

Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
Bryant Hall
2022-09-19 7:00pm



Water Master Report - Tom Moore

- Asbestos levels in our water system are OK according to the lab results from a sample taken on 10/25/2021 (0.167 fibers per million liters). Next test is in three years.

Roll Call for Quorum - Bill Kysor

- Trustees Present - Bill Kysor, Larry "Mat" Matincheck, Steve Jacobson, Dale Radcliff, Heather Tremblay, Justine Akehurst, Terry Wright, Jessica Pense, Bill Knight, Mike Ricchio
- Trustees Absent - Linda Crabtree (as she had resigned as President shortly before this meeting)

Approval of Minutes - Justine Akehurst

- A copy of the minutes from the 2022-08-15 board meeting were distributed amongst the Trustees. All agreed with dispensing with reading of the minutes. Mike Ricchio made a motion to adopt the minutes as written. Steve Jacobson seconded. All in favor, Motion passed.

Announcements - Bill Kysor

- FLMC President Linda Crabtree resigned from the FLMC Board by written letter effective 9/16/2022. Bill Kysor made a motion to accept Linda Crabtree's resignation both from the board and her position as President. Seconded by Mike Ricchio. All in favor, Motion passed.
- Bill Kysor has volunteered to fill the interim role as President until the November election where a new President and Vice President can be elected.

Vice President Report - Bill Kysor

- Six proposed bylaw changes from Bill Kysor were reviewed and approved by our attorney Steve Whitehouse for any issues regarding how they are written.
- Bill Kysor made a motion to accept a change to the language in the bylaws to make the Secretary position a board member position, and Secretary would be an officer of the Board. Mike Ricchio seconded. All in favor, motion passes.
- Bill Kysor made a motion to accept a change to the language in the bylaws to create a Treasurer position that replaces the current role of the Budget and Outplanning position. Expands the job description to ensure that FLMC taxes are filed, that we oversee audits, and oversight of fiduciary responsibility of Board members. Treasurer becomes an official Officer position. Mike Ricchio seconded. All in favor, motion passes.
- Bill Kysor made a motion to accept a change to the language of the bylaws to remove language related to membership cards. Mike Ricchio seconded. All in favor, motion passes.
- Bill Kysor made a motion to accept a change to the language of the bylaws to remove language related to fishing cards. Does not affect the need to have a Washington State fishing license. Mike Ricchio seconded. All in favor, motion passes.
- Bill Kysor made a motion to accept a change to the language of the bylaws to remove language related to the function of a 'Caretaker Liaison' and 'Watchperson'. Any location in the bylaws that mentions a Caretaker Liaison in the role of maintenance, the role is updated to read 'Maintenance Technician.' Mike Ricchio and Jessica Pense both seconded. All in favor, motion passes.

- Bill Kysor made a motion to accept a change to the language of the bylaws to remove language related to requiring an RV permit. Some discussion about what this change means. Mike Ricchio seconded. All in favor, motion passes.

Communications - Bill Kysor

- Stray animals and chickens - We are not in the business of animal control.

We operate like Mason County, which is a complaint-based review process. Members are free to fill out a By-laws complaint form and submit it to the office with any physical or visual evidence (photos, videos, etc.) of the infraction for the By-laws Committee to review. If warranted, a notice of By-laws violation will be sent to the member or property owner of a renter. If the member/property owner contests the letter to the Hearing and Ethics Committee the member submitting the complaint would be required to attend the scheduled H&E Hearing Meeting to support the complaint they filed.

Buildings and R.V. - Bill Kysor

- Two manufactured homes were bought on 9/16/2022. 80 Clematis and 561 Crescent. Tied up the streets for a few hours. All fully permitted. Empire did not cut down their grass at 561 Crescent. They were subsequently fined \$145.

Committee Assignments (part of new business) - Bill Kysor

- Mat Matincheck will take Bylaws Committee
- Terry Wright will continue with Fish, Lake, and Dam Committee
- Dale Radcliff will continue with Septics Committee
- Bill Kysor will take Parks, Grounds, and Roads Committee, along with Buildings Committee
- Justine Akehurst will take the Secretary position
- Heather Tremblay will work with Angel to oversee Office Administration
- Steve Jacobson will take the Treasurer position. Bill Kysor made a motion to consider Steve as the treasurer. Mike Ricchio seconded. All in favor, motion passed.

Water Systems - Bill Knight

- It will be several more months before we get the new meter heads due to a chip shortage.
- Water meter readings done last week. Special thanks to Jerry and Renee Dehnert, Cindy Knight and Greg Schaut for volunteering to read the meters. Hand held unit had problems, and will be sent to Badger for recalibration.
- Now down to two applicants, both residents, for the Water Technician position as two have withdrawn their applications. An offer will be extended to the remaining two applicants for their respective positions, along with a noncompete agreement. Tentative 10/1/2022 start date.
- Found a contractor to remove one or more sample sections of AC pipe to send to a lab for analysis. Now we need to find an appropriate lab to send the samples to.
- Bill Kysor made a motion to accept the fact that we spent \$2953.19 on a replacement touch screen for the water well system. Steve Jacobson seconded. All in favor, motion passed.

Budget and Business - Mike Ricchio

- Work is underway to collapse some of the categories on our Budget's chart of accounts.
- Mike Ricchio made a motion to finish off the process of truing up of the accounts by correctly labeling money that is in fact reserves, as Reserves. We would direct Feather to relabel the money in the chart of accounts (within QuickBooks) as Reserve. Jessica seconds the motion. Much discussion about what it means to relabel money as Reserve. All in favor, motion passed.

Reserve Planning - Steve Jacobson

- The Board has agreed to go with a new lease on a new copy machine. Filled out request for funding for the new copy machine as the old one was broken. 5 year contract, \$139/month lease, plus \$56/month based on the number of B&W or Color copies made, plus tax. Comes out of the operating budget and immediately. Steve Jacobson made a motion to accept the 5 year contract for the lease. Jessica Pense seconded. All in favor, motion passed.
- Copies of the Financials were sent to the Board in email and then details discussed in the meeting.
- We have not had an audit of our books since 2016. Steve Jacobson made a proposal for an advisory vote from the board that we should have an audit in 2023 for the 2022 fiscal year. Jessica Pense seconded.
- Steve gave an update on the reserve study and the numbers presented to us for the amount of reserves we would need to keep up our infrastructure. One takeaway is that FLMC needs to have \$230,000 going into reserves yearly in order to fully fund the reserves. We will need to increase our dues that members pay every year, incrementally over time, to reach a point where this community can self-sustain its reserve fund at 100%. Otherwise we run the risk of having a special assessment levied if a critical piece of infrastructure fails before it can be replaced or maintained.
- Steve would like to have a budget meeting with the other members of the Board, where each member comes with a proposed budget, around 10/4/2022 or 10/6/2022.

Roads and Dams, Parks and Grounds - Bill Kysor

- Submitted a proposed budget to Steve
- Wrap up some road painting before winter. Surveying the roads for damage and what the winter may do to them.
- There was a proposal to paint Bryant Hall, with only one quote. We need to address this by the next board meeting to get additional quotes.

Community Drain Field - Dale Radcliff

- North filter station was pumped for free as they came out to do another job.
- Meeting of the owners resulted in some of them wanting to learn more about their drainage system.

Gate and Community Liaison - Heather Tremblay

- A flier was sent out to the community regarding the state of the gate and some troubleshooting tips to try to get the new gate systems working with remotes and phone systems.
- A sheet is displayed at the call station to help folks with the phone system and the microphone. Would love feedback on any of these directions
- Bill Kysor mentioned that we may have parts for a new Call Box at a member's house.
- We have a Facebook page and a Community Directory that folks can add themselves to.

Lake and Fish - Terry Wright

- A habitat biologist from the Washington Department of Fish and Wildlife sent us a letter saying that we do not need a permit to draw down the level of the lake. We will be lowering the lake on October 3rd. Lake is full of algae right now as it bloomed.

Nominations and Elections - Jessica Pense

- No updates

Adjournment - Bill Kysor

- A motion was made by Bill Kysor to adjourn the board meeting. Seconded by everyone. All in favor. Motion passed. Meeting adjourned 2022-09-19 9:00pm