

## PSA BOD MEETING Minutes

Saturday January 27, 2024 10AM (rescheduled from Jan 20, 2024)

Location: MBCC

Officers and Board members in attendance (as per sign-in sheet): Velinda Brown, Will James, Susan M. Lord, Larry Pazaski, Maureen Allen, and Kevin Killinger. Absent: Daniel McClough and Tina Simms (She arrived near the end of the meeting due to working requirements.).

Association members present (as per sign in sheet): Rob Koenig, Steve Capatch, Jerry Swaser, Janice Moon, Larry Koltz, and James Doty.

1. President Velinda Brown called the BOD meeting to order at 10:05 am and acknowledged the meeting was to be recorded.
2. Presidents Report: Velinda reported that:
  - a. The treasurer's position is vacant. Velinda accepted Eric Fiedler's resignation as per 12-31-23. She will oversee the bookkeeping firm until a new Treasurer is elected. Larry asked Velinda to forward Eric's resignation email to the BOD. Velinda said she printed a copy of the email and put it in her records.
  - b. 2024 annual dues invoices were sent to our membership on December 5<sup>th</sup>, 2023 and included the penalty information.
  - c. A reminder was sent to our membership on Jan 17<sup>th</sup> that dues were owed by Jan 31<sup>st</sup>, \$280.00, and that penalties of \$10.00 per month will incur starting Feb 1<sup>st</sup>.
  - d. Velinda reported that 40 E Olympic Dr is/was for sale, and she noted that information placed inside the home advertised that STR's were permitted in our HOA. It also stated that STR renters had access to both the park and marina. Velinda called the realtor and told them that we are creating rules about STR's in our community and that the park and marina will not be accessible to short term renters.
  - e. Velinda made two recommendations to the Board:
    - i. To revise the summer caretaker contract with Jerry and Sue Swaser from March 15, 2024 through October 31, 2024. She explained she spoke to the Swasers about the possibility of beginning their duties a month earlier so they can be available to process boat slip rentals beginning on March 15. They agreed to do so. In addition, she recommended we increase their monthly salary to \$1500.00 per month. Velinda made a motion to extend the caretaker contract term and to increase their salary to \$1500.00 per month. Larry seconded the motion. There was no further discussion. Motion carried unanimously.
    - ii. To remove Larry Pazaski from the Board as other HOA members are not willing to serve if he is on the board. Velinda made the motion to remove Larry. Sue seconded the motion to provoke discussion. Several members of the Board would like to see members (who do not wish to volunteer for the Board) to come forward, send an e-mail, or letter explaining their concerns about serving. Larry asked what our ByLaws say about expulsion of a director. Article IV, D indicates the membership must vote on the removal. Article V, B indicates the Directors can remove an Officer. The motion to remove Larry was dead.
3. Approve November 18, 2023 BOD minutes: Velinda polled the Board to see if it was necessary to read the minutes out loud as they received them prior to the meeting. The Board indicated reading the minutes was not necessary. Larry said he wanted a discussion about the investor's contract and said he wanted a copy of each signed investor contract. Sue made a motion to approve the minutes. Kevin seconded the motion. Discussion was had. Larry was concerned the investor contract may not have been properly examined. Velinda assured him each investor had an opportunity to share the contract with their attorneys and our association's attorney also reviewed the contract. Will explained that since Velinda could not work with the attorney (due to her being an investor) he was the person as Vice-President who worked with the attorney. There were some changes made to the contract by the association attorney. Will offered to share the email exchange with Larry to assure him the contract was properly examined. Velinda asked for a vote on the approval of the minutes. Motion carried: 5 yes, 1 no.
  - a. Old Business: Approve amended minutes of the July 15, 2023 emergency Board meeting were included

in the documents for this meeting. Velinda made a motion to approve the revised minutes of the July 15<sup>th</sup> Board meeting. Will seconded the motion. Discussion was had. Larry said he did not like that Velinda did not control the July emergency meeting. He wants the names of all the people who interrupted him at the meeting placed in the minutes. Velinda said it was not necessary to do so. Larry made a motion to edit the July meeting minutes by inserting the names of the individuals who interrupted him. The motion was not seconded. The motion died. The original motion carried. 5 yes, 1 no.

4. New Business:

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

a. Governing documents (Chairman Tina Simms)

- i. Velinda read the Governing Documents Committee report in Tina's absence.
- ii. The committee met recently to discuss the long-term rental (LTR) and short-term rental (STR) application processes and penalties for not complying with the association's deadlines.
- iii. The committee recommends the LTR applications, and a copy of the rental agreement will be due to the association by January 31 of each year. If the deadline is missed, there will be a \$250.00 penalty by the Association.
- iv. The committee recommends the STR applications must be submitted to the Governing Documents Committee by May 1 of each year. An application fee of \$50.00 to the association will be applied. The Committee will review the applications and approve or deny within 30 days and will report to the BOD. STR tenants will have no access to the park or the marina. If the STR operates without an approved application, there will be a \$250.00 penalty per occurrence (occurrence is defined by each rental contract) by the Association.
- v. Tina (via Velinda) made a motion to approve the LTR/STR application process. Sue seconded the motion.

Discussion was had. Kevin Killinger made a recommendation to increase the STR application fee to \$100.00 per year. The Board agreed to his recommendation by a majority. The original motion to approve the LTR/STR application process carried. Vote was 4 yes, 2 abstained.

b. Facilities- Chairman Dan McClough was absent. Velinda presented his written report.

- i. Facilities report: Recent activity includes purchasing a new battery-operated weed eater and a new spring for the teeter-totter. A new aluminum ski dock ramp was purchased, and the ski dock was moved to the marina for winter storage.
- ii. Facilities update: 2024 project list includes repainting the basketball court, installing the new aluminum ramp, repairing the ski dock flotation and damaged boards. Repairs to the bathrooms and either fixing or replacing the riding lawn mower.
- iii. There were no recommendations to the Board at this time.
- iv. Launch update: See Marina report for update.
- v. Park reserve balance: \$17,508.97
  1. CD update: \$156,000.00 renewed matures 3/26/24 at 5.2%.
- vi. Next meeting: Wednesday, February 7, 2024 at the McClough home. A reminder email will be sent.

c. Finance: (Acting Chair Velinda Brown)

i. Velinda provided the monthly financials.

1. General checking: \$43,289.01
  - a. Dues \$32,760.00 as of 1/18/24.
2. General Savings: \$37,510.00.
3. \$12,096.00 (2023 balance retaining \$5000.00 as a prudent reserve) was split between Savings and Park Reserve: \$6048.00 each.
4. Since Eric resigned, Velinda has provided oversight of our financials and has been working with Julie Rhoades at Belfair Tax. She reported that our Mastercard is a cash rewards card. The 2023 rewards were credited to the general checking account in the amount of \$346.41.

Velinda recommended to the BOD to combine the Park reserve and savings accounts for easier financial accountability. A motion was made by Velinda and seconded by Sue. Discussion was had. The motion did not carry. Motion denied.

Velinda also reported that all 2024 dues invoices were sent on December 5, 2023. She also noted we now have the capability to send invoices via email and will look at that option for next year's annual dues invoices. She thanked Will James for picking up the annual dues payments and depositing them into Key Bank. This saves us from being charged for that activity by Belfair Tax.

Velinda asked all committee chairs to meet with their committees to work on their 2025 budget so they can be provided to the Finance committee chair by March 15<sup>th</sup>, 2024 which will aid the Finance committee to prepare a budget to submit to the Board at the May Board meeting for approval.

ii. Next meeting: TBD in March ,2024

d. Marina: (Acting Chairman Velinda Brown, co-chair Kip Miller)

i. Velinda provided the Marina committee report. She reviewed what work has been completed - Dock C installed and dock gangways purchased. She also said Docks A & B pilings will be installed prior to the September 30, 2024 fish window deadline and the floating docks will be installed sometime in November/December 2024.

She reported she sent an email to all Marina committee members asking them to review the launch bids – including the Soundview bid dated 11-15-2023. She asked the members to approve the Soundview bid as it is all inclusive (i.e. launch, concrete work, handicap ramp, relocate water and electrical, mitigation plantings, etc.). She reported that those who responded all agreed Soundview was the best bid to recommend to the Board for approval. Velinda made a motion that the Board accept the Soundview bid at the cost of \$199,911.78 as recommended by the Marina Committee which was given permission by the Facilities Committee to act on their behalf for the launch. Sue seconded the motion.

Discussion was had. Kevin was concerned about Soundview having the correct equipment and biodegradable hydraulic oil for the bucket (joints) to work in the water. Kip Miller assured him he has already talked to the Fish & Wildlife Department about this requirement and understands what he must do. Larry asked why we had to have an ADA-compliant ramp. Velinda explained that it was required by our permitting process. A vote on the motion was had. The motion carried. 5 yes, 1 no.

1. Gangways delivered: Dec 15<sup>th</sup>, 2023

ii. 2024 Projects update:

1. Repair/replace dock boards as needed.

iii. Loyalty Program applications due Feb 1-29<sup>th</sup> (Jan Moon will be in charge).

iv. Marina Reserve balance: \$22,217.21.

v. Investors have contributed \$125,000.00.

vi. PSA general membership to pay 30% of Dock A (\$27,009.00) that will be used for members who only launch watercraft.

1. Edward Jones CD: \$52,000.00 matures 4/30/23 @5.1%.

2. OURCU CD: Opened Dec 29, 2023 for \$100,000.00 at 5.6% for 1 year term.

vii. Fund raising events:

1. Polar Plunge (April-TBD)

2. Cinco de Mayo (Saturday, May 4<sup>th</sup>)

3. July 3 (Wednesday)

4. August Luau

5. Labor Day (August 31<sup>st</sup>)

6. S'mores campfire (December)

viii. Next meeting: TBD

e. Public Relations/Membership (Chair Maureen Allen)

1. Maureen presented a Sheriff's meeting report. Some highlights are: The Sheriff is hopeful to acquire one deputy per 1,000 citizens in Mason County. A new contract for Patrol Officers just got a raise that is more in line with other counties. Because of the increase in wages, Mason County just received two new experienced officers. Another

officer needs training and will be ready for service in 2025. Sheriff Sperling said the county needs 16 more deputies to achieve his per-capita goal. Three canine officers have been replaced. A new evidence officer has been hired and new uniforms and other equipment have been purchased.

The grand opening of the new precinct located on Old Belfair Hwy will occur on February 2, 2024. The new Chief of the precinct is a local resident.

2. New owners- none reported.

f. Water: (Chairman Will James)

i. Will presented the committee's report:

1. 2023 CD interest: \$10,673.35.

ii. Water checking; \$17,818.67.

iii. Reserve account: \$38,988.86 (\$3,420.00 auto transfer each month from checking).

iv. CD's: Five each totaling \$510,000.00 with Our Community Credit Union at 5.26% matures 12/29/2024.

v. Recommendations to the BOD:

1. Will reported that four accounts exceeded their allotment in the past two months. 15 accounts are past due, one is pending service suspension, and one was suspended in December. He reported on the water main break on MLDE on December 27<sup>th</sup>. The break was repaired, and the system fully restored before noon on the 28<sup>th</sup>. The repair cost about \$7,000.00. Will noticed it was difficult to locate the shut-off valve near the break due to it being covered with dirt and grass. He is considering options to indicate where valves are located along the water system so this does not happen again. He is considering reflective markers on the road to "point" to the water shut-off valves.

2. The Water Committee met on December 20 to discuss past billings, budget, future expenses, and planned improvements to the water system. It was discussed that the budget is "tight" and there are expected increases by vendors and expenses which are needed in servicing the water system. A motion was made at the committee meeting to increase the rate to properly fund the water system expenses. The committee unanimously passed the motion.

3. Will made a motion (at the BOD meeting) to increase the water bi-monthly O&M rate by \$5.00, from \$60.00 to \$65.00 per lot. Larry seconded the motion. The motion carried unanimously.

4. Next meeting: TBD

g. Web Page Group (Susan Lord)

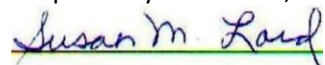
Report: Sue reported that she updates the website when new information is available.

h. Block Watch (Sue Lord)

Report: Sue said there were no incidents reported since the November 2023 meeting.

6. Adjournment: As there were no comments from POA members, a motion to adjourn the meeting was made by Sue Lord and seconded by Kevin Killinger. The motion carried unanimously. The meeting was adjourned at 11:39 a.m.

Respectfully submitted,



Susan M. Lord, Secretary