

PARADISE SERVICE ASSOCIATES

March 17, 2018 Board of Directors Meeting Minutes

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

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

DIRECTORS PRESENT: Jan Moon, Blair Harter, Joe Quarto,

DIRECTORS ABSENT: Darlene Dennewith (excused) and Richard Galvin (excused)

ASSOCIATION ATTENDEES: Ronald Moon and Dean Graves

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 10:03 a.m.

ITEM 2: PRESIDENTS REPORT:

- a. Reminder: Regional Coalition of Mason County HOA's: There will be 4 meetings in 2018 on the 5th Saturday of the month. The next meeting will be March 31 hosted by Lake Limerick. Meeting is restricted to association board members.
- b. Newsletter will be mailed after March BOD Meeting.
- c. Street lights: A new LED street light has been installed on E. Shore Drive. Light is still needed at the park peninsula location. If anymore are needed please contact President Brown. Blair Harter stated that the LED lights are very bright and would like to see if there is a possibility to dim the lights. ACTION ITEM: VELINDA WILL CONTACT DANIEL AT PUD.
- d. Revised watercraft moorage/launch applications are on the web page and were posted on March 8th. Launch stickers are ready for pick up.
- e. Web site training-Roger, volunteered trainer, is at Mason Benson Community Club every other Tuesday. ACTION ITEM: VELINDA WILL CONTACT ROGER TO SEE IF THERE ARE ALTERNATE DAYS AVAILABLE FOR TRAINING AROUND 4:30 p.m.

ITEM 3: APPROVE JANUARY 20, 2018 BOD MINUTES:

Blair Harter moved to approve the minutes as written, Jan Moon 2nd the motion, the motion passed unanimously.

ITEM 4: OLD BUSINESS:

- a. Facebook page: Efforts are continuing to post PSA Community Events and Information.

- b. As per January BOD approval, PSA now has a Key Bank Visa to purchase items as needed. Brenda has her card and as soon as more information is acquired from Velinda and Joe, their cards will be issued.
- c. Property next to the park has been sold. Before Velinda could report on her action item to the BOD regarding the property next to the park, the property was sold to a private party.

ITEM 5: NEW BUSINESS:

- a. Belfair Tax and Bookkeeping has started taking over our PSA books as of February 1st. We have already made great progress getting our financial records in order. We have a P.O. Box (1345) in Belfair for convenience. NWS will continue to manage, bill and deposit for the PSA water system. Everything pertaining to the water system will stay the same.
- b. Foreclosure on past due accounts (will hold executive session following the BOD meeting to discuss this issue).
- c. 1 board position is open that has been vacated by Maureen Allen who no longer owns property in Paradise. An appointment is possible immediately. This term is up June 2019.

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

- a. Bylaws (Chairman Tom Moore): Tom is planning on a meeting in April. Possibly the 2nd half of the month. Bylaws have been reviewed already and have some recommendations. Rules and Guidelines have many issues to address. Hopefully have recommendations to be voted on at the annual meeting.
- b. Facilities (Chairman Jan Moon and Co-Chair Joe Quarto): The last committee meeting was March 3rd, Hut roof treatment will occur in the spring by Belfair Handyman Gary Denend. Pest control occurs quarterly and will be out around March 23. Ladders in swim area, repair or replace will be reviewed by Will, launch fee of \$25.00 will continue in 2018, new ID# stickers are coming soon, Karin Strelhoff from Mason Conservation District distributed a planting guide for the marina shoreline and 31 plants were purchased for \$80.90 to start with. Park Reserve Account is \$14, 338.27. Swim dock update-Tim Zech will look at the dock in April to see if there is a stability/safety issue, this season the general area of the park will be "no smoking", however a designated area for smoking will be identified with smoking area signs which are on order. Complaint and Comment forms and a Guest Sign In sheet were approved by the PSA BOD and these forms will be used this season, a drop box located at the hut will be available for comments. Boat launch engineering by Sargent has a BOD approval for \$2336.00 which will come out of the park fund. The 2018 Facilities Budget was completed by the committee, a work party/TACO FEED will occur on May 5th, security equipment for the park will be addressed in 2019, AED for the park will be addressed in 2019, Hut electrical issues might not be addressed in 2018 as funds for the launch should take priority, the Incident Report Form will now include the name of the PSA Member who filled out the report, Caretaker Summer Contract has been adjusted with 2 days off instead of just one. Approval needs to be addressed in executive session, ski dock will be moved to the lake side, work party date is April 14th, a work party is needed for maintenance before the park opens, dock maintenance is needed with board replacements. No date for the next Facilities Meeting. Boat launch update- structural drawing has been prepared. More member participation is needed for discussion of needs and wants.
- c. Finance (Chairman Brenda Bamford): Brenda reported on the PSA Actual Bank Balances. Actual general checking account is \$69,836.04, water checking account is \$77,621.89. On 1/11/2018 a letter was sent to the IRS with appropriate backup showing that PSA did indeed pay \$1,040.71 on 12/6/2016 (two days before the due date). A received letter from the IRS stated that they are reviewing our letter to waive all delinquent interest and proper credit be given to our account. This review could take up to 90 days. Any further IRS notices will be handled by Belfair Tax & Accounting. After much discussion Blair moved to reduce the future December 31st prudent reserves from \$15,000 to

\$5,000, 2nd by Joe Quarto, motion passed unanimously. Monies to be distributed between Park Reserve and General Savings.

The next finance meeting has not been determined. The 2019 proposed budget was discussed with a visual handout for the board to review. Joe Quarto moved to remove the 2018 cash operating and cash reserve information from the proposed 2019 budget, 2nd by Blair Harter motion passed unanimously. Joe Quarto moved to accept the proposed amended 2019 budget, 2nd by Jan Moon motion passed unanimously.

- d. Water (Chairman Rick Galvin and Co-Chairman Tom Moore) "Old Business"-Security lighting: LED bulbs installed in North well site but South site still needs updating. Signs: some "no trespassing" signs have been installed but more are needed. Requesting volunteers to help install signs. "New Business"-Reviewed revised NWS water system contract. Recommend to BOD for acceptance (there was an E mail approval by majority of BOD members). The contract was mailed to NWS with signatures February 2018. Need to add well site visit log so we know who and when they were there. SWSMP Update: Need to review and update. Need to establish an Annual Scheduled Activity Calendar example: Maintenance Log. Reviewed and updated 2018 project list: Most projects will be scheduled and completed in April or May. Some examples of projects are fire hydrant flushing, purchase a water system monitoring software with alarm and installing a French drain located by the pump houses. Project budget for 2018 is around \$10,000.00. Tom Moore requested 2 source water meters be acquired. ACTION ITEM: VELINDA WILL CHECK ON ACQUIRING THE METERS POSSIBLY FROM NWS. Water System Repairs: A few repairs were done. One small leak on Olympic and a major break on Shore Drive. On March 12th, because of a PUD transformer malfunction-low electricity, the new generator kicked on and after several crews and 2 days the transformer was fixed and normal power was restored. Chairman Rick Galvin's BOD term is expiring in 2018 and has indicated that he will not run for another 3 year term.
- e. Marina (Chairman Blair Harter) Discussed Marina dock replacement. Marina safety items – rings, mirror, ladders have not been ordered yet. When ordered he suggested that the items be shipped to the park and with the April 14th work party they can be organized/installed. Lengthy conversations have been occurring with the consultants. In Tina's absence Blair believes that a tentative date of May 5, 2018 is scheduled for the Cinco de Mayo event.
- f. Public Relations (Chairman Maureen Allen and Darlene Dennewith) Maureen reported that the February 1st and March 1, 2018 Sheriff's Meetings were sent to the BOD for their review of the meetings. The reports were read and written copy of the reports will be posted on the PSA Web Page. In Darlene's absence Velinda reported on the recent sales. Darlene will be sending out new owner packets.

ITEM 7: OTHER MATTERS THAT MAY COME BEFORE THE BOARD (each member limited to approximately 2 minutes)
Members will notify BOD upon signing in that they wish to be heard. Dean Graves brought up ideas regarding the swim dock and dock maintenance. The issues need to be addressed with the Facilities Chairperson.

An executive meeting was announced and attending non BOD members were asked to temporarily leave the meeting room. The executive meeting convened at 11:35 to discuss the approval of the 2018 Caretakers Contract and a foreclosure situation. The BOD meeting reconvened at 11:45 with the approval of the 2018 Caretakers Contract and approval for PSA's attorney to generate a foreclosure notice to a lot that is in arrears.

Maureen Allen moved to adjourn the meeting, 2nd by Joe Quarto, the motion passed unanimously. The meeting adjourned at 11:52 a.m.

The March 17, 2018 BOD Meeting Minutes are respectfully submitted by PSA Secretary Maureen Allen

