

PARADISE SERVICE ASSOCIATES

Saturday September 16, 2017 Board of Directors Meeting Minutes

TIME: 10:00 a.m. LOCATION: PSA Hut

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

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

ABSENT DIRECTOR: Joe Quarto excused

ASSOCIATION ATTENDEES: Merrisue Steinman, Ron Moon, Stan Eberhard, William James, 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 attendees.

AGENDA TO FOLLOW:

ITEM 1: CALL THE MEETING TO ORDER

The meeting was called to order at 10:14 a.m.

ITEM 2: PRESIDENTS REPORT

- a. The newsletter was sent out on August 28th, with the help of Darlene, because we wanted to advertise the fund raiser for the Marina.
- b. Another burglary occurred. This time it happened at 41 E. Shore Dr. (Bowyers). Justin Cox was arrested and deputy mentioned that it was his 44th burglary.
- c. Mason County PUD will be replacing 13 bulbs around the community with LED bulbs as requested by President Brown. The savings will save approximately \$48.00 annually. Solar is not an option for winter lighting and security. Daniel Pearson, PUD tech, recommended that 3 poles should be replaced with brighter bulbs and Velinda will meet with him to show PSA plat map to determine which poles actually belong to PSA. Merrisue Steinman stated that she pays for and has a pole on her property that could be a pole that PUD is questioning PSA ownership. Velinda will research.
- d. A Facebook page has been created by Tina "Paradise at Mason Lake" so that we can post community news and events. Tina Simms is the contact person for posting items.
- e. Key Bank safety deposit key update: Key Bank now requires a form to be signed and filled out for a new key to be made for the safe deposit box with a \$40.00 fee for the additional key. Velinda is currently the holder of the one and only box key and she will go to the bank and complete the required form.
- f. Velinda tried to contact Sargent Reed, Mason County Sheriff's office to attend a BOD Meeting or Facilities Meeting to discuss park security/cameras. He is on vacation until September 23, but will contact Velinda when he returns to schedule a visit.

ITEM 3: APPROVE JULY 15, 2017 BOD MINUTES (sent via e mail to BOD)

Maureen reported that 2 corrections under the Facilities Report will be "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 and the stolen buoy was not a new

buoy, but an orange buoy. Maureen asked the board for approval of the minutes with the stated corrections. Blair Harter moved to accept the July 15, 2017 minutes with the stated corrections, Darlene Dennewith 2nd the motion, motion was approved unanimously.

ITEM 4: OLD BUSINESS

- a. Website access: Continuing to enhance the website: New categories include Committees information by year and Legal Opinions. Financial documents have been posted from the 2017 Annual Meeting under Finances.
- b. PSA Sayan foreclosure of Lots P1-25, 26, 27: Payment received for all 3 lots \$8,904.07. NWS has unlocked the water meters but did not turn them on. ACTION ITEM: Rick Galvin will contact Mr. Sayan to turn on his water.

ITEM 5: NEW BUSINESS

- a. Safety/Security: Deputies are currently driving thru the community. ACTION ITEM: Block Watch report back from Velinda and Jan. A suggestion was made for a sheriff to attend a meeting to discuss what safety actions should the community perform. Park Safety: Suggestion to install cameras. Need to meet with Officer Reed for guidance on cameras, like where to put them and what kind. Cost and other information will need to be reported later.

ITEM 6: COMMITTEE REPORTS

- a. Facilities (Jan Moon/Joe Quarto) Roof Doctor will replace roof on storage shed and bathrooms for \$4,000.00 +tax. Jesfield Construction submitted a new proposal for a new hut structure reinforcement and fascia board replacement for \$5,384.00 plus 8.5% tax. Discussed dock ladders and reinforcing the dock. A 5mph buoy was placed by ski dock. Blair presented a model and sample of Submar Mat System for boat launch area. ACTION ITEM: Jan Moon to remove barriers on outside ski dock before dock is moved into marina. ACTION ITEM: Boat Launch repair by Sargent Engineers for 20.5 hours of design and review for \$2,336.00, Tom Moore moved to accept Sargent Engineering bid, Blair Harter 2nd the motion, motion passed unanimously. ACTION ITEM: Caretaker contract to be submitted to Board for approval. Contract discussion moved to executive session. ACTION ITEM: A trial no smoking area to be submitted to board with approximate cost of signs of \$72.00. Tom Moore moved to accept a trial basis designated smoking area Darlene Dennewith 2nd the motion, motion passed unanimously. ACTION ITEM: Boat launch engineering from Sargent Engineers, Inc. of \$2,336.00 was recommended to PSA Board. Tom Moore moved to accept the Sargent Engineers, Inc. bid of \$2,336.00 Blair Harter 2nd the motion, motion passed unanimously. Hut treatment will start in the fall. ACTION ITEM: A Complaint and Comment form/Guest Sign in Sheet to be submitted to the board for approval. Rick moved to approve the comment form with the removal of the word Complaint and change the Accident Report to Incident Report. Tom Moore 2nd the motion, motion passed unanimously. ACTION ITEM: Velinda to change the Accident Report to Incident Report. ACTION ITEM: Guest Registration Form, Darlene Dennewith moved to table for further discussion, Rick Galvin 2nd the motion, motion passed unanimously. Park reserve as of 8/31/17 is \$25,904.66. Collected from launch fees \$1075.00 deposited plus \$150.00 deposited on 9/1/2017. Next meeting 11/6/ 2017.
- b. Finance (Brenda Bamford)-During a review of actual bank balances to Quick Books reporting, significant differences were found. 2017 outstanding Annual Dues is \$980.00. The total funds in deposited accounts is \$487,494.42. IRS continues to send notifications regarding 2012, 2014 and 2016 tax periods. Communication with bookkeeper, Susan, will occur for clarification as well as with IRS. Finance Committee will continue to review 2017 transactions to verify proper account coding has occurred. Continued items still need to be reviewed. Next meeting has not been set at this

- c. time. President Velinda wants all financial issues to be resolved by the end of the year. A \$110.00 grill was purchased with prior approval by the majority of the BOD.
- d. Marina (Blair Harter)-Committee decided to wait on the boat slip numbering. Due to safety concerns, the committee would like for the BOD to approve the purchase of a convex mirror to be installed at the North end of the Marina. The cost is \$72.09 with mounting brackets and pole for \$112.00 plus shipping. This purchase is not in the 2017 budget. However this addresses a safety concern and would like the board to approve the purchase. Tom Moore moved to purchase the convex mirror package plus shipping, Darlene Dennewith 2nd the motion, motion passed unanimously. Marina committee requesting adjustable ladders for the floating docks due to another safety issue of falling off floating docks and into the marina water. Recommending the purchase of one for \$149. 00 plus tax. After much discussion the issue of purchasing 3 adjustable ladders and 3 throw rings is being referred back to Marina Committee for more research and another report out will occur at the November meeting. Fundraisers like movie night, taco feed, BBQ have been a huge success. Future possible events could be October Fest and Polar Plunge with pancake breakfast. A representative from the Mason Conservation District came to the park and viewed the area around the marina. Recommendation was to stop cutting vegetation, and watering, installing a possible retaining wall or a planting plan which could qualify for a grant if going green is incorporated. The Marina committee as well as the Facilities Committee need to address the area around the marina. The next meeting is the 30th of September.
- e. Water (Rick Galvin)-Rick noted findings during a sanitary survey conducted by the Department of Health. An example of findings are: the venting system on one of the tanks should be improved and on one of the well heads, need to do a ladder guard on one of the tanks and need to remove ladders off site. Clean and replace interior walls in the well house. Rick has been in discussion with Mike Paddy from the fire department regarding the usage of water from the water hydrants within the PSA community. The review of the contract with NW Water will be reverted back to committee. The next Water Committee Meeting will occur on September 16th right after the board meeting. A resident inquired about the current rate of water leakage within the community. Rick reported that it is around 13% with a goal of 10%.
- f. New Owner Packet (Darlene Dennewith)-Reported that there were 3 packets mailed out for new purchases within the community.
- g. Bylaws (Tom Moore)-The committee has had a total of 4 meetings. During the meetings the committee has gone through definitions and going through the Rules line by line to try to understand the intent of the used language. Extensive time has been spent on the voting language. Mail in ballots seems to be the way of current times. A mail in ballot might make proxies mute. Properties in trust or owned by multiple people are being discussed and trust lots get only one vote. Clarification is needed to determine who is allowed to be the designated voter. LLC's need to be addressed also. Currently working on the PSA Articles and trying to apply them to the Rules and determine the intent. The next meeting is October 4, 2017 at 6 p.m.
- h. Public Relations (Maureen Allen)-08/03/17 Sheriff's meeting had a guest speaker. Fire Department Chief of District 4, Mr. Bob Burbridge. He discussed why law enforcement personnel should not be reduced, talked extensively about the Police Explorer Academy, currently hiring permanent staff not just volunteers. Chief Hanson of the MC Jail stated that

He has had to eliminate 5 open positions for officers for the jail and the current officers are working 12 hour shifts with no overtime. Sheriff Casey stated that by next year if the MC Commissioners are successful to reduce operating funding that the MC Law Enforcement will be reduced to pre 1992 head count of 43 officers.

The September 7, 2017 meeting informed the attendees of the current case which is drawing attention to Mason County. The investigation is involving the FBI, Homeland Security, investigators from Seattle, Tacoma, Grays Harbor and Mason County. No details were discussed only same information which has been reported via newspapers and television. He suggested that a great app for HOA's and private folks is "neighborhoodnextdoor.com". Between June and September of 2017 burglaries have increased 111% since the same time last year. Mostly vacation type properties are the targeted properties. An increase of 33% in drug issues has occurred.

ITEM 7: NEWSLETTER

The newsletter can be included with the dues notice prior to November 15th. Tom Moore added that the Rules Committee is looking into the Bylaws to move the annual meeting to after the 4th of July because more people would be present in the community. Another issue talked about is changing the collection of the annual dues from January 1st to February 1st.

ITEM 8: LEGAL ISSUES (PODY & MC DONALD)

- i. Cross Contamination-per attorney, there are 3 lots in bankruptcy and also there are still 2 lots receiving possible cross contaminated water through a hose.

ITEM 9: OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE BOARD

Blair Harter stated that the water committee discussed the money in bank accounts and is there an opportunity to invest? No motion is intended, but would like options to be referred to the Finance Committee. A new logo for Paradise Shore Estates was discussed and example will be emailed to board. Velinda discussed the HOA Regional Meeting will be at the North Mason School District 9/17/17 at 10 a.m. and several board members will be attending. Guest speakers will be Randy Netherland and the new Planning Department Manager. Rick Galvin reported that 24 people went over the allotted water usage for this period. William James said that because of the increase in the local crime he will serve as a block watch volunteer.

Blair Harter moved to adjourn the meeting Darlene Dennewith 2nd the motion, motion passed unanimously. Meeting adjourned at 12:45 p.m.

Executive Session called to order at 12:46 p.m. to discuss Caretaker Contract. Meeting adjourned at 1:09 p.m.

PSA Board Meeting reconvened at 1:10 p.m.

After much discussion Caretaker Contract will be revised to "Occupant Agreement" and once completed board will vote via email to approve.

Maureen Allen moved to adjourn the meeting, Brenda Bamford 2nd the motion, motion passed unanimously.

The meeting adjourned at 1:13 p.m.

Minutes respectfully submitted by PSA Secretary Maureen Allen