training and obtained certifications. To finish certification they have to do on-the-job training with Dan Lovell, which will finish in October 2023.
- Bill, Jerry, and Neal did the meter readings last week. Did have some problems with the Badger unit.
- Working with Morgan Stanley to become a signatory on the savings account.
- In Well-house #3 there's a junction box that's heavily rusted and needs to be replaced, and electrical connections possibly repaired. The junction box will be replaced by a plastic junction box.
- A contractor is getting a quote together to install a viewing port into well #2 and #3 used to monitor the water level in the well. However, installing a port into the overly-rusted and brittle wellhead in Well 3 may break the wellhead, which would mean replacing the wellhead and the wellhead filter. The pump is at least 16 years old, and requires a crane to lift out the wellhead along with the 160 ft of pipe, and the filter. Bill recommends that we leave Well 3 alone as it is still functional, and install the port at the point the pump dies. The state requires a viewing port but it is not mandatory. Replacing the pump will cost around \$20,000.
- Bill and Steve are thinking about getting quotes for replacing a section of AC pipe from Crescent, up Cabana, to Lupine. It would give us an idea of what condition to expect the AC pipe to be in throughout the community, and would enable the removal of 28 trees along Cabana that need to be removed as they are close or on top of the AC pipe.
- Bill is following up with Mason County on AC pipe disposal or the possibility of leaving it in the ground and running a new pipe next to it.

Septic Systems Committee - Dale Radcliff (from phone)

- First week of January a light switch went out. Don Hoge and Don Williams replaced the switch and repaired the problem.
- Asked Heather if the renewal for the yearly permit for the drain field was received yet. Heather reports it has not been received. Dale will check with the State regarding that renewal.

Interim General Administration; Community Liaison and Gate - Heather Tremblay

- Heather thanked again Renee Dehnert, Cindy Knight, Marylou Radcliff, Renee Olson, and Jessica Pense for filling in and keeping the office open during the holidays.
- Kathy Jacobson joined Heather and Jessica in interviewing two office staff for coverage to have consistent office hours. Office is open M, W 8a-1p and 3:30-6:30 Tu, Th. as 'Member Service Hours.' Heather would love to hear feedback from members about the member service hours.

Heather explained that the member service hours would allow the office staff to accomplish internal work and allow members enough time to conduct business during the week.

- A traffic study is on the list to implement.
- In early November, a task sheet for the office was implemented to track how many office hours are needed, and to get a better idea of what's happening in the office.
- Heather and Jessica put together a collection of job descriptions and expectations towards 'standards for success' which would allow for clear employee reviews.
- Heather proposed using ADP Timekeeping (\$49/month for up to 9 employees) to automatically process the payroll. She passed around screenshots and handouts that explain how it works.
- Newsletter came out last week.
- We are working to get everyone's email address into the system, and resubscribing those people that had initially opted-out of receiving emails and now would like to receive them again.
- Debra Deir and Justine are assessing video equipment and determining which video conferencing solution we choose to go with between Zoom and Google Meet. The decision of which solution to go with will influence at which level we choose to go with a Google email solution.
- Heather is thankful for Don Williams fixing the exit spikes, at a \$20,000 savings. Don also fixed the mechanism that intentionally lowers the spikes at times when houses are moved into and out of Fawn Lake. Jerry and Don will also install a speed bump before the spikes to slow down traffic. Members applaud their effort.
- Getting a new instruction sign for the call box, and at some point we can work on replacing the rotting call box framing.
- Guardian Gate company waived the outstanding balance (around 4-5 thousand dollars) and gave us two free years of service contract (another \$600 in savings) due to not accurately assessing the amount of work to fix the gate, which led to delays.
- Heather is working on increasing Facebook engagement. Thanks to Deb Hake for overseeing what is happening in the community and responding. The members applaud for that effort.
- Heather has contacted the Sheriff's office to loan Fawn Lake solar-powered speed alert signs for a period of time in the summer.
- While some expressed appreciation at having the front gate open during Christmas for ease of travel for families in Fawn Lake, Mat Matincheck commented that having the gate left open during the Christmas holiday leaves the community open to package thieves and car prowling.

Lake and Dam Committee - Mat Matincheck

- According to the Lake and Dam Committee SOP, a visual inspection of the dam needs to happen monthly. This was done in December and again in January.
- Mat met with FLAG to coordinate Fish Day. Tentatively the date will be April 30th. This year the plan is to stock the lake with fish two weeks prior to Fish Day to give fish a chance to disperse from the dumping site. We can only ask people that want to fish before Fish Day to give the fish a chance, but that's all we can do as we are bound by state fish and game laws.
- The Fish Day Breakfast is tentatively pancakes, maybe bacon or sausage links, and scrambled eggs at 7am. Hot dogs at 12pm.
- Mat talked to a manager at Walmart about donating fishing gear.
- Mat proposed a 'No Swimming' area be created at the end of the lake with the spillway to keep people away from the spillway structure.
- Mat proposed a chain-link fence structure that curves in at the top to be added to the causeway bridge.
- Mat proposed signage to say 'No fishing from the bridge' to keep the bridge clear for people walking over it.

- We have a Pelican paddle boat beached in the swimming area, with no identification on it. The owner lives at the end of the lake, knows about it, and just needs to get it back to their property.

Nominations and Elections Committee - Jessica Pense

- Jessica thanked the volunteers (Debra Lorna, Renee, Cheryl, and Kathy) who helped with stuffing and addressing ballots. The members applaud for their work and paper cuts.
- Jessica and Renee Olson are updating the FLMC office manual so that people can walk in and know what to do in the office. It is meant as a living document and a work in progress.
- Jessica, Mark, and Debra met for the Nominations and Elections Committee on January 5th, and talked about different options for a hybrid in-person and online voting system. Looking into a demo call with Election Buddy which offers a hybrid process, and can be used in many capacities.
- It's important that Fawn Lake members have their emails registered to make it easier to move to a more online presence.
- There will still be a paper ballot option but it may mean stopping by the office to obtain one, to save on the cost of mailing.
- Jessica proposed that we put together volunteers to perform an audit of the information we have for Fawn Lake members to correct for mailings and ballots that have somehow not made it to all of the owners that need to receive those mailings.

NEW BUSINESS - Bill Kysor

- Justine opened discussion of cybersecurity practices for the FLMC office and trustees. She would like to see better accounting and management of all of the accounts and passwords in use by the office so that we do not face the situation of someone in the office leaving, and trustees trying to figure out how to log into all of the critical systems such as payroll. Her suggestion is that the passwords are centralized into a cloud solution by a trusted provider that is known to keep passwords secure with standardized encryption algorithms. She suggested 1Password and 'Bitkeeper' [ed: actually Bitwarden] as options. Discussion followed with trustees and members. Heather clarified that passwords 'are not kept on a piece of paper.'
- Justine now has the FLMC-supplied video conferencing equipment used to assess which solution to go with, between Zoom and Google Meet. Considerations include what would work best for our members, what would meet the requirements of the state RCW for meetings held with video conferencing and our bylaws. Justine expressed an opinion of which would likely be the choice but needs to do due diligence to have an objective comparison of the two choices. She will write up an evaluation of her findings.

Adjournment - Bill Kysor

- The meeting adjourned at 9:00pm with unanimous adoption.