

PSA BOD Meeting Minutes

Saturday May 19, 2018 @ 10:05 AM

Location: The Hut

Board/association members in attendance (as per sign-in sheet): President Velinda Brown, Vice President Tom Moore, Acting Secretary Joseph Quarto, Treasurer Brenda Bamford, Directors Darlene Dennewith, Blair Harter, Rick Galvin, Jan Moon, Will James (via Phone)
Association members present: Ron Moon, Dean Graves
Guests present: Scott Graves

1. Call the BOD meeting to order (Acknowledge the meeting will be recorded) Meeting was called to order at 10:05 am.
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 June 30 hosted by Lake Cushman. Restricted to Board members.
 - b. Newsletter was mailed in April. Next newsletter will be in late July.
 - c. Revised watercraft moorage/launch applications are on the web page and were posted on March 8th. 2018 Launch stickers are available from Dean.
 - d. Annual meeting notice mailed timely on May 10th. Packets included informational cover letter, agenda, balance sheet, budget, ballot and proxy form.
 - e. Web site training: Roger Biggs, volunteered trainer, is scheduled at Mason Benson Community Club on Thursday, May 31st at 6pm. Volunteer attendees will likely be Velinda B. Brenda B., Tina S. & Joe Q.
3. Approve March 17, 2018 BOD minutes: Tom Moore moved to approve the minutes as written, Joe Quarto 2nd the motion, the motion passed unanimously.
4. Old Business:
 - a. Street lights: As per PUD, We have 40 watt LED, lowest available. PUD can dim by using blue tooth application but does not recommend it if using for safety and security. A new LED street light has been installed on E. Shore Drive. Light is still needed at the park peninsula location. South well site light still needs to be changed. 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. VB stated she checked with PUD3 & the lights can be dimmed thru Bluetooth on their iPad & she will arrange for that light to be dimmed. ACTION ITEM: VELINDA WILL CONTACT DANIEL AT PUD.

- b. Foreclosure action: Contacted attorney to start foreclosure proceedings on 1 owner that was approved by board at March meeting.

5. New Business:

- c. Annual Meeting June 2, 2018, 2PM, preparation:
 - i. Need volunteers for sign in table 1 hour prior to meeting at 2PM. Darlene and Rick G volunteered starting at 1PM.
 - ii. Need 2 members and 2 board members to count ballots
 - iii. Rick Galvin is not running for re-election to the board. His term is up June 2018. Any potential members interested in a board position should send a letter of interest with background to President Velinda asap.
 - iv. All committee chairs will be expected to give a report at the annual meeting, June 2. The reports should cover the past years activity and be in writing to post to the website. (Paradise-service-associates.org). Facebook site is Paradise at Mason Lake. Please get reports to VB by the Tuesday before the meeting at the LATEST, & include submitted by...
- d. Vacated board position (held by Maureen Allen): Board appointed Will James, term expires June 2019, via e mail. Will volunteered to serve as Secretary when he returns in August.
- e. Letter from Jim Baggerly suggesting items to be purchased for the park. The letter and suggestions were referred to the Facilities committee for consideration.

6. Committee reports (due Wednesday prior to the board meeting):

President Brown expressed frustration with some members NOT getting their reports in early, which makes things hard for her. It was strongly suggested a “FINE Jar” or even better, certain amount of volunteer hours required IF Committee Reports are not submitted in a timely manner. All in favor, (almost unanimous).

- a. Bylaws (Chairman Tom Moore): The following conflicting & CCR items - Articles of Incorporation state that there should Be 10 Board members, which is in conflict with the Bylaws, Article 4, paragraph A, which state there will be 9 Board members. The Bylaws say General Membership meetings should be held on the 2nd Saturday of May. The Committee would like to change that to “The annual General membership meeting shall be held in July on a date determined by the Board of Directors at their November meeting”, as that is when The President puts her schedule out for all our meetings. This makes more sense so we can look through calendar to see how 4th of July falls to prevent conflicts & increase attendance. We also could put ballots out after the May meeting.

Other Housekeeping possible changes –

- 1) Change the Rules to require 2 signatures on all purchases, not just those over \$999.00. Eliminate paragraph 4 & then it would revert to Bylaws.
 - 2) Change the Due Date for annual dues from January 1st to Jan. 31st for better convenience due to New Year & holiday conflict. (VB commented that once we change that the rest of the rules would then be changed also based on that, 30 day notices, etc. - chain reaction)
 - 3) Also there are multiple conflicts & omissions that affect the Directors decisions to effectively manage the assets of Paradise Estates.
 - 4) Change the voting in person or Proxy to allow voting by mail, which should increase participation by members, especially when agendas need member votes. (Much discussion on this matter to clarify & make voting simpler)
 - 5) Water System - How to bill for our water use & language about dues & late charges.
- Next meeting: Tom will announce soon, in June sometime.

b. Facilities Committee: (Chairman Jan Moon/Co chair Joe Quarto)

We moved the floating docks on March 17th. In March we received moorage for owners of \$8400. In April, Dean took over & reserved another \$4400, plus another \$1200 to deposit for a total of \$14,000 in moorage fees. There were 2 work parties with mixed results. Cinco de Mayo work party raised about \$200. A comment box was installed. Caretaker contract was signed by Dean Graves for 2018. The balance in the Park Reserves is \$18,805.75. The Facilities budget for 2018 is \$8,910. Gary Dennard Construction did the roof treatment & Pest Control was done also. Tim Zeck did an assessment on the dock & didn't see any problems, but said he would come back when the water level is lower. **ACTION ITEM:** VB to call Tim Zeck to see when he can come out. Discussion about the "pins" for the Floating Docks & using better pins. Is there a design that could avoid having to move the floating dock each year? No Smoking signs were purchased & installed around the park. Big discussion if this policy includes "Vaping". As this is clear policy for Washington State laws, this is to be enforced by Dean. **ACTION ITEM:** VB will include in the Newsletter about "Vaping" will be considered the same as Smoking. A new sign to include NO Vaping will be purchased. Karen & Brianna from Mason Conservation District helped plant & answered questions about the Marina Slope. Very helpful & informative & should really take off after 2-3 years. We have also purchased the flowers for the planters. Next meeting is scheduled for May 24th at the HUT. Dean brought up possible changes to Hut rental forms regarding requests to reserve the Hut for a wedding, involving about 100 people. Major discussion about who supplies what, when "Sani Cans" are required, what part of the Park do they get, tables, etc. Should there be some sort of charge for this to cover wear & tear, garbage, parking, etc.? **ACTION ITEM:** Make a list for bulletin boards, Web Site & FB about Reserved HUT days & also to redo the Park Forms to require "Sani Cans" for every 50 people. **ACTION ITEM:** This is a priority for the Facilities Committee Boat Launch & Swim Dock Board replacement Update - need volunteers to help with this. Next meeting: To be scheduled

c. Finance: (Chairman Brenda Bamford)

- i. Brenda reported on the PSA Actual Bank Balances as of May 16th from Key Bank. Actual general checking account is \$64,705.37, water checking account is \$66,353.53, and marina moorage reserves are \$71,324.25. Total of all deposit accounts are \$547,437.32
- ii. Only 4 lots remain unpaid. No more IRS letters & Brenda feels the issues might be OK. We will let them contact us if there are issues, bookkeeping will deal with it. New Bookkeepers continue to ROCK!
(Financial copies provided)
- ii. Certified letters sent on May 1 to members who are delinquent stating a lien will be filed and water shut off. All fees to re-instate will be owner responsibility.
- iii. Next meeting is May 30th, 2018

d. Water: (Chairman Rick Galvin/Co chair Tom Moore)

- i. "Old Business" - Sanitary Survey is partially completed; NWS should have it done before end of the month. Well vent & other small projects will be completed by Monday, May 21st. PUD3 lighting update will be coordinated by VB. Tower ladder to be secured; Source meter has been delayed because it ties with monitoring system. Should have quote by Monday & projects done by end of June. The high priority is vent on the top of storage & alarm sign will be done after monitoring system done. Monday, May 21st, crews will be digging perimeter for French drain & tying to existing. Rock for site protecting hydrants, possibly done on Monday also for 2 most vulnerable. Dean is donating rocks. NWS hydrant flush will be coordinated by VB. OK to paint the hydrants any time.
- ii. The SWSMP documents are ongoing & need to be taken care of in a timelier manner, regarding water loss, leaks, etc... Work continuing on a Planning Document for emergencies, contact people, etc.
- iii. Next meeting: sometime in July

e. Marina: (Chairman Blair Harter)

- i. Blair discussed results of Friday night marina committee meeting: 3 options we have for the Marina Docks & expansion. Discussed Marina dock replacement. After discussing the various options, the Marina committee is looking to move forward with one of the options to maximize the Marina with Option 1. Meetings will then be held & newsletter info will reflect how we pursue raising the \$\$ involved, (estimated \$500,000). Blair H. made a motion to move ahead with Option 1, 2nd by Tom M. Motion carried unanimously.
- ii. Marina safety items – rings, mirror, ladders (\$911.00) have been delivered & just need to be installed, hopefully by volunteers. Blair also discussed all the Marina reports generated by consultants should be updated to our site for record-keeping.
- iii. Looking to coordinate a July 3rd party barbeque on Fireworks night.

- iv. Either Joe Q or Velinda B. will read the marina report of docks at the Annual Meeting on June 2nd.
- v. Next meeting is likely sometime by July 21st.
- vi. Motion by Joe Q to make marina rule change, 2nd by Blair H. Jet ski rules have been clarified & changed so that will be no more power loading.
- vii. Next meeting: July 21, 9am.

f. Public Relations & New owners

- i. Sheriff's meeting report (Since Maureen Allen attends each month for Lake Land Village, she will provide PSA with a copy of her report)
- ii. New owners (Darlene Dennewith)
 - a. Steve & Jana Beck (Allen) 243 E Shore Dr 3/29/2018
 - b. Tim Vack (Kirkland) 100 Lakeview Dr 4/13/18
 - c. Tim & Lorrie Reiterman (Juarez) 40 E Mason Pl 4/30/18

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. No other matters were presented.

Joe Q moved to adjourn the meeting, 2nd by Blair H., the motion passed unanimously. The meeting adjourned at 12:09 p.m.

The May 19, 2018 BOD Meeting Minutes are respectfully submitted by PSA Acting Secretary Joseph Quarto