**PSA BOD MEETING MINUTES**

Saturday September 16, 2023, 10AM

Location: The Hut

Officers and Board members in attendance (as per sign-in sheet): Velinda Brown, Will James, Susan Lord, Eric Fiedler, Tina Simms, Maureen Allen, Dan McClough, Kevin Killinger, and Larry Pazaski.

Association members present (as per sign in sheet): Fred Warbington, Merrisue Steinman, Carol Logan, Aaron & Diane Parrott, Janice Moon, Mike Allen, Rob Koenig, and Larry Koltz.

1. Velinda called the BOD meeting to order at 10:11 a.m. She acknowledged the meeting will be recorded.
2. Presidents Report:
	1. Velinda reported that an IRS filing was completed by Belfair Tax, Velinda signed it and it was submitted. There is to be no refund or taxes owed.
	2. Velinda said she will work on the next newsletter and will send it to the membership in October.
3. Sue read the July 15, 2023, BOD meeting minutes. Will made a motion to approve the minutes; Maureen seconded the motion. Motion carried unanimously. Will read the minutes of the July 21st Emergency BOD meeting regarding the Marina. Larry said he had objections to the Emergency Board Meeting minutes. He had sent a review of his objections to the board the evening before the meeting. Velinda said she and Sue will meet to review his suggested changes and make appropriate corrections. She will then send the corrected minutes to the Board to be voted upon via email. Larry said he was only doing this because he believes he is representing the members of PSA. Velinda reminded the gathering that “ALL the Board members are here to represent the members of the association and protect all from anything that could affect you or the Association.”
4. Old Business: N/A
5. New Business:
	1. Velinda reported on an event which was added to the PSA calendar:
		1. “Brats and Beer Get-together” on October 14, 2023, Coordinator Tina Simms reserved Mason Benson Community Center, 4-8pm, $10 per person includes food and 2 drink tickets. Contact Tina to volunteer.
		2. Velinda said she reserved the venue, filled out the application, and paid a $100.00 rental fee.

1. Committee reports:
	1. Chair Tina Simms of the Governing Documents Committee reported the committee met on September 12, 2023, and reviewed the recommendations of the board to add septic requirements to the short-term rental rules and decided to include them in the long-term rental rules, as well.
		1. Tina was prepared to make a motion to change the Rules/Guidelines regarding penalties for long-term rentals who do not comply with the current Rules/Guidelines. After discussion the motion was crafted to read: “New and renewal Landlord/Tenant forms, together with a copy of the rental/lease agreement, are to be sent to the PSA secretary by January 31st.” and “If the Landlord/Tenant form is not received by January 31st or within 30 days of a new Landlord/Tenant occupancy, a $250.00 penalty will be applied. If the penalty is not paid within 30 days of the deadline, the member will be sent to collections.”
		2. Tina was prepared to make a motion to add to the Rules/Guidelines regarding Short-Term Rentals with the following language: “The short-term rental application must be submitted to the governing documents committee by May 1st each year. Application fee is $50.00.” and “If the short-term rental application is not received by the May 31st deadline, a $250.00 penalty will be applied. If the penalty and the application fee is not paid within 30 days of the application deadline, the member will be sent to collections.” Discussion was had about why we would send the unpaid penalty to collectors. Also, there was discussion that a flat $250.00 fee may not be enough to encourage compliance with the short-term rules. Some members felt that the penalty should be applied per day or per occurrence of non-compliance. After further discussion, it was decided that the committee will meet again, re-write the two motions, and submit them to the Board via e-mail for approval. Once these motions are approved, a notice will be sent to the membership about the changes in long-term rental conditions and the addition of short-term rental rules.
		3. Next meeting: TBD
	2. Finance: Chair Eric Fiedler said if anyone has any questions about the reports which were submitted for this meeting, please let him know. Velinda and Eric will meet the new bookkeeper, Julie, soon.
		* 1. Financials
				1. Checking: $41,451.71
				2. Park Reserve $16,469.71
				3. Savings: $28,660.31
				4. Park CD: $154,184.08
		1. Next meeting: TBD
	3. Facilities Chair Dan McClough reported “Most everything is going well.”
		1. Facilities report: Dan’s report indicates many positive things have been happening at the park. Unfortunately, he determined the weed eater is broken and we must obtain a new one. Will James said he would ask James Doty if he still planned to donate his weed eater to the park. Dan also said the push mower is broken and a new one will need to be purchased.
		2. Facilities project update: There are several on-going projects which will be addressed at the next Facilities meeting. He will send an email about having that meeting soon.
		3. Recommendations to the Board:
			* 1. Approve RV Construction for launch replacement $175,986.25 as part of the marina project. This motion was withdrawn by Velinda.
		4. Launch update:
			1. All permits: Approved
			2. Launch project timeline is included in marina timeline.
		5. Next meeting: TBD
	4. Marina: (Acting Chairman Velinda Brown, co-chair Kip Miller)
		1. Marina Committee report:
		2. 2023/24 Marina Replacement timeline update: Kip Miller
			1. Dock C demo completed Saturday, September 8th, $1341.36 (9 trips to the transfer station) and it went very well.
			2. 2024 Docks A & B timeline project plan (includes launch) will occur in 2024.
			3. 2024 Mitigation (planting is part of the launch) Plan will occur in 2024.
		3. Marina Reserve balance (see financial report)
			1. Marina reserve: $18,094.91
			2. CD in Edward Jones: $102,009.31
				1. Balance of payment to Lakeshore will be $54,149.10 when Dock C is completed.
			3. Investors: $375,000.00 (principal and interest)
		4. Recommendations to the BOD:
			1. Accept Lakeshore Construction as contractor for Dock A & B installation $110,075.00 (Dock A) and $168,175.00 (Dock B)
			2. The total construction fee for docks A & B will be $278,250.

Velinda read a motion to accept the marina committee’s recommendation to replace Docks A & B using the existing marina reserve fund of $18,094.91, the investor funds of $375.000.00 and the current CD balance of $102,009.31 as of 8-31-2023. I also include in this motion for the PSA Board to accept Jack Daniel Lakeshore Construction as the contractor for this project and accept the bid amount presented, as of July 13, 2023, for up to $278,250.00 and any increase of up to 10%. Lakeshore Construction’s bid includes removal of old pilings and installation of epoxy coated pilings and installation of Docks A & B, to include fingers up to 18 feet long. All work pertaining to Docks A & B must adhere to the requirements of the approved permits granted by Fish and Wildlife, Mason County Building Department, NOAA, and the Washington State Corp of Engineers (JARPA). Completion of the project, unless otherwise approved by the aforementioned agencies, must occur within the “fish window” in any given year, not to surpass September 30, 2025. Sue Lord moved we accept this motion. It was seconded by Will James. Discussion was had.

Both Larry and Maureen feel the motion is premature because we do not yet have the funding. Larry also said he wanted to see at least one additional bid for the project. Maureen believes the board should approve a legal document regarding the funding which has been reviewed by an attorney. Will said he recommends getting the contract(s) signed before we make the motion to approve. Larry doesn’t think the Marina Committee provides detailed enough reports to the Board. Will said the job of the Marina Committee is to take care of the details of this project but does believe the reports should contain more “meat and potatoes” in its reporting to the Board. Velinda said Lakeshore Construction has been working very well with us. She withdrew the motion. She will re-write the report with more detail.

* + 1. Fund raising activities 2023:
			1. Labor Day Spaghetti Potluck, Sept 3rd: $559.00 (dinner+$130.00 poker run proceeds) minus $54.37 (to replace a damaged pop-up) = $504.63 profit.
		2. Next meeting: September 16, 11:30am. Velinda asked the attendees if there were any folks who may wish to serve on the Facilities committee. There were no volunteers.
	1. Public Relations/Membership Chair Maureen Allen reported the following:
		+ 1. Sheriff’s meeting report: Maureen reported that each of the two sheriff meetings featured Detective D. Helser who is tasked with maintaining the Sex Offender Registry for Mason County. He said that 60% of the offenders are known to the victim; 30% are family members; and 10% are strangers. Up to 30% of offenses are never recorded. Most offenders are not under supervision.

Parents are requested to talk to their children and encourage them to communicate any “wrong” behavior from family members or strangers, both male and female. In our community Monarch Childrens Justice Center located in Lacey WA and Turning Pointe Survivor Advocacy Center located in Shelton WA have resources to help victims.

* + - 1. New owners: Maureen reported that PSA has 2 new members and 1 pending.
	1. Water: Chairman Will James reported the following.
		1. Committee report: 31 accounts are currently high usage- meaning above their allotment. 19 accounts are past due, four are pending service suspension with three having received final notices. Will urges all members to check for leaks, to turn off their water at the meter if they intend to leave for an extended period, and to practice responsible water usage. Please let Will know if we observe fire trucks using our water. It is allowed, but he needs to know.
		2. Water checking/savings: $78,656.26
		3. CD’s: $511,841.65
		4. A Water committee meeting will be called in early October. Topics planned for discussion are NWS service bills, future budgets, and future water billing rates. Will senses we may need to increase the bi-monthly billing rates by $5.00.

 f. Web Page Group, Susan Lord reported the following.

i. Report: Sue continues to update the Google Email Group and the PSA website regularly. In addition, the Google calendar is up to date for all known upcoming community events and hut rentals.

 g. Block Watch Co-Chair Sue Lord reported the following.

i. Report: Sue said that incidences have been rather low since her last report. However, there was one upsetting event where a man approached children for “help” while they were waiting for their school bus in September. Fortunately, a mother confronted the man and told him it was inappropriate for him to approach her children and that he needed to leave. The man complied.

1. Other matters that may properly come before the Board (each member is limited to approximately 2 minutes) Members will notify the BOD upon signing in that they wish to speak. There were none.

A motion was made to adjourn the meeting by Will. Kevin seconded the motion. Motion carried. The meeting was adjourned at 11:52 am.

Respectfully submitted,

Susan M. Lord, Secretary