

Paradise Service Associates BOD Meeting Minutes

March 16, 2019

Time: **10:00 A.M.** LOCATION: **MBCC**

OFFICERS PRESENT: Velinda Brown, William James, Brenda Bamford

DIRECTORS PRESENT: Jan Moon, Darleen Dennewith, Blair Harter, Larry Pazaski,

OFFICERS ABSENT: Tom Moore

DIRECTORS ABSENT: Joe Quarto

ASSOCIATIONS ATTENDEES: Rob Koenig, Maureen Allen, Ronald Moon, Tina Simms, Merrisue Steinman, David Isaacson, Ron Sellar, Dean Graves, Lee Forderer, Alicia Forderer.

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 was stated.

AGENDA FOLLOWS:

ITEM 1: CALL THE MEETING TO ORDER @ 1005

ITEM 2: PRESIDENT'S REPORT:

- a. 2 properties are currently in closing process
- b. Committee budgets to Finance (Brenda) by April 15
- c. Newsletter will be mailed after March BOD meeting
- d. Facilities and marina work party. 12:30pm, after the May 18 BOD meeting (burgers/hot dogs/chips/drink provided for workers)

ITEM 3: APPROVE MAY Board Minutes

- a. January 19 BOD meeting minutes to be read and approved. Approved unanimously.

ITEM 4: OLD BUSINESS

None

ITEM 5: NEW BUSINESS

- a. Vacated board position #10 (as passed at Sept BOD meeting)

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

- a. Bylaws (**Chairman Vacant**):
 - i. Report
 - ii. Next meeting: TBD
- b. Facilities (chairman Will James/Co chair Jan Moon)
 - i. Park reserve balance: approx. \$19,600
 - ii. Facilities report
 - 1. Project list 2019

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- a. Will request bids to create a walkway on the south side of the hut down to the swim dock.
 - b. Will request bids to create better drainage for the area about the hut storage door.
 - c. Will request bids to make repairs to the floating ski dock and possibly add structural rigidity, if necessary, to the ski dock.
 - d. Going to investigate adding more electrical outlets to the hut.
 - e. Planning to purchase paint for touchup of the picnic tables and benches.
 - f. Going to purchase an AED and mount it in the hut. Already approved on the budget.
 - g. Planning on purchasing 40-50 swim dock boards. Committee agreed unanimously to request an increase from the BOD from \$200 to \$500.
 - h. Security cameras will be setup in the park.
 - i. Discussed the need to call the moss treatment company for assessment and treatment if necessary.
 - j. Planned to purchase receipt books for service of marina, launch and kayak applications.
2. Reviewed boat launch application. No changes recommended by committee. Minor formation changes made to the application. Committee decided unanimously to make the color of the launch sticker ORANGE. Launch stickers have been ordered.
3. Reviewed the kayak storage rack rental application. Committee approved unanimously, via motion, to present to the BOD with an associated fee of \$70.
4. Discussion of minor changes made to the caretaker contract. No rejection of changes and no other changes suggested. Motion made by William James, Seconded by Velinda Brown, to accept changes and present to the BOD, approved unanimously.
5. Discussed who to hire as Caretaker. Discussed the advertisements for the caretaker position. Discussed the negative responses to the advertisements. Motion was made by William James, seconded by Velinda Brown, to suggest hiring Dean Graves as the 2019 Caretaker to the BOD, approved unanimously. Plan to widen the net and advertise during this year's season for next year's caretaker position.
6. Discussed ordering more PSA Staff shirts.
7. Discussed park security and estimate for pin pad lock on side gate access. Motion made by William James, seconded by Velinda Brown, to approve and present bid to the BOD, approved unanimously.
- iii. Performed emergent tree maintenance on the peninsula.
- iv. Work Party: May 18 following BOD meeting
- v. Motions to BOD:
 1. Motion made by William James, seconded by Larry Pazaski, to increase the budget line item for swim dock replacement boards from \$200 to \$500, approved unanimously.
 2. Motion made by William James, seconded by Velinda Brown, to accept the kayak application and \$70 fee, approved unanimously.
 3. Motion made by William James, comments made by Blair Harter to make a few changes to the duties and responsibilities pertaining to the marina. Counter motion made by Blair Harter, seconded by William James, to incorporate changes. Original motion withdrawn to make changes and to be presented to the BOD by email for approval.

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Presented to BOD via email on 27 March, Approved unanimously via email by 28 March.

4. Motion made by William James, seconded by Blair Harter, to enter executive session to discuss selection of a Caretaker following normal business, approved unanimously.
 - vi. Next meeting: Monday, April 1 6PM at Jan Moons
- c. Finance: (Chairman Brenda Bamford)
- i. Financials (copies provided)
 1. Balance of general checking, general savings, marina reserves and park reserves, total \$218,885.42.
 2. Water checking and reserves total \$369,533.41.
 3. Total dues billed for 2019 is \$60,420, as of 28 February, late fees billed \$500, total payments collected so far \$49,970, \$10,950 outstanding, 41 lots left unpaid.
 4. Moorage loyalty program: \$7000 in 2018 for 2019 moorage.
 5. \$130 raised from polar plunge
 6. Lot 33, Check received \$9499.36 to bring lot up to date for past dues, attorney fees, water system.
 7. 6 March, Social Security Administration letter was received about Caretaker wages were reported to SSA however W-3 and W-4 forms were not sent to SSA, and copies were not provided when requested. Copies were generated by Brenda Bamford and provided as required on 7 March.
 - ii. Finance committee recommendations:
 1. Transfer equal amounts of funds to Park and Savings that exceeds 2018 prudent reserve of \$5,000.
 2. Motion by Brenda Bamford, second by William James, to transfer money \$13,428.51 to general savings, and \$13,428.50 to park reserves. Passed unanimously.
 - iii. Tax filing has been sent to the IRS.
 - iv. Next meeting: May 8, 5PM at Jan Moon's
- d. Marina: (Chairman Blair Harter)
- i. 2019 projects:
 1. Marina permits discussion during marina committee meeting.
 2. Discussed extremely exaggerated budget for general planning and permitting processes
 - ii. Reserve balance \$84,770
 - iii. Discussed HOA law and how it applies to PSA.
 - iv. Marina repairs
 - v. Next meeting: today following the March BOD meeting.
- e. Public Relations
- i. Sheriff's meeting report (Maureen Allen) not read to group in interest of time.
 - ii. New owners (Darlene Dennewith) no new owners.
- f. Water: (Chairman Tom Moore/Co chairs Will James/Larry Pazaski)
- i. 2019 Project list update:
 1. Electronic monitoring system is functioning with no problems, with a brief synopsis of

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how it would work if a problem occurs.

2. Storage Tanks to be cleaned March 30, 2019 (Liquivision)
 3. Flush hydrants in April 2019. Tom contacted Rural Evergreen Water to assist, a free service due to our membership the federally funded small utility support organization. Plan to utilize every year for required flushing of our water system.
 4. Several members have had small water leaks and have had them repaired properly qualifying them for forgiveness in water charges. Plan to review the policy and refine if necessary, to ensure a fair determination is available to everyone in the community while protecting everyone in the membership from abuse of the policy.
 5. Recommendation for every to make inspections of your property to detect leaks in your water lines or the service line.
- ii. Next meeting: Tentatively May 1, 2019, 5:00 PM at 171 E Shore Drive
 - iii. Comments made by Larry Pazaski about DOH requirement for backflow valves be installed and inspected.
- g. Web Page Group (Roger Biggs, Velinda, Joe Q, Tim Vack, Warren Zeitelheck)
- i. Report
 1. No report.
 - ii. Next meeting: April

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 made statement to the BOD about his feelings of the park and his experiences as Caretaker.

Suspended regular session @ 1124. Entered executive session to discuss the hiring of a caretaker for the 2019 season.

Exited executive session @ 1133. Resumed regular session.

Motion made by William James, seconded by Larry Pazaski, to present the caretaker contract to Dean Graves for the 2019 season.

Motion made by William James, seconded by Brenda Bamford, to approve Scott Graves as a PSA Staff Volunteer to assist the Caretaker in his duties.

Motion to adjourn by Velinda Brown, seconded by William James. Approved unanimously. Meeting adjourned at 1140.

The March 16, 2019 BOD Meeting Minutes are respectfully submitted by PSA Secretary William James.