

PARADISE SERVICE ASSOCIATES

JULY 15, 2017 Board of Directors Meeting Minutes

TIME: 10:00 a.m.

LOCATION: PSA PARK HUT

OFFICERS PRESENT: President Velinda Brown, Vice President Tom Moore, Secretary Maureen Allen, Treasurer Brenda Bamford

DIRECTORS PRESENT: Jan Moon, Blair Harter, Darlene Dennewith, Rick Galvin, Joe Quarto

ATTENDEES: Stan Eberhard, Clair Godbolt, Marty Consella

President Brown announced that the meeting will be recorded and if any attendee does not want their statement to be recorded to please advise the board now. No objections to the recording were stated by the attendees. Introductions were made by the seated board and the attendees.

AGENDA TO FOLLOW:

ITEM 1: CALL THE MEETING TO ORDER

The meeting was called to order at 10:10 a.m.

ITEM 2: PRESIDENTS REPORT

- a. 2017 Annual Meeting Minutes are completed but will not be approved until the 2018 Annual Meeting. The PSA walk through gate will remain open to accommodate after PSA Park closure hours for convenience of moorage renters and association members. A request has been made for a better budget overview prior to voting at the annual meeting. Treasurer Brenda Bamford will address this issue.
- b. Maureen and Velinda attended the July 6th Mason County Sheriffs meeting at the Spencer Lake Restaurant. Sheriff Casey Salisbury advised attendees of the announcement by the county auditor that \$400 thousand dollars is missing. The Sheriff's Office Budget for 2017 is being cut by nearly \$900,000. The Sheriff's Office is going to immediately cut 9 open positions and by next year half of the force will be cut. The jail will also cut its staff and funding will be reduced by 2 million dollars. Violators already know that there is no room in the jail and officers are not arresting and officers are only processing felonies. The Journal Newspaper has more information regarding this situation.
- c. Requested Susan Robbins of NWW to refile Dave and Marianne Orvis 2nd quarter 941 (ending June 30, 2014) form and provide a copy to PSA. This is the 3rd request to complete this function. We are getting letters from the IRS and are being charged penalties because they have not received the actual filing. Velinda is going to address this issue.
- d. Update on burglaries by Cox. Per Colby Swanson of MBCC, the man arrested and released for over 30 burglaries in our area is now in custody for failure to appear at his arraignment plus additional burglaries he has confessed to committing.

Page 2 Presidents Report Continued

- e. Key Bank: Officers have signed signature cards for bank accounts and safety deposit box. Currently we have one key for the safety deposit box. To get a replacement key it will cost \$40.00. If we close the box it will still cost the \$40.00 for the lost second key. Do we want a second key? Blair Harter moved to acquire another key for the safe deposit box, Darlene Dennewith 2nd the motion, the motion passed unanimously. Rick Galvin suggested that the President and Treasurer should have the responsibility of the safe deposit box keys with a signature signed sheet showing who has the keys for official records. Suggestion approved by PSA Board.
- f. Newsletter sent to members June 27th with Marina Committee help.

ITEM 3: APPROVE MAY 20, 2017 BOD MINUTES (SENT VIA E MAIL TO BOD)

PSA Secretary Maureen Allen stated that the minutes were sent out to all board members, suggested changes were made and a final edition was sent out to all board members with no further additions or corrections. Blair Harter moved to accept the May 20, 2017 BOD MINUTES as written, Jan Moon 2nd the motion, motion passed unanimously.

ITEM 4: OLD BUSINESS

- a. Website access: Enhancements are still planned to include classified ads, referrals and financial information. In addition a request will be made to include all current and new board members as of the May 20, 2017 Annual Board Meeting.
- b. PSA Attorney sent a letter on June 9, 2017 regarding Sayan lots 25,26,and 27 saying foreclose will be started on all 3 lots unless payment for all in arrears fees are received. Update, Mrs. Sayan did say that all balances due on water and HOA Dues will be paid. Attorney will send within a week a total recap of all outstanding charges including all attorney fees to the Sayan's.

ITEM 5: NEW BUSINESS

- a. Security at the park: VANDALISM-The caretaker has reported that vandalism has occurred at the park. Clay from the shoreline has been used to write on the back of hut, picnic tables, garbage can and all over inside the woman's restroom after they have been cleaned and after hours. A suggestion has been made to initiate a sign-in sheet to try to identify who is in the park and deter any further vandalism. The problem is because of the walk in gate being open after hours of 10:00 p.m. and anyone can enter. This issue is going to be referred to the Facilities Committee. WALK THRU GATE AFTERHOURS (Key or Code Lock) - President Brown had made an executive decision to have the walk thru gate locked at 10p.m. due to concerns of vandalism, theft and safety issues. This subject was discussed at the June 27, 2017 Facilities Committee Meeting and after lengthy discussions it was determined that the gate will again remain unlocked after park closure time of 10p.m. Will James, at the Facilities Meeting, volunteered an action item to look into different ways to secure the walk thru gate. CAMERAS-Officer Reed a Mason County Sheriff, will come and help to choose what kind of camera will be most effective and provide the most coverage and where to locate them. He may be invited to attend a Facilities Committee Meeting and provide his expertise in this matter.

- b. PA System: Tom Moore inspected the current PA System and determined that there are missing parts. Blair moved to rent a PA System for the next PSA Annual Meeting if needed, Brenda 2nd the motion, motion passed unanimously. Refer this subject to Facilities Committee to discuss other options.
- c. Sayan foreclosure update: US Bank foreclosure sale occurred on 7/7/2017 on P1-lot 19. \$5,635.53 has been received from US Bank which pays debt thru 5/12/17. US Bank has contacted NWS to acquire total payoff to include the final and total payoff of accrued in arrears debt. \$2,431.26 was the water portion.

ITEM 6: COMMITTEE REPORTS (due Wednesday prior to the board meeting)

- a. Facilities (Jan Moon and Joe Quarto) Reroofing of two buildings-Roof Doctor was contacted and are 8-10 weeks out. The recommended roofing color is charcoal. \$4,000 is reroofing bid and that does not include a permit for an approximate fee of \$60-\$80. Pest Control is due in September and should occur 4 times a year. Hut roof cleaning by Gary Denend Construction is \$65.00 for first hour, \$55.00 plus material for 2nd hour for approximate fee of \$120.00. Velinda will contact Jesfield Construction to schedule the Hut structure reinforcement and fascia board replacement. Blair reported that an orange buoy has been stolen. The outside dock will be closed off until determined that it is not a safety issue because of instability. The dock ladders and new picnic tables are still projects to be addressed. Float Dock-considering 2 permanent pilings to be installed so dock does not need to be moved into marina during the winter. Designated smoking area was discussed. Blair is compiling information and pricing for boat launch repairs. A full time (year round) caretaker possibility was discussed. Joe Quarto moved to present a contract to current caretaker, Dean, that will include no salary thru the winter, but will include the RV site, utilities, laundry facility, 2nd by Larry Pazaski, motion passed unanimously. Grass watering schedule was established for caretaker. Blair is still researching and acquiring information regarding the launch replacement.
- b. Caretaker off season contract: Current contract ends October 31. Dean would like to stay for winter season. Rick Galvin stated that further discussion of an extended contract should occur within an executive meeting. A new draft of amended extended contract will be available at next facilities meeting.
- c. Finance: (Chairman Brenda Bamford) The next Finance Meeting is scheduled for July 28, 2017 at 5:30. The 2018 budget did pass and the membership did vote no for an audit. Financial Balance Sheet and Income/Disbursement and Profit and Loss by Class information thru June 30, 2017 in hard copies were provided for attendees for review. It was recently revealed that SSA did not receive W2 for 2015 for the Taylors and will be addressed with NWS.

Marina: (Chairman Blair Harter) Reviewed project spreadsheet several current and upcoming projects such as Aqua Tech weed control, dock repairs, handrails, launch repair, picked up a pool skimmer for sludge skimming within the marina, need engineering structural drawings for floating docks to be submitted to city officials, and cost in relation. County employee suggested to submit as a repair and maintenance and not new construction. Fundraising events for the marina were very successful and more are in process to be scheduled. Blair will meet next week with Brian of Lake Limerick regarding their completed dredging project and general maintenance. Peninsula protection project is going back to the Facilities Committee. Reserve Fund is currently at \$72,000. The next meeting is July 24, 2017. Future fundraiser event dates were tentatively announced by Velinda.

- d. Water: (Chairman Rick Galvin) Committee voted and approved on and extended warranty for the new generator for \$570.00 with a 5 year comprehensive coverage. Also voted on and approved an extended annual service agreement for \$1,500. Sanitary Survey meeting is scheduled for July 20, 2017 at 10:00a.m. for a verification of compliance. Department of Ecology Water Right Filing with check has been sent. Pump House Upgrades: Low pressure alarm system upgrade to remote dialer system, pressure installation at the booster station, upgrade both source meters, repair/replace pressure pump motor, upgrade system monitoring. Facilities Upgrades: Improved ground water control, security lighting or cameras well site signage, grass and weed maintenance, tank surface cleaning/painting, pump house cleaning, sealing and painting. Establish Annual Scheduled Activity Calendar: Maintenance Schedule, SWSMP Updates, Equipment Operations Review. Pending Projects: Valve Markers, Fire Hydrant Painting. Next committee meeting July 8, 2017. Meeting at the North wellsite is August 19, 2017
- e. New Owner Packets (Darlene Dennewith) Recently only one new member.
- f. Bylaws (Tom Moore) Inaugural meeting occurred on June 8, 2017. Committee discussed changes, updates and some housekeeping items needed for the governing documents to reflect current practices and to be consistent with changing laws and requirements affecting homeowners associations, shoreline regulations and water system management. Examples of items for discussion are how voting by mail can be allowed for more participation and how to determine who is allowed to vote when one person owns multiple lots within a trust and multiple people own one lot. How do we confirm who has the authority to vote. Lot maintenance is also an item of concern.

ITEM 7: NEWSLETTER: Velinda reported that she wants to send out prior to Labor Day fund raiser. She is looking for more information to include in the letter.

ITEM 8: LEGAL ISSUES (Pody and McDonald): Sayan cross contamination. On May 9, 2017 a letter was sent to the Sayan bankruptcy attorney. Attorney's opinion is that since the PSA Association has initiated foreclosure proceedings that the issue will be resolved.

ITEM 9: OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE BOARD: Jan Moon reported that a concerned homeowner regarding lawn maintenance. Also there was an email regarding the culvert which really is not a water committee issue. Blair reported that this issue was reported to the county and a road supervisor will send a representative out to inspect the issue and possibly make a repair. Cones are in place to mark the culvert.

Joe Quarto moved to adjourn the meeting, Blair 2nd the motion, the motion passed unanimously.

Meeting adjourned at 12:05 p.m.

Minutes respectfully submitted by PSA Secretary Maureen Allen