

Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
March 20, 2023 7:00pm to 8:30pm at Bryant Hall

Opening of the Meeting and Election of a Chair Pro Tem

Bill Kysor, Secretary Pro Tem

In the absence of a President and Vice-President, Jessica Pense, Nominations and Elections Committee, called for nominations to elect a Chair Pro Tem to preside over the FLMC Monthly Meeting. Motion was made to nominate Heather Tremblay, which was seconded. Motion passed unanimously by the Trustees in attendance.

Roll Call of Officers and Trustees (Chair Pro Tem)

Heather Tremblay

Trustees present: Mike Ricchio, Steve Jacobson, Jessica Pense, Bill Kysor, Mat Matincheck, & Heather Tremblay
Trustees absent: Bill Knight, Justine Akehurst, Dale Radcliff. No trustees called in.

Review and Approval of February 20, 2023, Meeting Minutes

Heather Tremblay

Typed minutes of the February 20, 2023, Monthly Meeting had been distributed prior to the meeting for review. Heather Tremblay made a motion of correction with an addition to the minutes to be accepted with the following additions not included in the February minutes:

1. 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.
2. Google workspace could move forward in March at the level appropriate to the video conference conclusions when video software is assessed by Justine, Corporate Secretary. Also requested that water and maintenance trustees respond with feedback regarding Google voice for emergencies.
3. Member Office Hours will now include Fridays from 8am to 1pm going forward. We will likely have 2nd staff via our temporary staffing agency to provide extended hours and better coverage for Office. Interview set for Friday.
4. Minutes also referred to Heather Tremblay as "Chair reporting for" committees while other board members are simply "reporting for." It's inconsistent and could lead to misinterpretation.

Motion made to accept minutes of February 20, 2023, meeting with additions and corrections included as listed above. Motion was seconded and minutes were approved with additions and corrections as listed in these minutes for March 20, 2023.

Water Master's Report

Tom Moore (not present)

Community Activity Events Reports

Trustees and Staff

▪ Fishing event on April 30

Mat Matincheck

▪ General Meeting Plan for April 29...Mason Transit Authority gym (Shelton)

Renee Olson, Office Staff

▪ Summary of locations distributed with costs for venue rental

▪ Garage Sale Plan (work in progress on communications for planned community sale)

Reading of Communications and Hearing Requests / Member Complaints

Steve Charles for Jan Charles

▪ Proposal review for a neighborhood "watchperson" type consideration. Steve described past work conducted by Watchperson staff and possible neighborhood issues that may require some form of Neighborhood Watch program or staff support for community oversight and potential By-laws infractions.

Treasurer's Report

Steve Jacobson

▪ February 2023 Financials...delay in receiving bank statements, however General Assessment receipts for

2023 have been sufficient to meet payment requirements; approximately 140 members outstanding for 1st payment.

- Proposal on investment of FLMC funds with Morgan Stanley with interest bearing accounts. Motion made to proceed, motion seconded and unanimous vote of Trustees present to proceed.
- Reserve study and plans reviewed including FLMC buildings and renovations.
- Financial audit and 2022 federal tax submission by Vandal CPA. Motion made to proceed with both the audit and 2022 tax submissions by Vandal CPA at the low cost submitted. Motion seconded and proposal passed by unanimous vote.
- Mason County personal use tax status and submission of WA State DOR Tax Exemption form. WA State annual DOR Tax Exemption form submitted by office staff. Mason County personal use tax document under review for edited and submission prior to May 1, 2023, deadline. Expect significant reductions in listed personal tax items by FLMC.

Committee Reports

Communications Liaison and Entry Gate

Heather Tremblay

- Exit gate speed bump update with temporary speed bumps removed from exit gate area.

Office Operations

Heather Tremblay

- ADP Time Keeper Software up and working. March time keeping entries to be made on system.
- Announcement of Cheyenne hired as part-time temporary: 2 days as office rep/ 1 day as bookkeeper
- Open House for new staff: Office and water systems. 4pm to 6pm on March 23, 2023. Meet and greet.
- Google Workspace review meeting planned for March 27 at 5:30pm.
- Review of committee title change from General Administration to Office Operations excluding financial and bookkeeping oversight. Change adopted in current By-laws draft under review by Trustees and legal counsel.

Buildings and Permits

Bill Kysor

- 1 home currently under construction and 4 new homes planned in 2023; awaiting permits for 3 of those.
- Letters sent to two members with reported RV issues possibly involving full-time occupants.

Parks, Grounds and Roads

Bill Kysor

- Plans underway for spring clean-up of parks and grounds.
- Roads conditions review to begin in April on heavily worn areas of roads with numerous surface cracks and emerging sink holes and pot holes.

Water Systems

Bill Knight (Absent)

- Bill Kysor read the following report written by Bill Knight
- Water Meters: Approximately 300 new meters have been installed by contractor. He has performed excellent work in cleaning the inside and surrounding areas of each meter box. Remaining meters to be installed by early April at the latest.
- Water Line Break: Member broke a water line on Lupine while repairing a leak on their side of the meter. However, the next day the fitting on FLMC side of water line began leaking as it wasn't properly repaired by the plumber doing work on member fitting. Water had to be shut off again while Dan, Neal and Troy (FLMC water systems staff) repaired it properly. Don Williams and Bill Knight contacted members on Lupine about the shut off, but one member was frightened by a strange person walking up the driveway and posted it on Facebook. As a result, yellow vests have been ordered with letters FLMC Staff to prevent misidentification.
- AC Pipe Replacement: Still pursuing the legal issues regarding disposal of the AC pipe upon replacement; DOH requirements; and the potential cost for the engineering study and pipe replacement.

Septic Systems

Dale Radcliff (Absent)

Lake and Dam

Mat Matincheck

- Fish stocking plan for the fish event on April 30 and discussion of “grass carp” for lake maintenance.
- Dam inspection report: Noticeable cracks in the concrete spillway area. Will await dryer weather for full inspection of concrete integrity by qualified dam inspector.

Nominations and Elections

Jessica Pense

- Trustees plan for volunteering to chair meetings due to no President or V.P.
- Trustee election planning in April for General Meeting: Three vacancies, which includes one trustee whose three-year term is expiring.
- Review of electronic voting is proceeding with assessment of option. One choice, Election Buddy is being reviewed for cost. Manual voting with postal mailings is expensive and only half of the self-stamped return envelopes for the 2023 Budget ballots were mailed back.

Trustee at Large

Mike Ricchio

- Issues presented that may require Steve Whitehouse, FLMC Attorney, review: Safe water issues; By-laws draft review which is in process by Steve; situation with no FLMC President or Vice-President officers on the board and our legal situation with that status; discussion of a Homeowners Management Company to provide management oversight due to limited time of many trustees to be available for daily issues and decisions (pros and cons of contracting this out).

By-Laws Committee Update (Revised / Updated By-Laws progress)

Bill Kysor

- Draft By-Laws in progress to be reviewed by available trustees the weekend of March 25-26.
- Notes and edit suggestions to be forwarded to Debra Deir, By-laws Committee Lead, who is wordsmithing language changes for final presentation at April 27 Monthly Board Meeting for vote of approval on changes.

OLD BUSINESS

Trustee votes

- Decision on venue for April 29 FLMC General Meeting. To be held at Mason Transit Authority gym in downtown Shelton. (Unanimous vote of acceptance due to costs and limitations of other venues.
- By-law proposal change regarding FLMC Office Operations Committee title and functions. Unanimous vote of approval by Trustees on Heather Tremblay proposal. Adopted language included in updated By-laws draft.
- Member proposal to adopt a change to By-laws to allow chickens on properties in Fawn Lake. Motion made to accept By-law change to allow chickens; motion seconded; voice vote by six Trustees present was “Nay” or no to the proposal. No change will be made.

NEW BUSINESS

Trustees vote

- Trustees review and motion to “purchase a license or licenses to use ZOOM” for FLMC video conferencing software to meet the approved change on teleconferencing for FLMC Monthly Board Meetings.
- Decision by Trustees to table the proposal at this meeting for future discussion and cost quotes.

Set Date and Place of Next Meeting

Heather Tremblay

- April 17, 2023 at 7pm in Bryant Hall

Close Meeting ... Motion made to close the meeting, seconded, and unanimous vote of six trustees present to close the meeting.