

Paradise Service Associates (PSA)
Meeting Minutes
Sunday, January 18th, 2026, 10:00 AM @ MBC CLUBHOUSE

Board members present: Kip Miller, William James, Susan Lord, Kevin Killinger, Tina Simms, and Dan Wolfe. Daniel McClough was excused.

Association members present: Warren Zeitelhack, Larry Pazaski, Dan Simms, and Rob Koenig.

1. Call to Order

- The meeting was called to order by President Kip Miller at 10:02 am. He acknowledged the meeting was being recorded.

2. Approval of Previous Minutes

- Review and approve minutes: Sue explained we did not have a quorum of votes for the revised September 21, 2025 meeting minutes via email. A motion was made by Dan to approve the September 21, 2025, meeting minutes. Tina seconded the motion. The motion carried unanimously. A motion was made by Kevin to approve the November 15, 2025, board meeting minutes. Tina seconded the motion. The motion carried unanimously.

3. President's Report – Kip Miller

- Kip thanked the board, volunteers, and members of our community for the continued support of PSA. He said the board has focused on day-to-day operations, addressing maintenance needs, and coordinating with vendors and contractors to ensure the marina and association facilities remain safe and functional. He said he is working with our current bookkeeper to obtain an estimate to collect and organize the records requested by Larry Pazaski. There is an issue as there were two different bookkeepers during the time the marina was built. He is also working with the other bookkeepers to acquire an estimate of the cost for preparing our requests.
- Kip said that short-term rental inquiries and non-member park access concerns have been revealed. The Family/Guest registration form has been updated to include information that the form is required for family/guests before they enter the park. Members are encouraged to accompany their guests initially to enter the park so they may introduce them to the caretakers. Short-Term renters are not allowed to enter the park property.
- Larry offered some information that shows Washington State STR owners have some of the highest rates of crimes against their properties including arson, burglary and vandalism. He is concerned this trend could cause increased insurance rates for all members of our community.

4. Committee Reports

a. Facilities – Daniel Wolfe

- Dan reported that the Winter Caretaker contract has been executed. The Summer Caretaker contract has also been executed.

- Park maintenance/repair was provided by Dan and Kip as otters had been digging in the peninsula and the damage became extensive. The otter holes in the peninsula have been dug out and backfilled.
- If members notice other issues at the park, Dan encourages the members to let him know so he can add it to his list of priorities to address before the park re-opens in April.
- Dan said that some members using the park are not cleaning up after their dogs. Failure to clean up after the pet can result in loss of the privilege for using the park.
- Dan would like to call a Facilities meeting sometime in March.
- Dan reported he plans to have a park “work party” on the Saturday prior to the opening of the marina: March 28th. He encourages members to volunteer to attend it.
- Dan said he is still trying to find someone to bid on cleaning up the marina shoreline. He said we really need an idea what the job will cost so we can add it to our budget. He recommends performing shoreline maintenance twice per year.

b. Water System – Will James

- Will reported upon the water system. 18 accounts are past due and two are pending service suspensions. Two accounts are currently suspended.
- Our five water system reserve CDs have gained an additional \$3,677.10 interest for the months of November and December. The CDs have matured and have automatically renewed for another year at 3.5% interest.
- Will reported there have been no water system issues in the past two months. He would like to have a committee meeting, likely in February.
- Will reported NWS completed their evaluation of our booster pumps. They made several adjustments to “test the system” and with some changes they had satisfactory results. They said there should be no cause for concern at this time. These pumps are expected to provide 20-25 years of service and ours are coming up on 20 years of service soon. Will intends to provide the written report to Sue so it can be retained on our website in the “Water System Info” page.
- Much discussion was had about how to improve the water system map. It is possible we may need to hire NWS to assist us. That will likely be expensive. In addition, members can gather and walk around the community to help identify the access points of our current water system.

c. Marina Committee – Kip Miller

- Kip reported that the Marina Loyalty Program is currently underway. Sue Lord and Tina will be checking the Park mailbox frequently for payments and the checks will be deposited weekly to ensure timely and accurate processing. He explained that the Loyalty Program slip rental for one watercraft began on January 1 and will go through March 15. After March 15, and through April 14, the remaining available slips will open for general rental on a first-come, first serviced basis. On April 15 and onward, members may be eligible to rent an additional slip, if available.
- Kip said he would like to have a Marina Committee meeting on March 14, at 10:00 am, at the Hut.
- At the meeting, Kip would like to discuss cleaning those two slips we cannot currently use as they have weeds growing in them. Perhaps we can schedule a work party to remove the weeds., he said.

d. Finance Committee – Sue Lord

- Sue reported the account balances. In addition, she reported she moved \$6612.50 to each the Park account and General Savings account from our checking account per established practices.
- Sue provided the latest Variance Report as of December 31, 2025.
- Outstanding dues and collections: There were several lot-owners who had accumulated late fees for their late payment of their annual dues last year. The bookkeeper has added those late fees to this year's dues invoices.
- Sue reported that she is still not able to view our credit card account online. She recently met with a different Key Bank branch manager, and he is willing to work with her to remedy the problem.
- Liens: Sue reported a 2013 lien was released as the lienholder reimbursed PSA the lien amount and the filing fees. The amounts have been deposited into the appropriate bank accounts. Also, Sue asked the board if they recommend she pursue filing a lien against a PSA property owner for a long overdue water account balance. Much discussion was had. Sue will contact NWS and discuss the specifics of filing a lien against the property owner and will report back to the board.
- Dog Waste Dispenser: Sue reported that one of our members – a thoughtful dog owner – found eight piles of dog waste in the park recently. He picked it all up and disposed of it. He recommended installing a dog waste bag dispenser with a trash bin in the park. Sue recommended we purchase the product, base-priced at \$150.00. The member offered to set it up in the park. After discussion a motion was made by Will to purchase the dog waste bag dispenser at the cost of approximately \$150.00 plus tax and shipping. Dan seconded the motion. The motion carried unanimously. Sue said she would let the member know the board's decision.

e. Governing Documents Committee – Tina Simms

- Review Priorities: Tina said she needs to schedule GDC meetings as we need to go over the new HOA rules that have taken effect (or will take effect) noted on a letter we received from our attorneys.
- Community events updates: Tina reported that the Beers and Brats Oktoberfest has already been scheduled by the Mason-Benson Club. The event will be on Saturday, September 19 from 5:00-8:00 pm. Discussion was had about other traditional events we usually have with dates:
 - March 28: Barbeque luncheon after the Park Clean-up event
 - May 2: Cinco de Mayo, Taco Bar Potluck, 5:00 pm
 - July 3: Barbeque, 5:00 pm
 - Sept 5: Labor Day Barbeque, 5:00 pm
 - Dec, TBD: Campfire and S'Mores

Will said he will contact his neighbor about these events to see if she is interested in setting up a bar with drinks for sale at any of them.

f. Website Committee – Susan Lord

- Website update status: Sue reported she updates the PSA Google Group email addresses as she learns of them. She also updates the webpage with upcoming events and posts BOD reports and approved minutes after each board meeting.

g. Membership/Public Relations – Daniel McClough

- No report

h. Block Watch – Susan Lord

- Incident report: Sue reported there were a couple of incidents since her last report. Both complaints occurred at addresses on Olympic Dr. Each member found cables and batteries stolen from their recreational vehicles and a boat.
- Coordination with Mason County Sheriff's office: Sue reported she sent the narrative and address of each incident to the Sheriff's office.

5. Old Business

- STR (short-term rental) park access enforcement. The board agreed that this has been handled by a change in the Family/Guest Registration Form.
- Governing document review will be handled by Tina as she plans to schedule meetings for the task.

6. New Business

- New motions or proposals: Discussion was had about commencing a "Reserve Study" which is required by WA State's HOA rules. Sue said she may have some information about that and will share it with Kip. In addition, discussion was held about some of the new HOA rules such as meetings allowing members to speak at the start of a meeting. The board agreed that Tina's Governing Documents Committee meetings should address the issues.
- Rob suggested we should post upcoming board meeting dates on the reader board at the Park two weeks prior to the meetings. We need to plan for someone to do this during the caretakers' winter break.
- Larry suggested we should post all board meeting dates for the year on the website. Sue said she will take care of that matter.

7. Member Comments

- Larry asked for clarification why it is taking such a long time to get the marina financial information he requested. He recalled a former treasurer saying that the transition from one bookkeeper to another was fine. Kip said he has contacted our current bookkeeper and learned there had been three different bookkeepers we employed during the time our HOA was working on the marina project. So, she must contact the two other bookkeepers for previous information Larry requested. Kip clarified that Larry wants copies of paid invoices and the checks that paid them. He reminded Larry that he has all the other related materials (as he had been on the board during the planning portion of the marina project) so those materials will not be given to him.
- Will made a motion to enter Executive Session at 11:10 am.

8. Adjournment

Sue made a motion to close the Executive Session and Board meeting at 11:28 am. Will seconded the motion. The motion carried.

Respectfully submitted,

Susan M. Lord, Secretary