**PSA Board of Directors Meeting**

**July 28, 2013 at Bob Miller's Home**

BOD members present are: Phil Grabicki, Robert Cook, Bob Miller, Maureen Allen, Rick Galvin.

Residents attending the meeting were: Bill Davies, Larry Pazaski, George Young, Bob Miller, Nancy Fullerton.

The official meeting was called to order at 1:11 p.m. by Phil Grabicki.

**Minutes from the May 11, 2013 BOD meeting, Annual meeting, and Special Meeting of Elected Officers** were read by Mary Ann Orvis.

* BOD Meeting Minutes comments:
	+ Robert Cook asked for a clarification of the number of playground bids discussed. The change will be made to indicate only 3 bids had been discussed. he change was made to indicate only 3 bids had been discussed. ussed. The minutes shosed
	+ Maureen Allen questioned if the BOD reviewed the bids. Rick Galvin advised he was still working on additional bids.
	+ Robert Cook made a motion to approve the minutes as revised, Rick Galvin seconded, Maureen Allen abstained, all others approved the minutes.
* Annual Meeting Minutes comments:
	+ Robert Cook asked the wording be changed on appointing board members to the board.
	+ The changes will be made and a revision will be sent to all board members.
	+ Maureen Allen asked if the permit of $5,000 was included in the $28,000
	+ Rick Galvin made a motion to approve the minutes with changes, Robert Cook seconded, Maureen Allen abstained, all others approved the minutes.
* Special Meeting of Elected Officers:
	+ Robert Cook made a motion to approve the minutes, Rick Galvin seconded, all others approved the minutes.

Phil advised that any members of the meeting not part of the BOD has 2 minutes to discuss at the BOD meeting.

**Amend the rules page 7, Part B sec.1(F) Partial Payments; to reflect the discussion that was had at the May 12, 2012 meeting:**

* Phil Grabicki made a motion to amend the rules page 7, Part B sec.1(F) Partial Payments to allow members who are 61 days or more in bylaws article 2, section c to have access to the park provided they sign a promissory note agreeing to make monthly payments until they are made current. The payment plan needs to be approved by the Board of Directors. Should they miss a single payment, they will not be allowed access to the park until they are paid in full.
	+ Phil made a motion to approve and Robert Cook seconded.
	+ Discussion of the motion:
		- Robert Cook recommended sending a promissory note letter to the lot owner in arrears for use in the park.
		- Rick Galvin suggested to table and discuss at the Financial Committee meeting for proper notification.
		- A vote was taken and the motion failed. 1 aye, 4 nay.

**Bill Davies requested to be appointed to the board.**

* Bill Davies addressed the BOD on his qualifications. He is currently on the water committee and if he is going to be involved, he would like to be on the BOD.
* Rick supports Bill and thanked him for his help with the water committee.
* **Rick Galvin voiced a concern regarding the election of any directors that were serving during the period of the withholding of the penalty payment that was specified in the Wiseman Contract. Bill Davies responded by stating Rick was wrong in assuming that he had anything to do with the withholding of the penalty payment which caused the loss of the mediation. The decision to not make payment was made by the then current PSA Board Officers. Bill Davies stated that he was Chairman of the Water Committee only and was not notified of the decision to withhold the penalty payment.**
* Maureen Allen made a motion to appoint Bill Davies as a director to the board. Robert Cook seconded the motion. The motion was approved by all.
* Bill was appointed to the BOD.

**Review Rules for check signing**:

* Phil Grabicki read the rules for check signing.
	+ 1 person if the amount is less than $1,000.
	+ 2 people if the amount is over $1,000.
	+ **Maureen Allen's correction/addition of the 1 and 2 persons signatures of under and over $1,000 is as follows:
	 "Part A Rules and Guidelines To support Board Actions #4 Check signing states all checks are to be signed only by PSA Board Officers, and designated representatives as detailed in our Bylaws Article V section F Execution of Documents. Checks exceeding $999.00 will require 2 Board Officers signatures. "**
	+ Rick Galvin stated we have outsourced our account. We can transfer responsibility to sign checks to an out sourced company.
	+ Maureen Allen advised the contract for NW Water has a $500 limit. **Phil Grabicki advised he signed the contract to amend the contract with NW Water.** NW Water has been signing checks over $500.
	+ Maureen also stated that all checks **exceeding $999.00 must have 2 board officers signatures.**
	+ **All checks over $500 must have a board officers signature.**
	+ Maureen and Rick have a meeting scheduled at NW Water on Monday, **July 29, 2013.**

Phil Grabicki turned the meeting over to Vice President Robert Cook at 3:00 p.m.

Robert Cook continued the meeting at 3:04 p.m.

**Appoint members to committees**:

* Maureen Allen asked if Angie Miller has access to the park.
* **Robert Cook advised the Caretakers that if lot owners are on the no access list that access must be denied to the lot owners who are not in good standing.**
* Robert also asked that NW Water send Maureen and Mary Ann Orvis an update if checks are received after the weekly no access has been generated.
* The BOD will contact Angie and let her know that she does not have access to the park and her boat must be removed from the marina until payment is received.
* **Facilities**:
	+ Phil Grabicki is Facilities Committee chair.
	+ Rick Galvin and Bob Miller will assist on the Facilities Committee.
* **Finance:**
	+ Rick Galvin is Finance Committee chair.
	+ Maureen Allen and Lori Gross are on the Finance Committee.
* **Water:**
	+ Robert Cook moved to appoint Rick Galvin as chair to the Water Committee. Maureen Allen seconded the motion and the motion was carried by all.
	+ Rick Galvin is Water Committee chair.
	+ Bill Davies will assist on the Water Committee.
* **Governing Documents**:
	+ Robert Cook volunteered to chair the Governing Documents Committee.
	+ Rick Galvin made a motion to appoint Robert Cook as Governing Documents Committee chair. Bill Davies seconded the motion. The motion was approved by all.
	+ Robert Cook is Governing Documents Committee chair.
	+ Maureen Allen will assist on the Governing Documents Committee.
* **Communications:**
	+ Committee is open.
	+ Approved minutes have not been posted to the PSA website.
	+ Susan Koening is acting as webmaster.
	+ Rick Galvin is trying to gather the minutes that have not been posted to the website.
* **Documents and Recovery:**
	+ Maureen Allen made a motion to add Bill Davies and Nancy Fullerton to assist on the Governing Documents committee. Robert Cook seconded the motion and it was approved by all.

**Treasurers Report:**

* Maureen Allen presented a finance report from a meeting dated July 20, 2013. See attached for detail.
* Maureen reported there are 29 lot owners not in good standing. **$23,540.01 is over 61 days past due with a grand total due of $28,189.04.**
* **Maureen also stated that since the Profit and Loss report generated by our account manager at NWS was for approximately 3 months and after she divided the Net Income by 3 months our monthly income amounted to $448.96 a month with a Net Income of $1,346.88.**

**Financial Review:**

* Rick Galvin suggested it be held at a committee level.

**Consider setting up a new web site:**

* Rick Galvin has contacted Susan Koenig. All committees are to advise Susan the information to post to the web site.

**Other matters that may properly come before the board:**

* Maureen Allen asked who has the safe deposit box keys.
* Nancy Fullerton had them in the past and put them in a box given to Rob Koenig when she was no longer the bookkeeper.
* Rick Galvin will check if they are in the shed at the park.
* Rick Galvin advised there is only 1 set of water keys, which are held by the caretakers. He will change the water locks and will disperse the keys.
* Rick Galvin advised the discussion of the generator and pressure relief valve will be discussed at a committee level.
* Maureen Allen asked about the gasoline storage cabinet for the park. Rick Galvin advised he does not have one that will work at the park. The cabinet needs to be a 15 to 18 gallon lockable storage locker.
* Robert Cook advised there were loose boards on B dock in the marina. The boards has been repaired.
* **Maureen Allen stated that the caretakers should not be the only holders of keys for the storage sheds located at the park since they are not present 24/7 and suggested that keys should be distributed to the board members in particular to the Treasurer and/or Facilities Chairman. Rick Galvin said he would look into having keys made.**

Maureen Allen made a motion to adjourn at 4:05 p.m. it was seconded by Robert Cook and approved by all.