

**Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
2023-02-20 7:00 p.m. Bryant Hall**

The regular monthly Fawn Lake Maintenance Commission (FLMC) meeting was held on Monday, February 20, 2023, at 7:00 P.M., at Bryant Hall, with Mike Ricchio presiding as chair and the Secretary being present. A majority vote dispensed with the reading of the minutes of the last meeting and was approved as corrected.

Dan Lovell gave the latest Water Master report and answered questions from owners and trustees present at the meeting.

The Chair held a roll call for a quorum. Trustees present include Mike Ricchio, Bill Kysor, Mat Matincheck, Jessica Pense, Bill Knight, and Steve Jacobson. Heather Tremblay and Dale Radcliff called into the meeting by phone.

Mike Ricchio presented a point of order regarding the length of the agenda.

Reporting for the Community Liaison and Gate Committee, Heather gave a report of activities since the last meeting. Heather presented a proposal that realtors request that we place a four-digit gate code inside the realtor lockbox, which will change periodically every two to three months. The Realtor's MLS app can trigger it. She moved "that we approve that and go ahead and put that in place." Steve Jacobson proposed an amendment "with the provision that either we use the code or use a [gate] clicker in the box." The motion and amendments were adopted after debate.

Reporting for the General Administration Committee, Heather moved "that we implement ADP Time Keeper. It's \$49 a month and would streamline our processes and would ensure accurate payroll." The motion was adopted.

Heather Tremblay proposed a change to the FLMC by-laws, Chapter 9, Section 3, changing Caretaker Liaison to an Office Operations trustee position, and proposed a change to the FLMC by-laws to change title of Community Liaison to Security Gate Community Liaison, as well as changes to the verbiage.

Further details:

- Guardian Gate responded to gate malfunction. \$300 trip charge waived due to maintenance contract. Maintenance discovered repairs needed: Tomar Head at entrance and Pedestrian motion sensor for exit gate. Invoice quote provided, feedback welcome. Investigating Tomar Head use by local emergency vehicles.
- Google Workspace could move forward in March at the level appropriate to the video conferencing conclusions; when video software is assessed by Justine. Also requested that water and maintenance trustees respond with feedback regarding Google voice for emergencies.
- Member Office Hours will now include Fridays 8a-1p going forward.
- We have likely 2nd staff via our temporary staffing agency to provide extended hours and better coverage for Office. Interview set for Friday.

Heather Tremblay ended the phone connection and left the meeting after her reports.

Justine Akehurst, as Corporate Secretary, moved “to excuse myself from the March board meeting, on March 20th, due to a medical leave that I am scheduled to have on March 17th. I will be in Spokane, unable to attend, and on painkillers.” The motion was adopted.

Bill Kysor agreed to perform the duties of Secretary at the March 20th 2023 board meeting.

Mike Ricchio noted that Bill Kysor is stepping down from the vice president position effective February 1st, 2023, and opened the floor to discussion about the lack of appointed FLMC President and Vice President primary officer roles. Mike suggested that the board needs to get together to discuss this issue at some point and come up with some decisions.

Mike Ricchio ordered into the record an extended thanks to Kathy Jacobson and Tim Coburn for installing a dog relief box at the basketball court.

Steve Jacobson, as Treasurer, gave the financial report for January 2023. He reported on the state of the 2023 operating budget, and discussed providing information packets to real estate agents.

Steve is forming a committee to put together ideas on remodeling Bryant Hall office and meeting space.

Steve reported that Vandal will be doing the taxes this year for FLMC and has been asked to perform an audit.

Steve asked the trustees to go through the list of assets from the five-year reserve study and make determinations for legitimacy, priority, and timing, which will affect the amount of assessments in the future. Steve needs the information back by the end of March.

Steve presented that four owners are asking to be put onto the 2023 assessments payment plan received after the deadline. Mike Ricchio moved “that the four be allowed to go onto the payment plan.” The motion was withdrawn after debate. Steve Jacobson moved “that we authorize the four people that applied for the one-year process to be allowed to be added to that.” The motion was adopted.

Bill Kysor, reporting on behalf of the Parks, Grounds, and Roads Committee, gave a report of activities since the last meeting.

Bill Knight, reporting on behalf of the Water Systems Committee, gave a report of activities since the last meeting. Bill informed the board that the new water meter heads have arrived and will be installed soon.

Dale Radcliff, reporting on behalf of the Septic Systems Committee via phone connection, gave a report of activities since the last meeting.

Mat Matincheck, reporting on behalf of the Lake and Dam Committee, gave a report of activities since the last meeting.

Jessica Pense, reporting on behalf of the Nominations and Elections Committee, gave a report of activities since the last meeting.

Mike Ricchio, addressing topics from the By-law Committee, opened the floor to discussion on a proposed by-law amendment regarding political signs. Discussion of the proposed by-law amendment followed.

Bill Kysor opened the floor to discussion to the pros and cons regarding keeping chickens on personal property. Discussion with the trustees and owners present followed.

Mike Ricchio, addressing new business, notes for the record that the April General Meeting date will be April 29th, 2023.

Justine Akehurst, addressing new business, agreed to a process to provide approved minutes from FLMC board meetings to the FLMC office within a week of the board meeting where those minutes are approved. A copy of the approved minutes will be added to a shared folder within Google Workspace as part of an ongoing historical collection of meeting minutes.

Justine Akehurst, addressing new business, opened the floor to discussion about providing gate codes to outside vendors such as South Sound Fresh.

Justine Akehurst, addressing new business, summarized her recommendation of videoconferencing software to use for FLMC board meetings. Her recommendation is to choose Zoom over Google Meet due primarily to the familiarity of the software by the owners at Fawn Lake. A full report will be mailed to the FLMC trustees.

Mike Ricchio asked if there were any updates to the good of the order. Renee Olson corrected that the last day for Fawn Lake newsletter articles is February 24th.

The meeting adjourned at 8:52 P.M.