

# Paradise Service Associates (PSA) Board Meeting Minutes

## Saturday, 03/21/2026; 10am at MBCC

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Board members present: Kip Miller, Tina Simms, Dan Wolfe, Will James, and Sue Lord

Board member excused: Kevin Killinger; Board member absent: Daniel McClough

Members in attendance: Larry Pazaski, Dan Simms and Randy Lord

### **1. President Kip Miller called the board meeting to order at 10:01 am**

Kip acknowledged the meeting was being recorded.

### **2. Approval of Previous Minutes**

A motion was made by Dan Wolfe to approve minutes from the January 18, 2026 meeting. The motion was seconded by Tina. The motion was unanimously approved.

### **3. President's Report – Kip Miller**

Kip provided an update on the records request and coordination with the bookkeeper's issue. He said he has had zero responses from our current bookkeeper, and he has realized his past suggestion for a different bookkeeper will not work out. He reported that Sue said she was willing to help. Kip said one of the issues is that we do not have accounting software of our own or access to our paid bookkeeper's accounting software. Short-term rental (STR) enforcement and guest access updates: Kip reminded the board we have dealt with this issue by revising the Family/Guest Registration Form which states that short-term renters are not allowed to utilize the park property.

General operations and maintenance have been maintained.

Kip said we need to get the keypad with gate codes updated. Will responded by saying he is updating PSA's laptop and it is taking a long time. Once updated, he will synch it to the park keypad then import the old database. He will need to remove member's names who have left our community and add new members who have moved in.

### **4. Member Comments**

Larry Pazaski reminded the Board to follow the new RCW 64.90, in which the board must open the floor for up to 15 minutes for members' questions and input. Kip said Larry needs to keep his comments to about two minutes. Larry suggested the Committee chairs add "action items" to their board reports as discussed in our Rules and Guidelines. This way, the reports don't need to be read at the board meeting. Only action items will need to be discussed by the board. He believes this will shorten the meetings. Larry also reminded the board he is still requesting invoices and check numbers regarding all expenses related to the marina demolition and the building of the new marina. Kip said he provided Larry with a copy of dates and amounts paid to Soundview Landscaping and Lakeshore Construction prior to the meeting. Larry acknowledged this but said there is more information that he has requested. Kip said we are working on it.

### **5. Board Member Reports**

#### **a. Facilities – Dan Wolfe**

Dan provided a follow-up on the peninsula/otter damage repairs. He presented a new picture of the peninsula repair of the damage caused by otters recently. Dan reported that the park had been quiet. He said that Jerry

and Sue had returned to the park in March and told him that they were moving on soon. The position was publicized and Dan said there were several interested parties. He said he and Kip are interviewing an applicant couple today. Dan stated there will be Park work party next Saturday, March 28<sup>th</sup>. He would like to make a list of park priorities for the upcoming 2026 season. Dan said if anyone has or knows of items that may need to be evaluated or if anyone is interested in being on the facilities committee, please let him know.

#### **b. Water System – Will James**

William updated the board about delinquent accounts (12 ea) and suspended service actions (2 ea). In addition, two more accounts are pending service suspension.

Will said we have not had water system issues for the past two months. He said that since the changes to the program operating the pumps, there has not been constant cycling of the pumps. He is looking forward to the summer to see if this holds when more owners will be here.

Will said he plans to have a committee meeting in April to evaluate systems expenditures and revenue totals to find out if there is a necessity to raise rates in the future. He has been compiling historical information on expenditures for the last couple of years to show the financial trends.

Will said our five CD's have gained an additional \$3648.75 since his last report. He said to change the board members who can have access to our OCCU Certificate of Deposit accounts, we must provide minutes to them showing the removal of the former president's name and the addition of our current president and treasurer. A motion was made by Will to remove Velinda Brown (former PSA President) from the Certificate of Deposit accounts and to add Kip Miller (PSA President), Susan Lord (PSA Secretary/Treasurer) and Alexandria Dahman (PSA bookkeeper) to the accounts. Sue seconded the motion. The motion carried unanimously.

#### **c. Marina Committee – Kip Miller**

Kip reported a marina committee meeting had been held the week prior to review current operations and capacity. Marina slip rentals are filling up quickly, he said. During the Marina Committee meeting, attendees discussed options for expanding docking space. Discussion was had regarding the need for more jet ski ramps. Kip noted that while it is important to prioritize payments to the investors, there will be enough money to purchase three additional jet-ski ramps at the approximate cost of \$7,500.00. This would leave around \$10,000.00 in the marina account. Dan Simms had made a motion to purchase three additional jet ski docks for the marina. Dan O'Brien seconded the motion. The motion had carried.

Kip said we have already received \$34,000.00 in 2026 slip rentals. There currently are 4 boat slips still available. The jet ski slips will also fill up quickly when they become available. Considering we have \$17,000.00 in marina reserves and the ability to make the investor payments from this year's rentals, Kip suggested we approve the purchase of three more jet-ski ramps for the cost of \$8352.00.

Kip made a motion to use \$8352.00 out of the marina reserve fund for the purchase of three more jet ski slips. Dan Wolfe seconded the motion. The motion carried. Kip said he plans to send an email about this issue to the investors, so they understand what we are doing.

#### **d. Finance Committee – Sue Lord**

Sue provided the board with our account balances as of 02-28-26. The 02-28-26 variance report and profit/loss statement were also presented to the board. Sue reported she can finally view the credit card accounts via her computer. She reminded the board members who hold PSA credit cards that she needs receipts (or a copy of) for any purchases and the account number to which the expenses should be charged.

Sue contacted NWS and learned they no longer file liens for its customers. She did obtain a sample lien from NWS, but after researching how to file the lien in Mason County, she decided it would be better to contact our attorneys to take care of this. She has asked for a quote from Pody McDonald.

Sue asked our bookkeeper to provide her with a summary of members who have not yet paid their 2026 dues. Those members will lose their park privileges. She said we need to schedule a couple financial committee meetings to prepare the 2027 budget which needs to be included in the annual meeting packet. She asked for proposed 2027 budgets from the Park, Water, and Marina Chairs by mid-April. The 2027 PSA budget must be presented at the May board meeting for board discussion/approval.

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

Tina presented a report regarding the status of the HOA rule review the Governing Documents Committee discussed at a recent meeting. The committee agreed we should have our attorneys review our documents to ensure a seamless transition in following the new requirements of RCW 64.90.445. This will guarantee we are following the new WA State HOA requirements. Kip will work with our attorneys on hiring them to update our governing documents. It is estimated to cost about \$500.00 for their service.

One of the new HOA requirements is to provide all members with the opportunity to attend meetings electronically. The board discussed purchasing the Zoom Pro Plan which will cost approximately \$179.00 plus tax. The board agreed it was a reasonable expense. Will made a motion to purchase the Zoom Pro Plan. Tina seconded the motion. Motion carried. Will offered to make the purchase using our credit card.

Larry suggested we also investigate a product called Anthropic's Claude which is an AI product that he believes can be beneficial to our organization – especially regarding the laws/rules for associations such as ours. For example, he said, one could ask the product to show all the WA State rules/laws that guide an association - HOA's or "common interest communities" – and within a short period of time, it will respond. He said he knows several small businesses who use the AI service. Its starting cost is about \$30.00 per month. He believes it can save many thousands of dollars in attorney fees.

#### **f. Website Committee – Sue Lord**

Sue reported she updates the website with known upcoming events and by posting Board member reports and minutes. She also includes the events that the Parrott's host. She also added a link to the Announcements and Events page with the schedule of board meeting dates for 2026.

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

Daniel provided a written report. He said he updated the "welcome Letter and assembled new "welcome packets." He has sent five welcome packets to new members who arrived from 6/30/2025 through 10/13/25.

#### **h. Block Watch – Sue Lord**

Sue reported there were three incidents reported in the past two months. A member reported her truck's gas cap was tampered with. She believed the attempt was interrupted as she found her gas cap on the ground and an empty gas container near her truck. In addition, the same member said another vehicle on her property was targeted (the night before the BOD meeting) and they found the gas was completely gone. She estimated about 10 gallons of gasoline were stolen.

Another member reported they saw someone on their surveillance camera had entered their garage. It appeared the camera inside the garage scared the individual off. The person was wearing all black with either

a mask or hood pulled over their face. The member was unable to assess the damage, so some neighbors offered to check out their property. The neighbors found the metal man-door was pried open with what was likely a crowbar. The door was severely damaged. The neighbors did their best to block the man door from the inside of the garage. The member said she would contact local law enforcement.

## **6. Old Business**

Any unresolved items from prior meeting: Sue updated the Board on her research into companies who can perform a Reserve Study for our organization. This is necessary as it is a WA State requirement for an association such as ours. She found two companies that may be best for us mostly because they are "local". They are Reserve Studies Northwest and Reserve Study Group-Washington. She said there is some history with the second recommendation as they performed PSA's 2015 and 2016 Reserve Studies.

Will suggested a Reserve Study is helpful to organizations because they can make recommendations for what dues, water costs, moorage, etc. should be so we can meet all the requirements that the study will learn about our organization.

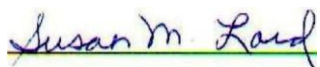
## **7. New Business**

Kip suggested to Sue that he would like to appoint other members to take over some of her duties. She agreed and said she is willing to keep the Treasurer's position. Kip said he will let the association know there is a need for a new webmaster, Community Block watch chair, and Secretary.

Any new motions or proposals: Dan Simms suggested we need more "bandwidth" at the park, especially for the new caretakers. Discussion included adding another account for the caretakers, leaving the original account for the camera system and guest log-ins. Alternatively, we may also be able to set up a Starlink account. This would cover the entire park, and the system can allow us to create "mesh networks" to assign the desired bandwidth for the camera system (a priority) and other users throughout the park. Will said he would study this solution and let us know its benefits and possible negative points in the future.

As there was no further discussion, Sue made a motion to adjourn the Board meeting. Will seconded the motion. The motion carried. The meeting was adjourned at 11:02 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 line.

Susan M. Lord, Secretary