



Paradise Shore Estates Park & Marina

Paradise Service Associates

Mason Lake—Grapeview, WA

PSA Board of Directors

Winter 2013 Information Letter

November 15, 2013

Welcome to the Winter Newsletter from your PSA Board

LETTER FROM THE PRESIDENT

It's hard to believe that another year has almost passed, it seems like the 4th of July was yesterday. During this year the Board has been working on keeping the park up and running and getting the playground built. In September we received a determination from Mason County that the preferred site between the basketball court and the restroom was exempt from obtaining a Substantial Development Permit saving the Association over \$10,000.00 in permit and fencing costs.

Unfortunately this required the removal of the swing set. We know some of you will miss the swing sets but they were an unsafe liability that we could not afford. Because of where it was placed a child could have struck their head on the concrete pier that supports the basketball hoop or one of the RR ties around the swing set. New safety guidelines require swing sets to have a safety zone in front of and behind the cross bar equal to two times the height of the cross bar. This cross bar was 12' in height so it would require a safety zone of 12" of wood chips 24' forward and behind (48' total) of the cross bar and we don't have the room for even a smaller set.

We were ready to proceed when we discovered a problem with the site. There was a septic pump in the middle of this site that could not be covered. After having it inspected we discovered because it was installed years ago it was not up to current codes. The lid on it was a square piece of concrete that with some effort could be lifted and moved. If this was done someone walking

through could fall about 3' into a tank of raw sewage. There was also no overflow alarm, so if the pump ever failed raw sewage would flow into the restrooms, hut, and lagoon. These problems have now been fixed and the site has been prepared for the play set to be installed. The play set has been ordered and will be delivered by the end of the year. Because of an end of the year special offered by the vendor we saved \$10,000.00 having it delivered this year. We plan to install it in the spring next year when the weather improves so we will need 10-15 able bodied volunteers.

For 2014 we have budgeted monies to have a generator installed at the well site. We also budgeted \$15,000.00 for a feasibility study to tell us how to, and how much it would cost to clean out the marina and to improve the water flow into it to keep it from becoming another swamp. We have accomplished all this without raising our dues. Unfortunately, we had to place liens on 13 properties for nonpayment of dues or water bills.

Enclosed is a copy of our balance sheet as of 10-31-2013, a proposed budget for 2014 and a statement for our dues for 2014. Please vote to either accept or reject the proposed budget by 1-2-2014.

We look forward to another great summer and to welcoming Dave and Mary Ann back to the lake in April.

Phil Grabicki

2014 PSA BUDGET VOTE

Contained on page 4 is the 2014 budget for the continuing operation of Paradise Service Associates Corporation. The Association dues and your water billing will remain unchanged for 2014. The Board has voted and accepted this budget as presented. There are additional details regarding the budget and changes to our financial condition in the Finance Committee Report. Please vote as soon as possible. We need to receive your ballot no later than January 2nd. If you prefer to keep your vote anonymous, place your unsigned ballot inside a blank envelop and sign only the envelope and then place both into the mailing envelope. We have prepared the 2014 PSA budget for the general and park operations for your approval and also provided "informational only" details of the water and moorage budgets. These two operations are funded by direct billings. The annual dues invoice is included with this letter. To insure proper processing of your payment and to make sure it is not confused with your water bill, it needs to be a separate check made out to Paradise Service Associates.

Mail directly to: Northwest Water Systems - PO Box 123 - Port Orchard, WA 98366.

2013 Winter Newsletter from your PSA Board

PSA Board of Directors

Phil Grabicki	President /Facilities Committee Chairman
Robert Cook	Vice President /Governing Documents Committee Chairman
Maureen Allen	Treasurer
Open	Secretary
Rick Galvin	Finance /Water Committee Chairman
Bob Miller	Facilities Committee Member
Bill Davies	Water Committee Member

We welcome all PSA members who have an interest in joining the 2014 Board of Directors.

Please volunteer for a Board position or join one of the committees. It's your community too.

Finance Committee Report

This has been a transitional year for PSA. On the positive, we have a debt-free upgraded water system, retired our Water System Upgrade loan with Key Bank and retired all liens on PSA property. We have improved our financial liquidity by making substantial improvements with our park/ moorage and water reserve accounts, now totaling \$43,547. and \$94,392. respectively. On the negative, we have seen a number of our member's slide into a pattern of failing to meet their financial responsibilities to PSA. As a Board, we spend an excessive amount of time, energy and funds in our attempts to collect the delinquent balances from a small percentage of our members. PSA has always provided an abundance of benefits at a very low cost to our members. We need to emphasize the importance of all members contributing equally to the financial stability of our community. Although we just recently completed the financial challenges of the Water System Upgrade, we are now entering into the preliminary design and feasibility study phase of a major upgrade to our marina and park facilities. The natural beauty of our park and marina are an amazing asset for us all but the facilities are old and failing and must be upgraded. This will require a renewed energy and financial commitment from our entire membership.

Water Committee Report

This summer we continued fine tuning our water system, resetting 36 meter boxes, resolving three system leaks on Olympic and Mason Lake Drive and identifying a number of member's line leaks throughout the system. Even after these repairs, we are still running over 18% water loss, system wide. This is a significant improvement but still above our goal of 10% or less. Now that we have the historical data to do comparative analysis, we will be doing leak detection this winter with Evergreen Rural Water to reach our water conservation goals. Please be proactive, whenever you notice a leak within our system, please call [Northwest Water Systems @ \(888\) 881-0958](tel:888-881-0958). We are preparing a scope of work to submit bid requests for a new propane backup generator, pressure relief valve at the booster station, upgrade of the existing source valve and a low pressure alarm system. These are all items that have either been identified in the past or by the DOH and we are now in a position to complete these important system upgrades. We have prioritized these upgrades and identified \$30,000. in the proposed 2014 Budget and will draw from the Capital Improvement Reserves account as required. We have a responsibility to provide this community with water 24/7 and we are one major power outage away from failing to deliver this vital service.

10:48 AM
11/12/13
Accrual Basis

Paradise Service Associates
Balance Sheet
As of October 31, 2013

	Oct 31, 13
ASSETS	
Current Assets	
Checking/Savings	
099 · Petty Cash	-262.67
100 · Checking - General-702	34,710.68
110 · Checking - Water System-111	31,900.64
115 · Checking - Water Upgrade-782	29,836.28
120 · Playground Fund	13,571.64
125 · PSA Moorage Reserve	11,715.10
130 · PSA Park Reserve	18,260.89
135 · Savings - MM - General-325	30,457.07
150 · WS Capital Improvement Reserve	28,347.80
153 · WS Capital Replacement Reserves	47,046.10
156 · WS Operating Reserves	18,998.56
Total Checking/Savings	264,582.09
Accounts Receivable	
160 · Acct Rec-WS Upgrade, Dues	-1,487.27
176 · Acct Rec-Utility Billing	67,859.47
Total Accounts Receivable	66,372.20
Total Current Assets	330,954.29
Fixed Assets	
180 · FA - Water System Upgade	946,634.84
183 · Loan fees	3,303.90
185 · Accumulated Depr & Amortization	-72,099.24
Total Fixed Assets	877,839.50
Other Assets	
Total 200 · LT Customer Invoices	1,347.52
Total Other Assets	1,347.52
TOTAL ASSETS	1,210,141.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
300 · Accounts Payable	500.00
Total Accounts Payable	500.00
Other Current Liabilities	
24000 · Payroll Liabilities	457.22
Total Other Current Liabilities	457.22
Total Current Liabilities	957.22
Long Term Liabilities	
360 · WSU Loan- KeyBank	-3,740.84
Total Long Term Liabilities	-3,740.84
Total Liabilities	-2,783.62
Equity	
390 · Retained Earnings	1,151,314.42
Net Income	61,610.51
Total Equity	1,212,924.93
TOTAL LIABILITIES & EQUITY	1,210,141.31

**Paradise Service Associates
2014 Proposed Budget**

				Vote This Column	Information Only			
		General	Park	Total Dues Budget	Moorage	Water System	Total of Info Only	GRAND TOTAL
410	Dues	55,860	-	55,860	-	-	-	55,860
430	Moorage	-	-	-	6,200	-	6,200	6,200
480	Water Charge	-	-	-	-	79,380	79,380	79,380
485	Rebilling	500	-	500	-	-	-	500
490	Lien	500	-	500	-	-	-	500
	Total Collections	56,860	-	56,860	6,200	79,380	85,580	142,440
600	Bank Charges	100	-	100	-	-	-	100
642	Insurance: Property	3,200	1,900	5,100	500	1,400	1,900	7,000
643	Insurance: Umbrella	2,300	-	2,300	-	-	-	2,300
660	Mileage Reimbursement	500	150	650	-	200	200	850
670	Office	200	100	300	-	-	-	300
720	Payroll: Caretaker	-	8,000	8,000	-	-	-	8,000
680	Permit & License	50	1,950	2,000	-	1,000	1,000	3,000
700	Postage	125	-	125	-	125	125	250
690	Printing	300	-	300	-	100	100	400
712	Professional Fee: Acctg	3,250	-	3,250	-	3,250	3,250	6,500
721	Professional Fee: Legal	500	-	500	-	500	500	1,000
732	R&M: Common Areas	-	500	500	-	500	500	1,000
734	R&M: Laboratory	-	-	-	-	1,000	1,000	1,000
736	R&M: Shoreline	-	500	500	-	-	-	500
739	R&M: Tools / Small Eqp	-	400	400	-	-	-	400
738	R&M: Water	-	-	-	-	5,500	5,500	5,500
745	Rental	200	-	200	-	-	-	200
725	Security	-	300	300	-	-	-	300
740	Supplies	-	1,000	1,000	-	-	-	1,000
751	Taxes: Employment	-	700	700	-	-	-	700
753	Taxes: Property	-	200	200	-	100	100	300
760	Telephone	10	540	550	-	-	-	550
771	Utilities: Community Lights	4,800	-	4,800	-	-	-	4,800
772	Utilities: Electricity (Water)	-	2,000	2,000	-	4,000	4,000	6,000
773	Utilities: Garbage	-	1,200	1,200	-	-	-	1,200
723	Water Manager (Off-Site)	-	-	-	-	18,000	18,000	18,000
780	Web Site Maint	100	-	100	-	-	-	100
	Total Disbursement	15,635	19,440	35,075	500	35,675	36,175	71,250
	Collections over Disbursements	41,225	(19,440)	21,785	5,700	43,705	49,405	71,190
Increase (Decrease) to Reserves								
Park Capital Improvements								
	Park Design/Feasibility Study/Moorage		(7,500)	(7,500)	(7,500)		(7,500)	(15,000)
	Dock Repair		(5,000)	(5,000)			-	(5,000)
	Emergency Repairs		(5,000)	(5,000)			-	(5,000)
	Generator/Pressure Release			-		(30,000)	(30,000)	(30,000)
	Total			(17,500)	(7,500)	(30,000)	(37,500)	(55,000)
	Change in Reserves			4,285	(1,800)	13,705	11,905	16,190

November 12, 2013

To Paradise Homeowner:

Please select either "approve" or "disapprove" in the cut away section below.

Mail your completed ballot to:

Paradise Service Associates
261 East Shore Drive
Grapeview, WA 98546

Ballots need to be received by Friday, January 2nd, 2014. Counting of the ballots will take place at the next board meeting, which is Saturday, January 18th, 2014.

If you have questions on the budget, please contact any board member. You can find a list of board members on the association website (www.paradise-service-associates.org). On the left-hand side, select "BOD & Community Chairs"

If you wish your vote to be anonymous, please place market ballot in a sealed envelope. On the outside of the envelope, sign and print your name along with your lot number. The information is needed to verify you are a member in good-standing. After the verification, the ballot will be removed and counted independent of the marked envelope.

Per our bylaws if the current budget is not approved we default to the last approved budget, which was the 2013 budget.

Sincerely,

PSA Board of Directors

Please cut here

Please return this page only – Remember to sign and date. To be anonymous, place ballot in a separate envelope, the sign, put lot # (including division) and date the OUTSIDE of the envelope before placing it in the mailing envelope.

2014 PSA Budget Ballot

- I approve the 2014 Budget as shown above.
- I disapprove of the 2014 Budget as shown above *

* If the 2014 budget is not approved, the budget will default to the last approved budget, the last approved budget was 2013.

Signature

Print Name

Lot # (Please put division and lot number)

Paradise Service Associates

Northwest Water Systems (NWS)
 PO Box 123
 Port Orchard, WA 98366

<http://paradise-service-associates.org>
 User Name: paradise Password: grapeview

Main: (360) 876-0958
 Toll Free: (888) 881-0958
 Fax: (360) 876-4196

Important Dates—Mark Your Calendar and Volunteer

2014 ANNUAL MEETING

May 10th At @2:00pm at the Hut

2014 BOARD MEETINGS

January 18th @ 11:00 (To Be Determined)

March 15th @ 11:00 (To Be Determined)

May 3rd 11:00 @ Picnic Hut

July 19th 11:00 @ Picnic Hut

September 20th 11:00 @ Picnic Hut

November 15th 11:00 (To Be Determined)

BILLS

Water Bills: Due by 1st of All Even Months
 Annual Dues: Due by January 1st

ADDITIONAL FEES

Marina Initial Reservations (initial slip / vessel) Accepted in Advance Starting March 15th—May 15th

Additional Reservations (if available) (Second slip /vessels) Accepted Starting May 15th

COMMUNITY ACTIVITIES

Park /Marina Season April 1—October 31

Spring Park Clean-Up: Saturday May 10th

Start of Summer Kick-Off Party: Memorial Day Weekend Saturday May 24th

July 3rd Fireworks: We Can Only Hope

SPECIAL REMINDER:

Members Must Be In Good Standing On All Accounts To Be Allowed To Use The Park And Marina. In Addition, All Guests Must Be Accompanied By A PSA Member OR Prior Arrangements Must Be Made With The Caretakers.

Please contact Rick Galvin—Finance Chairman or Maureen Allen-Treasurer to setup a payment plan to regain “Member In Good Standing” status by this Spring. We want all members to be current on their financial obligations and enjoy all the benefits of our park and marina.

NEW PLAYGROUND EQUIPMENT UPGRADE PROJECT AT THE PARK

The Board and our community would like to thank a special group of PSA members that have been the driving force behind this exciting new addition to our park. They have committed their time and volunteer spirit to bring a suitable and safe play space for the children of Paradise Shore Estates. They have banded together to organize countless fund-raising activities to help make this new addition possible. The equipment has been ordered and the ground work is already underway. We will let the graded soil settle for four months and install the new playground structure in late March. A special thanks to everyone in our community who has donated and participated in the various fundraising events. This Spring when you see the results of this group’s efforts in our new play space at the park, please extend your thanks to the following people.

Renee Porter, Pamela Ancich, Ellie Huff, John & Tracey Wardeen
 Steve & Theresa Ancich, Andrea Ancich, Jeff & Katie Koenigs
 Rob & Susan Koenig, Cris & Gary Davies, Marilyn Miller,
 Theresa Collins and Judy Earle.

Volunteers do not necessarily have the time;
 they just have the heart. Thanks again from PSA

