

PSA BOD MEETING MINUTES
Saturday, January 18, 2025, 10AM
Location: Mason Benson Community Center

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

Association members present (as per the sign in sheet): Rob Koenig, Warren Zeitelhack, Jerry Swaser, Merisue Steinman, and Larry Pzazski.

1. President Velinda Brown called the BOD meeting to order at 10:04 am. She acknowledged the meeting was to be recorded.
2. Presidents Report:
 - a. Velinda said the Park is closed and will open on April 1, 2025. The locked walk-through gate is available for members by using their water code. One member suggested pressing the #3 button hard for it to work correctly.
 - b. Short-Term Rentals: Velinda said she attended, via zoom, the Mason County Planning Commission meeting on Dec 16th, 2024. The agenda dedicated 45 minutes to this subject, but nothing was accomplished. The focus was more on how the county was going to fund the STR's than what the Board of County Commissioners had directed them to do. The planning commissioners were tasked with:
 - i. refining the draft regulations, as provided, bound within the scope the BOCC ,
 - ii. provides their own regulation language or
 - iii. recommend not regulating the STR's at all.

As per the minutes of the meeting: The motion to recommend the draft regulations as provided by staff did not receive a second and the motion died. It was clear at the meeting that the difference in opinion on the direction of regulations was too great, and the members believed additional time was needed to pursue the topic. The planning commissioners postponed any action until the County Comprehensive Plan was finalized in June 2025. Velinda said she plans to call Commissioner Randy Neatherlin to encourage the Commission to continue with the STR discussion as there are so many people in Mason County who are counting on them to act.

Velinda reported that:

- c. The Marina, Facilities, and Water budgets are to be provided to the Finance Committee Chair (Forrest) by April 18th. The finance committee will be presenting recommendations to the Board at the May 24th meeting for approval.
 - d. There have been some complaints by a few Hut rental members that approval had not been provided in a timely manner in the past. There was a suggestion that the form be revised to include a statement that approval by the facilities chair or president will be within 7 days of receipt. Discussion was had. Daniel, Facilities Chair, agreed that the "7-day" statement should be incorporated into the rental form. Velinda said she will make that change to the form.
 - e. Velinda made a recommendation to the Board that we revise 2025 caretaker summer contract to increase their salary to \$1600 (\$800 each) per month. This increase was included in the 2025 budget. The Board agreed.
3. Approve November 16, 2024 minutes: A motion was made to approve the November 16, 2024 minutes by Secretary Sue Lord. Maureen seconded the motion. The motion carried. There were 7 yeas and one who abstained (due to his absence from the last meeting).

4. Old Business: None

5. New Business: None

6. Committee Reports

a. **Events Coordinator:** Chair Tina Simms did not have anything to report. Velinda suggested this would be a good time to apply the 2025 dates to our typical annual events:

- i. Polar Plunge/Breakfast: Saturday, April 5
- ii. Cinco de Mayo: Saturday, May 3
- iii. July 3rd BBQ and Dance: Thursday, July 3
- iv. Luau, Poker Run, Raffle: TBD
- v. Spaghetti Feed: Saturday, August 30
- vi. Brats and Brew Fest: Saturday, September 27
- vii. S'mores & Bon Fire: December TBD
- viii. Velinda said she wishes we can still have our "2024" S'mores & Bon Fire in the next few weeks. Jerry has offered to open the bathrooms for that event.

Tina said she would like a discussion about concerns that have been raised to her by other members. She doesn't believe we should have "fundraisers" anymore as the Marina has been funded. She believes we should have "community events", but that we should not be charging the attendees for the meal. Velinda said this year we were planning to fundraise for the Park budget as it has been depleted. Since we do spend some money to arrange the events, she wonders if Tina would consider asking for a "donation" from the attendees, instead. Tina said that would be fine, so long we are not *charging* a fee for the event.

Tina also said some members are not keen on being asked to bring a shareable food item at our events. Velinda said that has never been a requirement for attendance. She has always thought that was understood. It was decided that we would ask for "Donations" at our events and see how it goes.

Tina said she is no longer able to manage the events. She said she needed a break from that responsibility for now.

b. **Governing documents:** Chair Tina Simms said she has nothing to report.

c. **Facilities** Chair Dan McClough provided the following:

- i. Facilities report: Dan reported the park has been quiet. Since November, the batteries have been changed in the "foot-traffic" gate. There are some on-going projects such as repainting the basketball court and the hoops, teeter-totter spring installation, and finding wind blinds for the Hut.

He believes now should be a good time to re-gravel the parking lot since work is done on the Marina. He will call for a Facilities meeting near the end of February so discussion can be had about where and when the gravel should be placed. Velinda suggested that weekends are best for committee meetings- to be held in the afternoon.

- ii. Park reserve: \$22,867.97
- iii. Recommendations to the Board: none
- iv. Launch update:
 - i. Construction update:
 - a. Launch railing was installed Saturday, January 4, 2025
 - b. Additional railing map and cost (see marina report)
- v. Next meeting: TBD end of February

- d. **Finance:** Chair Forrest Strickland provided a report:
- i. Financial reports: Forrest provided these financial reports: Date Range Balance Sheet, 2025 PSA Budget and Budget v. Actuals Variance Report, December 2024.
 - ii. Treasurer's report for recent finance activities:
 1. Forrest said the association finances seem to be functioning normally. He and Velinda met to review the year end variance report and found some anomalies caused by the transition between bookkeepers. They worked with our bookkeeper and believed she would be able to keep a more accurate variance report now. Forrest's goal is to keep all variance around 5% per category line.
 - a. General Checking: \$29,147.38
 - b. General Savings: \$ 21,597.28
 2. Forrest asked that all Mastercard receipts with a description of the charges be turned in by the fifth of each month.
 - iii. Velinda reported she sent a member to Grimm Collection Agency for nonpayment of water account in the amount of \$1008.39. There will be no charge to us, since it is considered a utility.

Larry said he had a concern about the variance report. He felt income item 430 (Moorage) doesn't look correct. Velinda explained that the "income" number reflected a CD which had cashed out and had been incorrectly applied to this account. It was discovered in her and Forrest's review. Forrest said the variance report will be much more accurate next month and beyond as several anomalies have been since corrected.
 - iv. Next meeting: TBD
- e. **Marina:** Chair Kip Miller reported that he and his son, Bryce, installed the section of railing along the new ramp and steps leading to Dock A. He has received an estimate to install the transition plate needed for ramp to the dock (needed for equipment for the physically disabled.) The transition plate will cost approximately \$750.00 and is being fabricated by S&S Fabrications.
- i. Kip said the Loyalty Program will begin on February 1. Kip will initially assign slips (Dock C will remain the same as last year). He recommends the Loyalty Program members meet some time in February in case some of the boats need to be moved around.
 - ii. Kip would like to have a Marina meeting to discuss the best way to number the slips.
 - iii. Discussion was had about having to provide duplicate information (from the previous year) to PSA when renewing slips. Most boat-owners' tabs and insurance renewal will not occur until the next summer. It was decided to edit the Watercraft Registration form to show the date of everyone's boat policy renewal date. This should trigger the owner to provide a copy of the annual registration and new insurance information to the caretakers as they occur over the summer. Kip will email the revised Watercraft Registration form to the Marina Committee membership before February 1.
 - iv. Marina reserve balance: \$ 29,054.16
OURCU CD balance (12/31/24): Account was closed and deposited into the marina reserve account.
 - v. 2024 Marina Projects update:
 - a. Final payment was made on December 29, 2024 in the amount of \$114,151.98.
 - b. Recommendations to the BOD: Add language to the Rules and Guidelines to include the Loyalty Program.
 - vi. Next meeting: TBD to discuss development of ideas and a plan for maintenance in and around the marina.

f. **Public Relations/Membership** Chair Maureen Allen reported that she attended the recent Sheriff's meeting at the Lakeland Village Bistro restaurant. She said that the Sheriff's Department is in the process of developing an online reporting system for reporting possible crimes. She said the holiday "Shop with A Cop" at Walmart was a success. 49 children participated with \$179.00 each to shop and have gifts wrapped for free. The Sheriff department is hopeful that there will be state funding to hire more deputies. The County is exploring ways to have a permanent animal control officer and dealing with the overcrowding in Mason County jail. Sheriff department officers will participate in a "Polar Plunge" at Alderbrook Resort on February 12 at noon.

Rob Koenig spoke of a "drone issue" in our neighborhood. About a month ago, he observed a drone flying very early in the morning on Olympic Dr. Since then, he has seen it fly frequently from around 3:00 to 4:30 am. The Board may wish to think about restricting the use of drones in our community. Warren said he also has observed the drone. Both Kip and Tina have also seen it near their properties. They report this is a sophisticated drone and there is concern the operator may be able to see people within their homes (through skylights, for example) or observe a property-owner's items in their yard. The concern is about privacy issues, "spying," and "casing" the neighborhood with intent to steal. There is a suspicion of who is operating the drone. Warren did talk to the Sheriff's department. They said there is nothing they can do about it. Velinda suggested the Board request drone operators to not fly them at night, suggested we put the incidents into our Sheriff's reports, and send an email to our community to alert them to the issue.

Jerry suggested we update our Park security system especially now that we know there is an active drone issue in the community. Daniel said a new security system had been discussed in the past during a Facilities meeting. He suggested the committee can investigate different security systems, then have a meeting to make a recommendation to the BOD. He believes the recommendation can be decided before the Board meeting in March. Velinda suggested Daniel check the committee's 2025 budget request to see if the anticipated cost of a system was requested.

g. **Water:** In Chair Will James absence, Velinda provided his water committee report. Will reiterated the importance of turning off their water at the meter if they intend to leave for an extended period. This will help prevent leaks and thousands of dollars in water charges and possible costly repairs.

- i. Water checking: \$18,016.63
- ii. Reserve account: \$80,034.75
- iii. CD's: (5) \$550,000 OUR CU:
 1. 2024 interest: \$24,252.08
- iv. Recommendations to the BOD: None
- v. Next meeting: Some time in April after he returns home from remote working site.

h. **Web Page:** Sue Lord reported that the webpage is updated with all known upcoming dates frequently. She also publishes BOD reports after each meeting. In addition, she edits the Google email group as she learns new information.

i. **Block Watch:** Sue Lord, co-chair of the PSA Neighborhood Block Watch, said there were no known incidences reported to her since our last BOD meeting.

j. **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.

- a. **Discussion:** Revise 2025 summer contract to allow the caretakers the same benefits as a member, including hut, kayak, and moorage slip rental. Jerry was temporarily excused from the meeting so the Board could discuss the upcoming summer contract with our Caretakers. Velinda said the 2025 Summer contract needs to be revised. She would like the contract to state the caretakers have the same benefits as regular members. This has been done in the past and the benefits would be available to them after April 15th. Paid moorage is currently in the contract. Daniel said rental of the hut could be a problem. There had been a few conflicts in the past, he said. He had to deny their requests on a couple of weekends.

Rob suggested the Facilities Committee should address parking during the events. He believes the homeowners should get priority of parking within the Park. Rob suggested the same for slip rental. Daniel believes Hut reservations by the caretakers should occur on their days off. Daniel also suggested the caretaker contracts (summer and winter) should be combined into one contract as little changes over the years. He will bring his concerns to the next Facility meeting and their recommendations will be presented at the next board meeting. Velinda reminded everyone the contract must be signed before March 15, 2025.

- b. Velinda said she and Sue Lord received an email recently from Larry asking for a great deal of financial information. Since Larry was at the meeting, she replied to him. She said she will respond to him within six months. She said all the information is in different spots and it will take some time to gather all he has requested. She asked Larry why he wants so much information – including check numbers, for example – and what he intends to do with it. Larry suggested he did not have all the financial information about the cost of reconstructing the Marina. Velinda replied that all financials relating to the Marina have been reported at Board meetings and are disclosed in the minutes. Discussion was had. Larry accepted the offer of receiving the requested information in six months.

A motion was made by Sue to adjourn the meeting. Maureen seconded the motion. Motion carried unanimously. Meeting was adjourned at 11:35 am.

Respectfully submitted,

Susan M. Lord, Secretary