

## PSA BOD MEETING MINUTES

Saturday, May 18th, 2024, 10:00 AM

Location: The Hut

Officers and Board members in attendance (as per sign-in sheet): Velinda Brown, Will James, Susan Lord, Forrest Strickland, Kevin Killinger, Larry Pazaski, Maureen Allen. Excused were Tina Simms and Daniel McClough.

Association members present (as per sign in sheet): Merrisue Steinman; Others: Jerry and Sue Swaser

1. President Velinda Brown call the BOD meeting to order at 10:17 a.m. She acknowledged the meeting was being recorded.
2. Presidents Report:
  - a. The Annual Meeting announcement will be sent to our members by June 6<sup>th</sup>.
  - b. Velinda reported that the Treasurer's position had been filled. Forrest Strickland was approved by the BOD on April 23, 2024, to serve as a PSA director. Velinda emailed a motion to the Board nominating Forrest to join the PSA Board of Directors. Kevin seconded the motion. She said a majority of the BOD approved the appointment (Five, each. Two did not reply.). Forrest was appointed. He will be filling the remaining term held by Eric Fiedler, who resigned as Treasurer in Dec 2023, until the Annual meeting in July 2024. At that time, he will need to run for the BOD position.
  - c. 2<sup>nd</sup> Annual Memorial Weekend Community Give Away: Members are allowed to put things out on the street for free. Items should be removed by Monday evening at 6:00 PM.
3. Approve March 16, 2024 BOD minutes: Unfortunately, the incorrect minutes were approved. The Board will need to re-visit this motion at its next meeting.
4. Old Business: none
5. New Business: none
6. Committee reports:
  - a. **Governing documents** Chair Tina Simms submitted a report. Velinda read the report.
    - i. Committee report: The committee last met on May 13 to review and modify changes to their proposed rules changes. Velinda read the proposed changes within the Rules. Based on the PSA attorney's remarks, the committee agreed to accept most of the changes by the attorney.
    - ii. Short term rentals update: The Governing Documents committee agreed our rules should follow the WA State Laws and proposed Mason County Rules and Guidelines (in progress by the County) pertaining to Short Term Rentals (STR) to maintain consistency.
    - iii. Recommendation to the Board: The committee recommends the proposed changes to the Rules be approved by the Board. There were concerns by some board members regarding the STR rule as noted on page 7 of the proposed Rules.
      1. A motion was made by Sue that all property in the PSA community being used for Short Term Rentals must comply with Washington State and Mason County laws and regulations to provoke discussion. Forrest seconded the motion.

Discussion was had. Larry felt the STR Rules should also include compliance language that mentions our own governing documents. Will agreed. The original motion was rescinded.
      2. A new motion was made by Sue that "All properties used as Short-Term Rentals in Paradise Estates must comply with Washington State and Mason County laws and regulations and Paradise Service Associates Governing Documents." The motion was seconded by Will. Motion carried with 6 yeas and 1 abstention.
  - iv. Next meeting: TBD

- b. **Facilities** Chairman Dan McClough submitted a report. Will read the report.
- i. The facilities report included a concern that the keypad on the pedestrian gate was not functioning properly. Jerry Swaser interjected that the gate required a change of batteries, and it is now working correctly. Jerry said he also had removed the bee's nests.
  - ii. Facilities update: 2024 project list was discussed. Finished projects include lavatory updates with new (used) partitions, new lights, and molding around the ceiling and new paint. Ski dock upgrade with new float, new replacement board, and new hardware for ramp installation. Ramp to be moved and connected for the ski dock on Sunday, May 19<sup>th</sup>. The lawnmower had several components replaced. New shelves were built for the Hut. Pending projects include repainting the basketball court and hoops, painting the Hut and bathroom exteriors and, painting the announcement board.
  - iii. Recommendations to the Board:
    1. Daniel submitted a written motion to purchase a used John Deere lawn tractor for \$1,200.00 to replace our current lawn tractor. Will read the motion and Sue seconded the motion. Discussion was had. The motion carried unanimously.
  - iv. Launch update:
    1. Construction to start mid July 2024
      - a. 1<sup>st</sup> installment paid on 3/5/24: \$40,000.00
      - b. 2<sup>nd</sup> installment due on July 15: \$60,000.00
      - c. 3<sup>rd</sup> installment due on August 15: \$60,000.00
      - d. Final installment due upon completion in Sept.: \$39,911.78
  - v. Park Funds raised:
    1. Polar Plunge: \$50.00
    2. Cinco de Mayo: \$140.00
    3. Next fundraiser: July 3<sup>rd</sup> BBQ, dance, and Fireworks
  - vi. Park reserve balance: \$1,796.83
    1. CD update: \$158,000.00 was renewed/matures 6/20/24 at 5.3%
      - a. Interest was \$2,222.44 as of April 30, 2024.
  - vii. Next meeting: TBD. Velinda noted that Daniel did have a Facilities Committee meeting recently and people had attended it. She will ask Daniel to provide the names and contact information of the attendees, so we know who is on the Committee.
- c. **Finance:** Acting Finance Comm Chair Velinda Brown and Forrest Strickland presented the report.
- i. Financial report - copies provided.
    1. General checking: \$60,817.05.
      - a. Outstanding dues \$960.00 (3) remaining.
        - i. Penalties from members still owing: \$170.00.
        - ii. Certified letters will be sent to the 3 members.
    2. General Savings: \$9,709.89
    3. Board recommendation:
      - a. Increase the annual dues penalty to \$25.00 per month if unpaid. Will made a motion to increase the dues penalty to \$25.00 per month. Kevin seconded the motion. Motion carried unanimously.
      - b. Accept 2025 Budget as presented by the finance committee.

Forrest made a motion to approve the proposed 2025 annual budget. Sue seconded the motion. Discussion was had. There were concerns about the proposed \$20.00 increase in annual dues. Forrest explained it is a prudent adjustment for inflation over the next year. In addition, Velinda said we need to build up the Park fund over the next years. Will suggested we explain these things to the membership before the Annual Meeting. Velinda said she will do so via her Annual Letter to the membership prior to the Annual Meeting. The motion

was called for a vote. The motion carried unanimously.

c. Contract with The Taxman booking service beginning July 1, 2024.

Velinda explained that our current bookkeeping service, Belfair Tax, has not kept up with reporting to us for the past couple months and they seem to be charging us excessively for their services. If we continue with their services, we will likely go over budget this year. She had met with another service provider, The Taxman, in Shelton previously and she and Sue Lord also met with them recently to discuss the bookkeeping services we need. The Taxman just provided a very comprehensive Service Proposal which will cover all our needs. The Taxman's monthly invoice will cost approximately \$450.00 per month - which is an annual cost of \$5,400.00. Both Velinda and Sue recommend them.

Velinda proposes we obtain the end of year report from Belfair Tax by July 3<sup>rd</sup> (for the Annual Meeting), then she will cease business with them by July 5<sup>th</sup>. In the meantime, Velinda asked us to approve hiring of The Taxman as our bookkeeping service commencing on July 1. Sue made a motion to change bookkeeping services and hire The Taxman in Shelton. Kevin seconded the motion. Discussion was had. It was mentioned we would save additional fees as our current bookkeepers charge us for two pieces of software which we need to access our own accounts that they manage. Will said he is trying to save us money by going to the bank to make deposits which we would have been charged for by Belfair Tax. Will also said we have had bills not paid on time because of the bookkeepers. Velinda called for a vote. Motion carried unanimously.

ii. Next meeting: TBD

d. **Marina:** Acting Chair Velinda Brown provided the report.

- i. Marina committee report: Soundview is still on schedule to begin replacing the launch in mid-July. During that time, boats that need to be launched or removed from the lake at the county launch at the north end of Mason Lake. Docks A & B will be removed in mid-September so Lakeshore can install pilings by September 30<sup>th</sup>, 2024. There are four marina slips still available. Boat bumpers on the new dock will be purchased by the park and installed by Kip and volunteers.
- ii. Marina reserve balance: \$57,101.00
- iii. 2024 Marina Projects update:
  1. 1<sup>st</sup> Installment to Lakeshore due June 30: \$114,151.98
  2. Final payment approximately October 2024: \$114,151.98
- iv. Marina Reserve balance: \$57,101.12
  1. Edward Jones CD: \$52,000.00, matures on 6/17/24 at 5.3%
  2. OURCU CD:
    - a. Opened on Dec 29, 2023 for \$100,000.00 at 5.6% for a 1 year term
      - i. 2024 interest: \$1,757.94 as of April 30
- v. Recommendations to the BOD:
  1. Hire the band "Phase 5" for the July 3<sup>rd</sup> BBQ at \$900.00. This band was recommended by Jan/John Roney and Lake Limerick. A motion was made by Sue to approve the contract with "Phase 5". Maureen seconded the motion. Motion carried unanimously.
  2. There was a suggestion to contact the band to make sure we have adequate power sources for their performance.
- vi. Next meeting: TBD
- vii. Investors meeting to determine final investment: TBD

e. **Public Relations/Membership** Chair Maureen Allen provided the report.

1. Sheriff's meeting report highlights: Maureen attended the Sheriff's meeting in April. Sheriff Spurling said a new educational source called West Point Leadership Class is being taught to

policing agencies throughout the nation. WA State Patrol is the first agency to receive the training. The Sheriff Department's new command vehicle is getting set up for operation. The Sheriff's Department recently lost three officers to the WA State Patrol which has also lost troopers of late. Sheriff Spurling says to be aware of your surroundings and if you "see something", "say something". Also, the sheriff discussed one way to prevent squatters is to post a "No Trespassing" sign on our property. This will enhance the Sheriff's ability to remove the offenders on property which is not theirs. The full report is at: <https://paradise-service-associates.org/wp-content/uploads/2024/05/APRIL-SHERIFFS-MEETING-April-2024.pdf>

2. New owners: None since her last report.

f. **Water:** Chairman Will James presented his report.

i. Committee report: There have been no system problems over the past two months. One water account is pending service suspension, and one account has been suspended. Will said he had a conversation with a meter reader. He asked the person to let Will know if there has been a large amount of water used by a PSA property. This may indicate a substantial leak. Recently, the meter reader did contact Will and after a discussion he asked them to turn the water off at the property. Will believes this to be a pro-active step to implement to save our water and to save money for our members.

Velinda suggested Will sign up for notifications via his phone if the well's back-up generator stops working. Will said that may be okay, but he would prefer the "light" alarm if the generator stops. That way, he said, if he were unavailable, others would know there is a problem with the water system. Discussion was had about the desire for an "emergency light" to be installed on the generator in the event it fails. Will expects to contact an electrician for a bid. He will also contact an asphalt company to patch the hole on Mason Lake Drive East which was due to a water system leak.

Members can receive their water bill via email if it is more convenient for the member. Contact Northwest Water and they will accommodate your billing preferences. For more information click here: <https://paradise-service-associates.org/wp-content/uploads/2024/05/Water-Committee-report-5-18-24.pdf>

ii. Water checking: \$14,552.26

iii. Reserve account: \$52,670.38

iv. CD's: (5) \$510,000.00 with Our Community Credit Union at 5.26% and matures on 12/29/2024

1. 2024 interest: \$1,949.47 x5= \$9,747.35

v. Recommendations to the BOD:

vi. Next meeting: TBD

g. **Web Page** report given by Sue Lord.

Report: Sue said she continues to update the Google Email Group as per instructions from Velinda. Sue continues to update the webpage with upcoming events and posting board member reports after each Board meeting. The Google Calendar on the announcement and Events page is up to date for all known upcoming PSA community events and Hut rentals.

h. **Block Watch** report presented by Sue Lord.

Report: Sue reported there have been no incidents reported to her since October 2023. She believes she should send a "friendly reminder" to our community members about neighborhood block watch. It is possible new members are unaware of the Neighborhood Block Watch structure.

A board member mentioned there were two separate incidents of threats against other people both on April 17 and May 11 in our community. In addition, it has been observed that a male person has been walking primarily on E Shore Dr. (and in another area in our community) with a chainsaw. Sue will add these incidents to her Neighborhood Watch report.

7. Other matters that may properly come before the Board (each member is limited to approximately 2 minutes) Members will notify BOD upon signing in that they wish to be heard.
  - i. Sue Lord, speaking as a PSA community member, asked the Board to consider purchasing up to two 2-dose Narcan nasal spray kits to have on-hand in the event a person has an opioid overdose in our park. She offered to find out the cost of training for both the administration of Narcan and on use of our AED device for members of our community who are interested.

Discussion was had. There was concern that our community could be held liable for a lawsuit if something went wrong using the Narcan. Larry said we have a fire department only 1.5 miles away and we should call them, instead. Velinda asked Maureen to inquire with the Sheriff's department about their opinion on this subject.

- ii. Velinda reported that a hut reservation had been denied to a requestor due to an opinion about the timing of the event. Discussion was had that we do not recall a reservation being denied unless the Hut was already booked. Velinda will discuss this with the appropriate person.

Larry reminded Will about a former request he had to obtain some email correspondence from him. Will apologized and said he will send it to Larry.

Meeting adjourned at 12:28 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Susan M. Lord". The signature is written in a cursive style and is underlined with a green line.

Susan M. Lord, Secretary