

## PSA Governing Documents Committee Meeting Minutes

Tuesday, June 20, 2023

Location: Sue Lords home

1. Velinda Brown called the meeting to order at 6:30 pm.
2. Members Present: Velinda Brown, Tina & Dan Simms, Merrisue Steinman, Sue Lord, and Forest Strickland.
3. Sue Lord read the committee minutes from May 9, 2023. A motion to approve the minutes as read was made by Merrisue. Dan seconded the motion. Motion carried unanimously.
4. **Review 6/20 revisions to rules as per Committee minutes 5/9:**
  - a. Vacation rental requirements per the application. The committee looked at the two proposed changes to the application regarding "Onsite Parking" and the "WA State Short-Term Rental Policy" statements and agreed that each were correct as we had discussed in the past.
  - b. **Long term rentals**
    - i. Rules Page 6 (general info) revisions, last bullet point. The committee agreed on the proposed changes regarding "Effective April 1<sup>st</sup>" and keeping the strike-out, "New and renewal landlord/tenant form, together with a copy of the rental/lease agreement are to be sent to the PSA secretary by January 31<sup>st</sup>."
  - c. **Short Term Rentals**
    - i. Application Process proposed revisions were reviewed. Each revision was approved except to add to #5 "\$50 application fee **every season**" and the final paragraph should say: "Applications will be reviewed, and, upon approval, written notification will be provided to the applicant within **30 days**".
    - ii. Definitions: The short-term rental definitions were reviewed. The definition called "Violations" was approved. "Under Requirements for Short Term Rental Businesses" The proposed changes of #1 were understood by the committee, however they asked Velinda to add the specific timetable by using the same procedures to shut off the water regarding this violation. #8 regarding Changes in Ownership were approved.
    - iii. Rules (page 7): The proposed change to remove Short Term Rentals #2 was approved. The addition of #6 was approved. Under the first bullet point entitled "Changes:" the proposed language was approved.
  - d. **Dog Control**
    - i. The Rules proposals were reviewed. (Page 11) Item #1 was reworded for clarity to: "General PSA community, members, family and guests: All dogs must be leashed and must be in human control at all times." Item #2 was approved. Item #3 was edited by removing the word "walking".

Tina asked if we should include service animals in our rules. Discussion was had and the committee decided not to add service animals to the rules at this time.

**e. Questions for Landlords:**

i. Are you in compliance with:

1. RCW 64.37.010: Definitions
2. RCW 64.37.020 Taxes. Short-term landlords must register with the Washington State Dept of Revenue and pay taxes. Therefore the committee recommended we add the “Lodging Taxes” and Charges to this list.
3. RCW 64.37.030 Consumer Safety
4. RCW 64.37.040 Short-term rental platforms
5. RCW 64.37.050 Liability Insurance (\$1 million)

5. Recommendations to the Board: Velinda believes we are almost ready to recommend the Short-Term rental policy and rules to the BOD. She will make the corrections and send them in an email to this committee before requesting Board approval.
6. Other items for discussion: We discussed how to “distribute” the new STR rules and regulations for our community. Perhaps we should consider recording these new rules, as well.
7. Next meeting: TBD

Meeting adjourned: 7:30 pm

Respectfully submitted,

Susan M. Lord, Member