

# Paradise Service Associates

## Board Meeting Minutes

Saturday, November 15, 2025, 10:00 AM

MBC Clubhouse

Board members present: Kip Miller, William James, Susan Lord, Tina Simms, Dan Wolfe, Daniel McClough (via phone), and Kevin Killinger.

Association members present were Velinda Brown and Larry Pazaski.

**1. Call to Order:** President Kip Miller called the meeting to order at 10:02 a.m. and acknowledged the meeting would be recorded.

**2. Approval of Previous Minutes:** A motion to approve the September 21, 2025 meeting minutes was made by Tina Simms. Kevin Killinger seconded the motion. However, Daniel was concerned that some items discussed at the meeting were left out of the minutes. Discussion was had. Daniel's concerns were discussed and resolved. The board voted unanimously to approve the motion.

### 3. Committee Reports

#### a. Facilities – Daniel Wolfe

Dan reported that the caretakers' winter contract was updated and executed. He said the season-end procedures were completed. This included that all the boats were out of the Marina by October 31<sup>st</sup>, the ski dock was brought in by Randy, Jerry, and Darryl, and the bathrooms had been cleaned, closed and winterized. Dan reviewed the achievements in the park during the 2025 season. This included the completion of the boat launch and docks, jet ski docks installed, the purchase of battery powered lawn tools and new security cameras and wi-fi enhancer for them with thanks to Rob and Dan S. He thanked members (the Lords and the Swains) for their contributions by pulling weeds in the marina landscape. He also recognized several members for their volunteerism in the community events which were held this past year. Looking forward, Dan has a list of projects to further enhance our community property including a new otter hole that needs to be addressed, and a few things regarding the swim dock. He also suggested we may wish to consider concrete "wheel stops" on the slope adjacent to the marina where golf carts are allowed to park. Velinda offered that she had recently seen zippered covers on pool ladders. She felt they could be useful on our uncomfortable swim dock ladders. She will try to get more information about them for our consideration.

Dan reviewed the fees for hut rental, launch fees, and kayak storage fees for the 2026 season. He made a motion to keep the current hut rental, kayak rental and launch fees the same. Sue seconded the motion. Discussion was had. Daniel said he believed we need to lower the kayak storage fee. He suggested more members would use the kayak storage if the seasonal cost was lower – such as \$50.00. In addition, Will recommended we no longer charge a \$25.00 launch fee for PSA waterfront members. Discussion was had. The motion was amended and presented by Daniel to lower the 2026 kayak storage fee from \$70.00 to \$50.00 and to amend the launch fee of \$25.00 to be charged to guests only. Dan W. seconded the motion. The motion carried.

## b. Water System – Will James

Will reported the water usage in our community for the past two months was 6,683,577 gallons. Four accounts have exceeded their allotment, and 20 accounts are past due and three are pending service suspension. He said our five water system reserve CDs have gained an additional \$3,910.25 the past two months. The CDs will mature at the end of December, and he will evaluate banks for the reinvestment to achieve the greatest return. Will reminded members to turn their water off at the meter if they intend to leave for an extended period.

Will reported on the water system break in front of 451 Mason Lake Drive. The system was isolated, and repairs were made. A boil water advisory was issued. Will said he apologizes that he failed to adequately assess the system break and it may have caused people to boil water for longer than necessary. He said he will endeavor to do better in the future. Velinda said she worried whether renters in our community were informed of the boil water order when it was made. Discussion was had and it was determined that the landlords have the responsibility to inform their renters.

Larry Pazaski said he had met the Northwest Water Systems tech during the repair process and found he had an incorrect map of our water system. Larry showed the most correct map we have (“2010 As-Built”) which helped the tech in fixing the water service line. Discussion was had about posting the most current water system map somewhere in our community. It was determined an 11x17” laminated map should be posted in the pump house as NWS techs have access to that building. Will intends to call NWS and ask them to provide all their technicians with the 2010 As-Built map. Larry also showed a piece of the removed piping from the break and explained that the discoloration the board could see indicated there was likely a slow leak for some time.

Will reported the evaluation of our booster pumps requires a deposit of \$1,5000.00. He will send that payment to NWS as soon as possible. When the evaluation results are in, he will have a Water Committee meeting to discuss and make recommendations to the Board.

Will also provided a brief discussion on “pressure relief valves” and would only endorse them in the future if our water system should require them as recommended by NWS. Larry provided a history the water system which was designed to last for 50 years. However, he said we may be experiencing some of the water line breaks due to faulty installation of pipes in the past.

## c. Marina – Kip Miller

Kip said he had a couple ideas about the Loyalty Program and wanted a discussion. He said he was pleased that he had no complaints about the slips as they had been assigned last year. So, he believes our members should be able to reserve the same slip assignment next year. He proposed the following revisions:

**January 1 – February 28:** Current members have first right to renew their existing boat or jet ski slips for the upcoming season.

**After February 28:** Members who have not renewed by this date risk losing their slip.

**March 15 – April 14:** Remaining available slips will open for general rental on a first-come, first-served basis.

**April 15 and onward:** Members may be eligible to rent an additional slip, if available. Discussion was had. Kip made a motion to modify the Loyalty program as described. Dan Wolfe seconded the motion. Motion carried.

Kip provided an update on additional jet ski dock purchase options. He said there is room for three more jet ski docks. Each dock costs about \$2500.00 each. He hopes to identify a way to fund the purchase without using the marina reserve funds. Discussion was had. It was decided to look at acquiring more docks in the future.

A motion was made by Kip to maintain the same fees for marina boat slip rental (\$800.00) and jet ski slip rental (\$400.00) for the 2026 season. Kevin seconded the motion. Motion carried. Kip said the day-slip rental will remain at \$25.00 per day.

#### **d. Finance – Sue Lord**

Sue reported the association's account balances as of November 10, 2025. She also reported on the CDs. She provided the latest variance report as of October 31, 2025. Sue said problems with the PSA credit cards have been fixed and the four individuals who hold the cards are now able to use them. In fact, she tested her new PSA credit card by purchasing a new audio recorder as the previous recorder had been failing. The cost of the recorder was \$40.17.

There is still a problem with her not being able to "see" the association's credit card account via online banking. She has been working for months with the bank to figure out what the problem is.

Sue reported a "Release of Lien" was submitted to Mason County regarding a lien which was placed on a resident in the past. The amount of the lien and costs were recovered after a recent real estate transaction.

#### **e. Governing Documents – Tina Simms**

Tina announced she will schedule a Governing Documents Committee meeting to review which governing documents require updates. She believes the committee needs to examine the guest access policy and the need to define short-term rental rules regarding the park and add a rule that STRs need to adhere to the number of people the septic system of the location can serve. She also said we need to make a rule that the STR homeowners cannot advertise that their guests can have access to the park.

Tina reported the Oktoberfest dinner was a success even though there were less attendees than last year. She is looking forward to next year's Oktoberfest with the hope to have a larger turn out. The profit for this year's event was \$250.90. It was evenly divided by PSA and the MBC at \$125.45 each.

Tina announced the last event of this calendar year, "Campfire & S'mores" to be held on Saturday, December 13<sup>th</sup> at 5:00 pm in the Park. Kip asked Tina to set next year's events calendar. She agreed to do so and said she would like to have an "events meeting" as she has some ideas for next year. Velinda offered to be on the committee.

Tina also reported that she had investigated the product called “Flash Alert” and found it was meant for companies so it likely would not work for our type of organization. Will suggested he can send an email to all members in the PSA 2021 email group and ask them to supply their phone number to him so he can create a group text account (should there be a need to contact our membership in an emergency). The Board felt that would be a good idea and asked him to proceed.

#### **f. Web Page – Sue Lord**

Sue reported that she updates the PSA Google Email Group as she learns of new member email addresses. She also updates the Website with upcoming events and posts Board member reports and approved minutes after each Board meeting.

#### **g. Membership/Public Relations – Daniel McClough**

Daniel provided an inventory of what he received from the former membership chair. He wonders if anyone has the original member digital letter as there is need for changes in the letter.

#### **h. Block Watch – Sue Lord**

Sue said there was little to report. She did learn that in October one neighbor who lives on Olympic Dr had noticed a video via his home security system of someone walking by his home several times during the early morning around 3:00 a.m. The individual was empty-handed going one way but was carrying items when going the other way. The member felt the person was stealing. Kip said he saw the same thing on his security video and surmised the individual walked the entire length of Olympic Dr to steal.

Sue reported the incident to the Mason County Sheriff’s office.

### **4. Old Business**

Kip asked for a review of our STR (short-term rental) policy and guest access requirements as it was learned that some owners of STRs were pre-signing the Family/Guest form that allows their guests to access the park. All the guests had to do was fill out their names, then walk into the park and hand the form to our caretakers. Discussion was had on how to remedy this.

Kip also plans to meet with Alex, our bookkeeper, to get profit/loss statements from her regarding the marina. Velinda explained that our previous bookkeeper used Quick Books, which could not be merged with the Taxman of Shelton’s accounting system. So, any expenses prior to the date when Alex was hired are not available. Discussion was had about how much financial information should be disclosed on our website. It was decided that the Variance Report should be the only financial information placed on our website.

### **5. New Business:**

Discussion was had about upcoming events and the 2026 board meeting schedule. Tina said the following would be the likely board meeting dates. Some discussion was had for the timing of the Annual Meeting. A motion was made by Kip Miller and seconded by Will James for the following meeting dates and times in 2026 with all meetings to be held on Saturdays:

Board Meetings

January 17, 10:00 am

March 21, 10:00 am

May 16, 10:00 am

Annual Meeting: July 11, Sign-in 10:00 am, Meeting: 11:00 am

July 18, 10:00 am

September 19, 10:00 am

November 21, 10:00 am

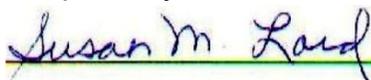
The board voted to accept the dates unanimously.

Larry Pazaski asked for the marina financials at the end of the meeting. Kip said he was willing to discuss the issue with him after the conclusion of the meeting.

## 6. Adjournment

The meeting was adjourned by consent at 11:53 a.m.

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 horizontal line.

Susan M. Lord, Secretary