

## PSA Governing Documents Committee

### Meeting Minutes

April 12, 2023

Location: Tina Simms' Home

1. Velinda called the meeting to order at 6:36 pm
2. Member present: Velinda Brown, Tina Simms, and Sue Lord
3. Sue read the committee minutes from the March 22, 2023 meeting. One typographical error was found. Minutes were approved upon correction of the error.
  - a. Sue suggested there is wording about animal control in our Rules, 5. "Park Use", d. "Dog Control" which may be helpful in crafting a statement about dogs in the general PSA community. We should use language that indicates a "human must have control of the leash."
4. Revisions to Rules: Discussion was had about revising the rules regarding our HOA Dues and the process and penalties when dues are late. These are the recommended changes:

#### April 1-Final Notice (60 days past due)

- Lose park privileges.
- \$10.00 re-billing fee added to balance.
- Certified letter will be sent along with the billing document.
- Letter with bill, stating: "If not paid by May 1, your account will be sent to collections and water will be shut off. Appropriate disconnect and reconnect fees will be added."

#### May 1-Collections (90 days past due)

- The account is being sent to collections 15 days from the date of notice (May 15) if the account and fees are not paid in full.
- Water will be shut off.

#### 5. Short Term Rentals

- a. Review STR Application and attachments
  - i. The PSA short term rental application should be renewed annually.
    1. On the application, add to the title "Short Term Rental Application"
    2. Part 2 Unit Information: change to "Owner" of Short Term Rental
    3. Part 5 Other Ownership Interests: change LCMC to "PSA"
    4. Part 5 under Vacation Rental Requirement and Criteria/Advertised Occupancy Limits": change LCMC to "PSA"
    5. Part 5 under Onsite Parking: change LCMC to PSA. Discussion was had about this requirement. Do we need it?
    6. WA State Short-Term Rental Policy: remove the 2<sup>nd</sup> period behind the sentence.
  - ii. "Short Term Rental Application Process" edits.
    1. Remove line 2 re Occupancy Limits
    2. Remove line 4 "Grandfathered"
    3. Edits to: "Provide the following documents with the STR Application:
      - a. Keep first line
      - b. Remove second line

- c. Reword third line: "Application and \$50.00 fee should be submitted by May 1<sup>st</sup>."
    - d. The final line should read: "Failure to register by June 1 may result in a \$100.00 fine."
  - iii. Short Term Rental Definitions
    - 1. Change the "Strike" definition to: "Strike as referenced in the Three Strike Rule in the rental policy."
  - iv. Review RCW's (Requirements for Short Term Rental Businesses)
    - 1. 1st bullet point: Change references to PSA "Board" to "PSA Governing Documents Committee". Also, we will need to add any STR fines to the PSA Rules/Guidelines Fee and Fine Schedule.
    - 2. 7<sup>th</sup> bullet point: Change LCMC to PSA.
    - 3. 10<sup>th</sup> bullet point: Add to the end of the paragraph: "Each violation shall be a 'strike'".
    - 4. 11<sup>th</sup> bullet point: Remove "Architecture Committee" and replace with "PSA Governing Documents Committee".
- b. Rules revision for Long/short term rentals
  - i. Long Term rentals (more than 60 days)
    - 1. Rules & Guidelines/Landlord-owners' responsibilities: Add this sentence to the end of the paragraph: "A copy of the lease agreement shall be sent to the Secretary."
  - ii. ADD Proposed Short Term rental language (less than 30 days) to the Rules
    - 1. Rules & Guidelines/Landlord-owners' responsibilities: similar paragraph as for long term rentals but indicate there is NO ACCESS to the park for short term tenants.  
The short term rental application must be submitted to the Governing Documents Committee.
    - 2. The Governing Documents Committee will review and approve or deny applications within 30 days and report to the BOD.
    - 3. A current rental list will be sent to the BOD Secretary every 30 days.
- c. Recommendations to the board
  - i. Bullet 6, Rules & Guidelines/Assessment Details: Changes: "Any changes to addresses, phone numbers, e-mail addresses and ownerships should be mailed (insert) **to the PSA address** or emailed to..."

6. Next meeting: May 9, 2023 at Merriesue Steinman's home

Meeting adjourned: 8:30 pm

Respectfully submitted,  
Susan M. Lord