

**Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
2023-04-17 7:00 p.m. Bryant Hall**

The regular monthly Fawn Lake Maintenance Commission (FLMC) meeting was held on Monday, April 17, 2023, at 7:00 P.M., at Bryant Hall, with the Secretary calling for the nomination of a chair pro tem. Steve Jacobson was nominated and by unanimous consent, presided as chair pro tem.

The Chair held a roll call for a quorum. Trustees present include Mike Ricchio, Mat Matincheck, Jessica Pense, Bill Knight, Steve Jacobson, Heather Tremblay, Justine Akehurst, and Dale Radcliff. Trustees not present include Bill Kysor, with his proxy vote given to Steve Jacobson.

Justine Akehurst passed a copy of the March 20th 2023 minutes to all trustees present. A majority vote dispensed with the reading of the minutes of the last meeting and was approved.

Reporting on community activities and events, Steve Jacobson provided details about the April General Meeting. Jessica Pense volunteered to put together the slide show. Mike Ricchio volunteered to “keep us on track with the agenda.” Justine Akehurst created a skeleton agenda. Renee Olson will go to the venue on Friday to ensure the technology works. Heather reported that FLAG will be auctioning off pies, and providing cookies and coffee for the social hour starting at 8:30 a.m. Saturday April 29th, 2023. The Board should be there at 8:00 a.m. for setup.

Reporting for Communications and Hearing Requests, Jan Charles asked to be put onto the agenda for the general meeting.

Treasurer's Report: Steve Jacobson had the first committee meeting to put together ideas on how to remodel Bryant Hall, with the goal of running general meetings at Fawn Lake. Steve proposed that we delay the purchase of a new pickup truck as listed on the reserve study, and move the remodel of Bryant Hall up to next year.

Steve was in contact with an insurance broker interested in looking at our insurance coverage, especially regarding assets for which we could not find insurance coverage. With the Board's agreement, Steve would like to share the details of our current insurance policy with the broker. The Board agreed to proceed with sharing the details with the broker.

Steve reports that FLMC filed for a tax extension, and tax paperwork will go to the CPA this week. Taxes should be filed within the next couple of months.

Steve reports that FLMC has 25 properties as of today that have not met the basic payment requirement for the annual assessment. FLMC will start filing liens against properties that continue to be delinquent, at \$500 per property, which is a large expenditure. Renee Olson and Cheyanne Kelly plan to make outreach calls to the remaining owners. Mike Ricchio will write a letter to accompany the voice reminder by Wednesday and deliver it to Renee, as it may help folks to read information about what is owed and the consequences of not paying the annual assessment on time.

Steve asked the Board to review the reserve study's suggested yearly replacement schedule, highlight the items that do not need to be replaced in the near future, and move items from the future to an earlier date if those items are in need of repair or replacement.

Steve updated the Board that "financial reporting continues to be a struggle." He's gotten bank statements through the end of December, and for January, but is missing February and March statements. An effort will be made to get those statements by the General Meeting.

Steve mentioned that Cheyanne will make a list of unreconciled items to clean up in Quickbooks for the Board's review.

Office Operations: Heather Tremblay reported that the Board held a closed meeting at 6:30 p.m. and voted to hire Renee Olson as a permanent FLMC employee.

Heather thanked Renee Olson and Cheyanne Kelly for their work in the office, which includes cleaning up stale owner information and getting an accurate list of owners in good standing that are able to attend the General Meeting, cleaning up the website, and the paper forms.

Heather reported that a community member has volunteered to make a version of the paper forms into an Acrobat online fillable form.

Heather reported that the gate is functioning well.

Steve Jacobson, reporting on behalf of the Buildings and Permits / Parks, Grounds, and Roads Committees, read a report prepared by Bill Kysor regarding activities since the last meeting.

Highlights:

- Continued work on Mason County Personal Property Tax listing for FLMC
- Jerry and Don began renovation work on the swimming area beach
- Jerry and Bill Kysor met with Jimini Paving to assess road conditions
- Wood signs at parks and roads evaluated for rot; rotten posts replaced by Jerry
- Spring cleanup of cabana area began with minor repairs at the cabana restrooms
- Several applications submitted for home deck repairs, tree removals, site replacement
- Forecast for 2023 is four new homes to be built/placed on Crescent Dr, and one home on Barberry

Heather Tremblay will reach out to Jimini Paving regarding replacing / installing speed bumps.

Bill Knight, reporting on behalf of the Water Systems Committee, informed the board that 493 new water meter heads are now installed. Renee is working on a spreadsheet used to merge data between the old meter head readings and metadata to the new meter head readings and metadata. It should take a couple of weeks (end of April) to get the data together.

Bill Knight and Steve Jacobson met with the contractor that surveyed and estimated replacing 300 feet of 4 inch AC pipe that goes across the dam spillway on Crescent Drive. Labor cost for excavation, removal of the AC pipe, and installation of the new pipe is \$23/foot. Materials would be \$20,000 to \$30,000 depending on use of 6 inch or 8 inch pipe, the number of valves and T-joints, and installation of fire hydrants.

Bill sent a copy of the AC pipe map to engineers at Mason County PUD, who may be interested in sharing the cost of excavation with FLMC.

Dale Radcliff, reporting on behalf of the Septic Systems Committee, reports that FLMC now has a current operating permit for the LOSS septic system from the State of Washington. Dale is evaluating the proposed by-law changes which affects his position on the board.

Mat Matincheck, reporting on behalf of the Lake and Dam Committee, reports that FLMC has the lake stocking permit for the 21st of April, 10:30am in preparation for the Fish On event. Mat asked people to please refrain from excessive lake fishing until the Fish On event. Mat extended thanks to all of the volunteers that helped organize the Fish On event.

Regarding inspection of the dam, Mat could not physically inspect parts of the dam due to personal injury. He is looking for a foundation company that could inject sealant into the cracks of the concrete at the spillway.

Mat wants to have a biologist come out "to give a health report on the lake." He is also continuing research into bringing sterile Asian Grass Carp into the lake for weed control, which may involve additional chemical treatment of the lake for weed control.

Jessica Pense, reporting on behalf of the Nominations and Elections Committee, is encouraging owners to sign up for email services so that they can vote electronically and save on the cost of mailings.

Jessica is hoping to have officers of the Board sign an agreement for Election Buddy as soon as an agreement is available to her.

Jessica is asking owners to volunteer for open positions on the Board and on the Hearing and Ethics committee. Owners interested in volunteering need to fill out a nomination form and provide a resume.

Steve Jacobson wants to have a conversation soon about reducing the number of seats on the Board to seven members. FLMC may need to look into bringing in a management company if Board position vacancies persist.

Mike Ricchio, reporting as Trustee-at-large, worked on the by-laws, has offered to work on the collection letter mentioned earlier, and worked with Heather on a nondisclosure form that the Board needs to sign.

Steve Jacobson, on behalf of the By-laws Committee, reports that Debra Dier along with members of the Board went through the by-laws and made corrections throughout. The Board needs to review the proposed changes to the by-laws so that we can vote on them at the next meeting.

Regarding the use of Zoom or Google Meet for electronic meetings, Heather reports that we are set up to use Google Meet. The Board is at a stalemate regarding the cost and level of Zoom required for holding Board meetings. Google Meet may be used for the May meeting. Justine reports that the equipment FLMC has on hand to link the room at Bryant Hall up to the meeting is not adequate for a large room of people to participate.

Steve Jacobson called for volunteers to run the June meeting. Heather Tremblay will be absent from the May meeting. Heather made a motion "to be excused from May." The motion was seconded and adopted.

Justine Akehurst, addressing new business, made a motion to “require all FLMC officers, which would be the President, the Vice President, the Secretary, and the Treasurer, to have administrator-level access into the Google Workspace that we have set up, and to have that privilege granted to those Workspace accounts effective immediately.” The motion was seconded and adopted.

Justine Akehurst, addressing new business, announced that she is stepping down from the Secretary position as well as stepping down from being a member of the FLMC Board, effective May 1, 2023. She has provided a signed resignation letter to all members of the Board.

The Board members and the owners present held a discussion about septic system inspections.

For the good of the order, Renee would like all submissions for the May newsletter by 10:00 a.m. Monday May 1st, 2023. The newsletter will be out by the 3rd.

The meeting adjourned at 8:18 P.M.