

PARADISE SERVICE ASSOCIATES

January 20, 2018 Board of Directors Meeting Minutes

TIME: 10:00 A.M. LOCATION: Mason Benson Community Club

OFFICERS PRESENT: President Velinda Brown, Secretary Maureen Allen,

OFFICERS ABSENT: Vice President Tom Moore (excused), Treasurer Brenda Bamford (excused)

DIRECTORS PRESENT: Jan Moon, Blair Harter, Richard Galvin,

DIRECTORS ABSENT: Darlene Dennewith (excused), Joe Quarto (excused)

ASSOCIATION ATTENDEES: Ron Moon, Merrisue Steinman, Rob Koenig, Tina Simms, Larry Pazaski

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.

AGENDA TO FOLLOW:

ITEM 1: CALL THE MEETING TO ORDER

The meeting was called to order at 10:08 a.m.

ITEM 2: PRESIDENTS REPORT

- a. Regional Coalition of Mason County HOA's: There will be 4 meetings in 2018, on the 5<sup>th</sup> Saturday of the month. The next meeting will be March 31 hosted by Lake Limerick. Attendees are restricted to board members.
- b. Next newsletter will be in early March 2018. A vote approved mailings quarterly.
- c. All but one street light has been upgraded to LED. We are also talking with PUD to add a couple of lights to the darker areas of our subdivision, specifically Shore Dr. for safety reasons.
- d. Web Site: Continuing to send postings to the PSA Website. Minutes and newsletters were sent for posting. Still planning to have several board members learn how to update our webpage. Will schedule when a date will work for all, probably late March. Velinda, Joe and Brenda have shown interest in learning.
- e. 2018 PSA meeting dates, times and locations are posted on the hut bulletin board. BOD, committee, and social events/meetings will also be posted on the community bulletin board near the entrance of the park.
- f. 2018 Invoices for annual homeowners dues (\$265) were mailed by NWS in late November. Dues are due by January 31 or late fees will apply.
- g. New forms: Guest Registration Form will be available from the caretaker. This form should be returned to the caretaker. Comment Form, the blank forms holder and drop box will be hung in the hut by April 1<sup>st</sup>.

ITEM 3: APPROVE NOVEMBER 18, 2017 BOD MEETING MINUTES:

President Brown requested the reading of the minutes by Secretary Allen. Minutes were read and an approval of the read minutes was asked by President Brown. Blair Harter moved to accept the minutes as presented, Jan Moon 2<sup>nd</sup> the motion, the motion was approved unanimously. President Brown requested that in the future all board members read the minutes that are sent out via email for additions and corrections and again review the final copy of the minutes before the board meeting so a reading at the meeting can be eliminated. Note: all PSA BOD Meeting Minutes are sent to the webpage as an official record.

ITEM 4: OLD BUSINESS:

- a. Facebook Page-Tina is continuing to post PSA Community events and information. If anyone has pictures or information for posting send them to Tina.
- b. Key Bank Safety Deposit Box Key- Treasurer Brenda Bamford has received 1 of the keys as of January 18, 2018. President Velinda Brown also has a key.

ITEM 5: NEW BUSINESS

- a. PSA has received a memo from NWS that as of February 1<sup>st</sup>, they will no longer provide payroll services to us. This will be discussed in the financial report. NWS will continue to support the PSA Water System Account.

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Review past due water and dues accounts for BOD action (requested open records from PUD for 1 delinquent account), notified the attorney that PSA may want to start foreclosure. There are numerous dues and water delinquent accounts. After much discussion, Rick Galvin moved to approve a letter to be written by the PSA attorney and send to any current and future parties addressing their delinquent accounts and applying late fees/possible foreclosure 2<sup>nd</sup> by Blair Harter, motion passed unanimously.

- b. Investment of existing bank accounts (letter from attorney)-Attorney Patrick was contacted regarding investing and he did advise that the board should be very careful investing reserve accounts because of needing immediate funds for major repair. The board does have the authority to invest funds as a non-profit organization per RCW's. Not a CD, however, was recommended by the attorney. A representative from a financial investment company will be contacted for advice regarding investing and asked to come and talk to the finance committee/board.
- c. Received a letter from Chad Hauer, Realtor, letting the association know that the property south/contiguous to the park may be up for sale. He is requesting our level of interest. A conversion from private to commercial could be a problem per the association's articles. ACTION ITEM: PRESIDENT BROWN COMMITTED TO LOOKING INTO THE POSSIBILITY OF PURCHASING THE SUBJECT PROPERTY AND RESPOND BACK TO CHAD HAUER.

ITEM 6: COMMITTEE REPORTS (DUE WEDNESDAY PRIOR TO THE BOARD MEETING)

- a. Bylaws (Chairperson Tom Moore) In Tom's absence Velinda presented the Bylaws report. The rules and guidelines are now being worked on and the Bylaws have been reviewed. The next meeting will be in April. If anyone would like to serve on the committee they are welcome to come and participate.
- b. Facilities (Chairperson Jan Moon and Co-Chair Joe Quarto) The committee has been working on the 2018 project list and will remain much like it has at the past board meetings. The boat launch project will be added. Karen from the Mason Conservation District reviewed the area around the marina and instead of investing in a retaining wall to control erosion, use plantings instead and a planting guide from Karen will be provided. Also watering will need to be curtailed. No weed whacking will be permitted and the caretaker has been advised as to how to maintain the area around the marina. ACTION ITEM: JAN AND VELINDA WILL REVISE THE CARETAKERS CONTRACT TO UPDATE MAINTENANCE RESPONSIBILITIES BEFORE APRIL 1, 2018. The Facilities Committee are working on the swim dock reinforcement and a possible solution to the ladders. Velinda contacted Tim Zak and he inspected and didn't see any problems above the water. He will come back in April and reassess the issue if there is one. Blair stated that he and Craig Mallow inspected the dock and even with the sway the dock looked fine and just monitor. Barriers were removed. Boat Launch RFP Blair discussed and presented plans from Sargent Structural Engineering and several board and community members reviewed the preliminary plans and an extensive discussion followed. Velinda stated that the previous Incident Report has been revised. A vote to approve the revised report was called. Blair moved to approve the as rewritten incident report, Maureen 2<sup>nd</sup> the motion, the motion passed unanimously. ACTION ITEM: VELINDA TO VERIFY WITH INSURANCE COMPANY THAT THE APPROVED INCIDENT REPORT IS BINDING. ACTION ITEM: JAN WILL ORDER LAUNCH STICKERS AND NO SMOKING SIGNS. Next meeting has not been determined yet. Jan is going to be focal to meet with Karen at the park regarding the plant selections. Park work party and BBQ is scheduled for May 5<sup>th</sup>. Tina Simms is the focal for the BBQ.
- c. Finance (Chairperson Brenda Bamford) Report out via Velinda Brown in Brenda's excused absence. PSA actual bank balances as of 1/17/2018. General Checking \$51,342.60; General Savings/Reserve \$28,214.62; Marina/Moorage Reserves \$74,729.03; Park Reserves \$14,337.72; Water Checking \$68,543.07; Water System Reserves \$280,216.44. NWS new contract for accounting services \$633 a month (9.75) hours a month. Finance Committee does not recommend renewing contract for accounting or bookkeeping (huge amount of mistakes). Letter to IRS from Brenda has been sent to rectify mistakes committed for many years by NWS bookkeeper. Finance Committee recommendations: Acquire a new accounting/bookkeeping firm (several called) Olympic Tax and Business Counseling (Sherry Lacey) \$460 a month plus additional allotted time at \$80.00-\$200.00 an hour. Brenda and Velinda visited this company in person. Belfair Tax and Bookkeeping (Donna Martin and Christina Earl) \$148 a month average plus additional allotted time at \$50.00 an hour. Velinda and Maureen visited this company in person. Finance committee recommends the hiring of Belfair Tax and Bookkeeping with a start date of February 1, 2018. Blair Harter moved to contract with Belfair Tax and Bookkeeping, Rick Galvin 2<sup>nd</sup> the motion, the motion passed unanimously. The next meeting will be in February.
- d. Water (Chairperson Rick Galvin and Co-Chair Tom Moore) 2018 Project List. Install a french drain located at the North wellsite by Buxman Excavation for a fee of \$5,250. A proposal from Mission Communications, who provide software to monitor the water system and source meters, is pending. Chief Paddy will assist in flushing the hydrants once PSA schedules the flushing. Blair Harter moved to acquire more information for the board regarding the french drain project before going forward 2<sup>nd</sup> by Velinda motion passed unanimously. The new Water System contract with NWS needs to be reviewed. The next meeting will occur early February.
- e. Marina (Chairman Blair Harter) Blair will address a marina slip map and help caretaker monitor assignments of slips within the marina. Once the marina is reconfigured a new map will be generated. Marina safety issues-the Marina Committee recommends the purchase of 3 aluminum ladders on each dock for \$420, safety rings quantity 5 for \$518, convex mirror at dock A for \$300 for an approximate total amount of \$1,300. Approximately \$208 will be covered on the facilities side of responsibility. Rick Galvin moved to approve the purchase of the additional safety items for the marina and facilities

portion of financial responsibility. 2<sup>nd</sup> by Velinda, motion passed unanimously. Blair will order and arrange to have items installed. Marina dock replacement (review consultants proposals and costs): Sargent Structural Engineer was consulted to design the boat launch and they are unable to assist in the project. Three consultants are required for the Marina replacement project. A Biologist to prepare a JARPA and Geotechnical engineer to provide information for pile design and a structural engineer to provide the pile and floating docks structural design. Blair contacted Kenny Booth at Watershed Co a biology and engineering firm. After review of the launch and marina project the proposed engineering estimate would be approximately \$17-20,000.00. Structural engineering (Zipper GEO is our Geotechnical Engineer not the Structural) is needed. The least expensive quote is from Zipper GEO. Blair moved to go forward with the quote of \$5,800 from Zipper Geo, 2<sup>nd</sup> by Velinda, passed unanimously. Blair moved to retain Watershed Company to support the marina project as a biologist. 2<sup>nd</sup> by Velinda, passed unanimously. C G Engineering Structural and Engineering estimated fee for replacement of dock and pilings is \$14,000.00 with a retainer of \$2,500.00. Note: company bills by the hour. Blair moved to retain C G Engineering, 2<sup>nd</sup> by Velinda, motion passed unanimously. FUND RAISING EVENTS: (Tina Simms) Approximately 45 folks attended the Polar Plunge/75 folks for Breakfast. The event raised approximately \$835.00. Hoodies and T shirts are still for sale. Cinco de Mayo will be on May 5<sup>th</sup> with tacos. Also park clean-up. Other events could be a community garage sale, 4<sup>th</sup> of July event, Labor Day event, movie night. Next Marina Committee meeting is scheduled for January 20, 2018 at MBCC.

- f. Public Relations: Maureen stated that the report out regarding the January 4, 2018 Sheriffs Meeting at the Spencer Lake Restaurant was sent out to the board via email. New Owners last year were approximately 20. Darlene will continue mailing out new owners packets. One current one needs to be sent out.

ITEM 7: OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE BOARD (each member is limited to approximately 2 minutes) Members will notify BOD upon signing in that they wish to be heard.

- a. Velinda Brown would like to talk to Key Bank regarding acquiring a charge card for PSA expenses. If a charge card was available it could be a corporate card with signers. Maureen moved to allow PSA to acquire a corporate charge card Visa thru Key Bank to allow 2 people, the President and Treasurer, to be signers on the card 2<sup>nd</sup> by Blair, passed unanimously. Larry Pazaski asked if property lot number 235 is supplying water to property lot number 236? Velinda will check on the water list however 236 is shut off. Excess water use has been reported by NWS for numerous properties. Velinda is researching all water usage on suspect properties. Jan moon is trying to establish a renter list for PSA to acquire all current renter information. A letter will be sent out to all landlords with current rental property. The water box located at the Galvin property will be inspected and if damaged it will be fixed/replaced.

Blair moved to adjourn the meeting, 2<sup>nd</sup> by Maureen, motion passed unanimously.

Meeting adjourned at 12:52 p.m.

Minutes respectfully submitted by PSA Secretary Maureen Allen

