If this Motion has not been seconded, I Second this Motion.

If it has already been seconded, I vote For this Motion as presented.
Rick Galvin

I also vote FOR/YES as to the Motion as presented.

Robert Cook

I vote yes. Bob Miller

I vote to accept the October 12, 2013 minutes as written with updates. Maureen

In order to expedite the meeting in January and make it unnecessary to read the minutes at the meeting I make the following motion to the board: Phil Grabicki

**The revised  minutes of the 10-12-2013 meeting written by Treasurer/Acting Secretary Maureen Allen are accepted.**

PARADISE SERVICE ASSOCIATES (PSA)

BOARD OF DIRECTORS (BOD) MEETING MINUTES- October 12, 2013

Date: October 12, 2013

Location: President Phil Grabicki Residence, 1401 Island View Rd. Grapeview, WA.

Time: Scheduled for 2:00 p.m. Called to order at 3:39 P.M. by President Grabicki

Board of Directors Present: President Phil Grabicki, Treasurer Maureen Allen, Director, Finance and Water Chairman, Rick Galvin, Note: Vice President, Robert Cook attended via speaker phone

Board Directors Absent: Bob Miller and Bill Davies

PSA Members Present: Nancy Fullerton P1-106, Lori Gross P1-105, Gina Smith P2-057, Merrisue and Gary Steinman P2-203,204, P2-054, Larry Pazaski P1-023,P2-234, Lisa and Jeff Quast P1-063

President Grabicki reported that Bill Davies has resigned his position on PSA’s BOD.

Note: No written resignation was received from Bill Davies to the PSA BOD.

Agenda Items 1-12 follow:

1.      Review of last meeting minutes September 15, 2013

               Time 3:40- Treasurer Maureen Allen requested to read pages 5 and 6 of the pre-meeting discussion.

               Time 3:41-3:59, Treasurer Maureen Allen read the September 15th PSA BOD Minutes (4 pages).

Rick Galvin requested one correction and one clarification. CORRECTION: As reported by Phil Grabicki, the caretaker’s report of the accident in the park on September 1, 2013, the injured boy was standing “in the water”, not “on the beach” as stated in the minutes. CLARIFICATION: of the exact time frame of the negative operating expense of $346.99. The correct time frame for the PSA expense report occurred from June 13, 2013 to September 12, 2013. Phil Grabicki moved to approve the minutes with the above stated correction and clarification, via electronic acceptance and officially accept at the next board meeting. Robert Cook seconded. Motion approved.

2.      Set 2014 meeting dates

The scheduled 2014 PSA BOD meeting dates are as follows: January 18th, March 5th, May 3rd, May 10th annual meeting, July 19th, September 20th, and November 15th. All general PSA BOD meetings are scheduled at 11:00 AM. The PSA annual meeting will be scheduled at 2 PM.

4.  Note: Agenda Item 3 skipped to later in meeting. Agenda Item # 4- “Review water upgrade including purchasing new equipment installing missing meters etc.”

Phil Grabicki stated that as far as installing new meters, the people who want new meters will receive new meters at PSA expense because that was the part of the original agreement. That is if they ask for them. Angie Miller wants her meter, we will install her meter, but there will not be a refund of $3,000.00. She can have a second meter and that makes her complaint a moot point. Rick Galvin added that he has a copy of the Trident costs of the original purchase of materials. All (meter cost) installation was less than $115.00. Rick asked Larry Pazaski; if PSA charged a separate billing for the setting connection to the members? Larry Pazaski responded that the $2,543 assessment included a water line hookup to a suitable functioning line on the property owner’s side. A water line cannot run into dead ground. Rick Galvin asked, were there additional charges beyond the assessed charge? Larry responded, no, as long as they had a serviceable water line to the PSA meter box. Rick stated in fact, Angela Miller did pay for a second meter that she did not receive, so if she asks for it now, it is right to pay for it.

 PSA Member, Gary Steinman, stated while acting as a volunteer inspector for the 2009 Phase II Water Distribution Upgrade, Gary recalls asking the plumber during construction of a new residence on Angela Miller’s combined PSA Lot #1-057/058, “How many water meters did the Angela Miller’s residence require?” The plumber stated one meter would be required to hook up water for the Miller property. Later, the one meter request was confirmed by a conversation between Gary Steinman and Angela Miller.

PSA Larry Pazaski stated to protect PSA, any combined lot owner must request a second meter for their combined lot if it did not receive one in 2009. With the second meter installed the combined lot will receive two separate Maintenance and Operation (M&O) billings from Northwest Water Systems (NWS).

Director Rick Galvin replied that he will make sure a PSA document will be prepared.

Time: 4:20 P.M. **President, Phil Grabicki - Motion  “Any member who does not have a water meter will be entitled to a water meter upon written request to the PSA Board stating that they would like to have a water meter. The members who do not have a water meter and have not requested a water meter; one will not be installed until they make a request for a meter.” Rick Galvin seconded. Motion approved.**

Upgrade Review- Rick Galvin stated that the backup generator has risen to the top of the priority list as well as a pressure relief valve in the main pump house. A request has been made for Todd Krause from NWS to create a specification for a RFP (request for proposal) for 5 items to include the generator, pressure relief valve, a possible replacement of a source meter, with or without communication to be determined, low pressure monitoring system, with or without communication, as a maintenance item, a replacement of a float in tank, painting and cleaning.

Time: 4:35 P.M. **Rick Galvin – Motion, Board authorization to enter into a contract with Northwest Water Systems (NWS) to create the RFP. Phil Grabicki seconded. Motion approved.**

3.
Set 2014 Budget

PSA resident Gina Smith asked, Is there a change in the dues?  Rick Galvin replied $55,860 is

reflective of no change.

Finance Committee member, Lori Gross, handed out copies of a PSA Proposed 2014 General Budget.

Time: 4:38 P.M.  Director, Rick Galvin, Motion, Accept the 2014 budget, as written, and get it to

the Membership in our year end newsletter by November 15, so membership can vote on it prior to first  of the  year. Phil Grabicki seconded. Robert Cook abstained. Motion approved.

Note: Financial Data used to establish the 2014 budget was reviewed and reported from the PSA Quick Book data Presented by Finance Committee member, Lori Gross.

 Robert Cook stated that he will generate a newsletter with input from Phil Grabicki regarding a Presidents report and Rick Galvin regarding the budget report. The membership will be asked for their priorities regarding plans for the park.

At this time, Phil Grabicki announced that the meeting is being recorded and asked if anyone had any objections to the recording of this meeting from beginning to end. No objections from the attendees were expressed.

 **Rick Galvin noted that he noticed an error on the 2014 budget. The referenced “Bulkhead Repair” should actually be “Dock Repair”. Phil Grabicki moved to amend the budget to change “Bulkhead Repair” to “Dock Repair”. Rick Galvin seconded. Motion approved.**

Larry Pazaski addressed the Board and stated that it is important to have two separate budget pages for clarification between the Water System Budget and General Budgets. The Water is one budget, funded by M & O fees, and the Board manages the Water Budget with no voting by the Membership.PSA BOD Meeting 10/12/13 Minutes, The General Budget is funded by Annual Dues, and must be voted on and approved. Mixing of data is comingling and illegal.

Rick Galvin stated that as noted on budget, one is information only and one is for voting.

Rick Galvin has a bid for horizontal ladders that do not kick back. He tried a ladder that was already purchased (by Rob Koenig and paid by PSA) for PSA docks, but it failed.

Time: 4:44 P.M. **Rick Galvin, Motion to market the 4 PSA ladders, 1 used, 3 never used, and to authorize him to put them on Craig’s List, and put a sign up at the park to sell the 4 aluminum ladders that PSA has, so we can move forward next spring with a replacement of a step ladder. Maureen Allen seconded. Motion approved.**

6. Feasibility Study regarding cost to fix lagoon.

Time: 4:47 P.M. **President, Phil Grabicki, Motion, to spend up to $15,000.00 from the 2014 budget for a feasibility study on how we fix the lagoon. Rick Galvin seconded. Motion approved.**

7. Acquiring property from Member for forgiveness of past and future assessments.

Note: Item 7 has been stricken from agenda.

9. Year End Letter Note: Item 8 skipped to later in meeting. This agenda item was already discussed during Item 3 “Set 2014 Budget” agenda item.

10. Finance Review

Note: This agenda item was already discussed during Item 3 “Set 2014 Budget” agenda item.

**Treasurer, Maureen Allen stated to BOD, that we have a week before the Water and Finance management contract with NWS expires.**

12. Other matters that may properly come before the board Note: Item 11 skipped to later in meeting.

**Phil Grabicki discussed water and financial management contract with NWS. Rick Galvin stated that authorization of the contract first needs to have the adjustment of fees addressed. Once addressed with NWS we can authorize the contract via electronic authorization.**

Phil Grabicki stated a determination that there is a problem with the septic pump tank, located outside the Park restroom. It needs to be upgraded and lowered at the same time to accommodate the new location of the playground equipment.

Time: 4:58 P.M**. Phil Grabicki Motion, to spend up to $5,000.00 to upgrade the pump and regrade the area. Rick Galvin added better design, grade, turnkey and electrical. Phil Grabicki said that we will get 2 bids and go with the one we feel appropriate up to $5,000.00. Rick Galvin seconded. Motion approved.**

Phil Grabicki, Next item is the playground. We will kill 2 birds with one stone by upgrading/fixing the septic pump and lowering its level. Now we can place the playground in the area where we originally wanted to put it. The Membership at the September meeting was shown different playground designs along with the cost to just purchase and ship. Playground will probably not be installed until 2014. It was approved in the 2013 budget, so order the equipment in December; it takes 30 days to get here. Phil proposed to accept the bid from Park and Play Structures out of Tacoma.

Maureen Allen asked if the new play structure will increase the insurance  premium? Phil replied no. It should decrease our liability.

PSA member Gina Smith said that she wondered about the time lines with winter and everything else. Wouldn’t this be a good spring time project?

Rick Galvin said it is a good late winter-early springtime project.

PSA member Jeff Quast asked, “Is there any community input into this playground project because we really didn’t have any community input for needs?”

**Rick Galvin replied that Jeff could join the facilities committee and could voice his opinions for 2 minutes at the end of the meeting. The playground project was approved in the 2013 budget and we will buy the equipment before the end of the year as approved**

Time: 5:02 P.M. **Phil Grabicki Motion, to accept the bid from Play and Park Structures out of Tacoma. Rick Galvin seconded. Maureen Allen said that Phil needs to rescind the tabled motion to totally stop processing of the entire playground project which was made during the September 15, 2013 meeting.  Phil Grabicki stated “the motion was not stricken, it was merely tabled to a later date and did not think it was necessary to rescind the tabling of the motion, but would do so for expediency.”**

**Time: 5:04 Phil Grabicki Motion, to rescind his tabled motion to stop the processing of the playground project. Rick Galvin seconded. Motion approved.**

Time 5:05 **Phil Grabicki, Motion, to accept the bid from Play and Park Structures out of Tacoma. Rick Galvin seconded. Treasurer, Maureen Allen abstained from voting. Motion approved by Grabicki, Galvin and Cook.**

Item 11. **Treasurers Report**

Treasurer, Maureen Allen presented the PSA Balance Sheet and Profit and Loss Statements. The following financial information is being reported from information provided by NWS bookkeeper, Susan Robbins. **The current PSA assets are $336,420.34 of which $65,000.46 is in the status of Accounts Receivable (money still due the PSA Association). Fixed assets and total of unpaid long term assets, the entire asset total is $1,218,079.58. The Profit and Loss (P&L) numbers from January thru October 1, 2013 are: Total Income $123,983.98. Total Expenses $61,240.91. Total Net Income $62,743.07. Per Aged Accounts Receivable Report as of October 9, 2013 Delinquent Accounts:**

**$4,733.30 is owing in the 30-60 day current**

**$20,609.34 is 60 days past due and not in good standing**

**$25, 342.64 is money owed PSA by members in current 30 days due and 60 days past due status**

Item 8. Review Lien Procedure

Phil Grabicki requested that the attendees review the Rules and Guidelines Part B Rules and Guidelines to Support Community Action 1.F. Dues and Special Assessments page 7. The review determined that the liens prepared by NWS were referencing an incorrect PSA Bylaw Article number. The liens were referencing Article XIII (13), the correct article should be PSA Bylaw Article number VIII (8) Assessments. The liens also need to include the 12% annual interest assessment, lock-off fees as well as the preparation and filing fees as referenced in the PSA Rules and Regulations Part B 1.F. Dues and Special Assessments. Phil will contact Linda at NWS to correct liens.

Rick Galvin moved to adjourn the meeting. Maureen Allen seconded. Motion approved.

Meeting adjourned at 5:37P.M. Minutes taken by Treasurer Maureen Allen acting as Secretary.

Minutes were approved via electronic vote on 12/18/2013