

# PSA Board Meeting Minutes

**Date:** July 18, 2026

**Location:** PSA Hut

**Meeting Type:** Board Meeting

In Attendance:

Board Members- President Kip Miller, Dan Wolfe, Treasurer Sue Lord, Secretary Mike Baker.

Community Members- Larry Pazaski, Randy Lord, Caretaker Ron Tisdale

Absent- Will James, Tina Simms. Absent no excuse- Dan McClough.

**Quorum:** No quorum was present.

**Call to Order:** 10:10 a.m.

**Meeting:** PSA Board Meeting

**Recording:** The meeting was announced as being recorded.

A motion was made to approve the addition of Starlink via email on May 30, 2026 by Kip Miller: (quote the motion on the pdf) then "Sue Lord seconded the motion. The motion carried six yay's and one nay.

## 1. Agenda

The agenda was discussed at the beginning of the meeting. It had not been printed, but a copy was available electronically and was offered to be emailed to those requesting it.

## 2. Member Comments

Larry Pazaski raised a concern regarding the amount of time allotted for member comments. He referenced comments attributed to Tina Simms at a prior annual members meeting indicating that 15 minutes was dedicated to member comments. Larry stated that he believed members should have an opportunity to discuss matters without being limited to two minutes when there were few or no other members waiting to speak.

The Board responded that the 15-minute member-comment period applies to the member-comment portion of the meeting as a whole and does not provide an individual member with the entire 15-minute period. The Board directed Larry to provide his comments so the meeting could proceed.

## 3. Requests for Records and Documents

Larry stated that he had previously emailed the Board regarding four requests for records and documents. He requested that the materials be provided in writing and, where appropriate, entered into the meeting record.

The requests discussed were:

1. A current list of PSA Board contacts, including Mike Baker, along with documentation concerning his qualifications to serve on the Board, referenced in a June 19, 2025 membership letter.
2. A list of newly appointed PSA officers, to be posted on the PSA website as approved by the directors at the July 11 meeting.
3. Instructions for accessing the PSA Zoom meetings, including information requested for El Pizarro. It was noted that the requested mechanism was not currently in place.
4. A written response concerning financial discrepancies previously raised by Larry in a July 10, 2026 email to the Board.

### **Financial Records Discussed**

Larry Pazaski reiterated concerns regarding a reported **\$7,150 difference** between amounts appearing in PSA financial records. He referenced:

- A December 31, 2025 PSA variance report showing \$30,000 under mortgage/new assets.
- A June 14, 2025 spreadsheet titled *Marina Project Reconciliation*, which Larry stated showed three related payments totaling \$37,150:
  - \$4,000 to Kip Miller on May 28, 2025;
  - \$3,150 to The Lewis Company on May 13, 2025; and
  - \$30,000 to The Lewis Company on April 14, 2025.

Larry Pazaski requested an explanation of the \$7,150 difference, along with copies of applicable PSA checks and paid invoices.

Larry also raised a separate concern regarding what he described as **two \$60,000 payments** for the second installment of boat-launch construction, dated July 10, 2024 and July 16, 2024. He requested an explanation and supporting documentation.

Larry stated that these issues were among the reasons he believed an audit should be conducted to verify financial transparency and accountability of PSA funds.

## **4. Board Response to Records Requests**

The Board stated that the requested information had been obtained and that a **certified letter containing the requested documents** would be sent to Larry for acknowledgment/signature.

Larry Pazaski asked whether the documentation would include copies of checks and invoices related to the construction work.

The Board indicated that check copies would be provided and stated that certain invoices had previously been provided. Larry responded that an invoice previously received did not include an attached check copy and stated that additional documentation remained outstanding.

Larry Pazaski stated that he preferred financial records and responses to be presented during a Board meeting so that the information would be documented in the official meeting record and recorded.

The Board reiterated that the requested information would be provided by certified mail and stated that the Board had previously voted regarding the need for an audit.

## **5. Financial Recordkeeping Discussion**

Larry Pazaski referenced a September 21, 2025 discussion in which he stated that the Board had acknowledged the \$60,000 payment discrepancy.

The Board responded that the matter had been investigated with the bank and that an explanation would be included with the documentation being provided.

Board members discussed the difficulties involved in obtaining historical records, including a transition between bookkeepers during the marina project. The Board stated that efforts had been made to obtain information from the former bookkeeper and reconcile the records.

Larry stated that he did not consider responsibility for the bookkeeping transition to resolve the outstanding questions and requested supporting documentation.

## **6. Posting of Financial Documents**

Larry Pazaski requested that relevant financial documents be made available on the PSA website rather than provided only directly to him. He suggested that the documents be organized by applicable dates and subject matter, including records concerning the marina and mortgage transactions.

The Board discussed the process by which records are made available to members and indicated that the requested documents could be accessed through the website in the same manner as other members' records.

## **7. Follow-Up Items**

The following matters were identified for follow-up:

- Provide the requested records and documentation to Larry Pazaski by certified mail.
- Provide applicable check copies and previously requested financial documentation.
- Provide an explanation concerning the financial discrepancies raised by Larry, including the \$7,150 difference and the two \$60,000 payments he identified.
- Continue efforts to reconcile historical marina-project financial records.
- Consider the request to make additional financial documentation available on the PSA website.

## **1. Treasurer's Report**

The Treasurer reported the following account balances:

- **General Checking:** \$36,007.62
- **Marina Checking:** \$23,940.86
- **Water Checking:** \$21,608.03
- **General Savings:** \$28,213.33
- **Park Savings:** \$14,772.89
- **Water Reserve:** \$141,610.82

The Board discussed improving the format and presentation of future Treasurer's Reports. Currently, the report provides ending balances for individual accounts, but does not clearly summarize activity between meetings.

The Board discussed using a more comprehensive format showing:

- Beginning balance
- Income received
- Expenses paid
- Transfers or other account activity
- Ending balance
- Appropriate totals for related accounts or systems

The Board agreed that this format would make the organization's finances easier for Board members and property owners to understand and would improve transparency.

## **2. Financial Audit Committee / Member Financial Review**

The Board discussed the value of having a member conduct a financial review of the organization's records.

The purpose would be to provide an independent member review of the financials and to organize the information so that account balances, income, expenses, transfers, and outstanding balances can be clearly reconciled.

The Board discussed establishing an **Audit Committee** to conduct the review. It was suggested that the committee have a formal charter and include a property-owner member as well as a Board officer, with the Treasurer serving on the committee.

**Debra Irwin (Lot 122)** volunteered to lead the financial review/audit. The Board discussed appointing Debra to conduct the review and having the Treasurer participate on the Audit Committee.

Because there was no quorum, the appointment could not be formally approved during the meeting.

**Action Item:** Prepare and circulate a motion to formally establish/appoint the Audit Committee and appoint Debra Irwin to lead the member financial review, with the Treasurer serving on the committee.

### **3. Hot Water in Restrooms**

A member raised a concern regarding the lack of hot water in the men's and women's restrooms, particularly for cleaning dishes, utensils, and other event-related needs.

The Board discussed possible solutions, including point-of-use water heaters and a conventional water-heater system. Electrical capacity, plumbing, water supply, and installation requirements will need to be evaluated.

**Action Item:** Board members volunteered to investigate options and estimated costs and report back to the Board.

### **4. OCCU Bank/CD Account Access**

The Board discussed the need to update authorized individuals on the organization's OCCU accounts and certificates of deposit. OCCU requires documentation showing that former authorized individuals have been removed before new individuals can be added.

Because there was no quorum, the Board could not take the required action during the meeting.

**Action Item:** A proposed motion will be circulated to the Board by email for an online vote. The resulting documentation will be provided to OCCU.

### **5. IRS Notice**

Sue Lord, the Treasurer reported receiving an IRS notice indicating that a payment of approximately **\$4,875** had been credited to the organization, while the notice also indicated an amount owed of approximately **\$348**.

The Board discussed whether the notice may represent an IRS error or whether a payment may have been submitted inadvertently. The bookkeeper should review the organization's accounting records and respond to the IRS as appropriate.

**Action Item:** Bookkeeper to review the organization's records and the IRS notice, verify whether the reported payment was made, and respond to the IRS as necessary.

### **6. Freezer for Park Events**

The Board discussed the need for a dedicated freezer for storing food and supplies used for park events. Members have been storing event food in personal freezers because the facility's previous freezer is no longer available.

A **chest freezer** was discussed as a preferred option. The Board also discussed keeping the freezer locked and restricting its use to park functions.

Because there was no quorum, formal approval could not be given.

**Action Item:** A motion to purchase a chest freezer will be circulated by email for Board consideration and vote, subject to available funds.

## 7. Website

Mike Baker has agreed to assume responsibility for the website in addition to serving as Secretary.

Mike and the current website administrator, Sue Lord will work together on training and transitioning website responsibilities. The current administrator will maintain the site until the transition can be completed.

The Board also discussed reorganizing website categories once organizational documents are better organized so information will be easier for members to locate.

## 8. Board Membership and Attendance

Dan McClough was absent from the meeting and, according to the discussion, had not provided notice or a report.

The Board discussed the organization's rules concerning consecutive unexcused absences and the procedure for removing a Board member who does not meet attendance requirements.

The Board also discussed the need to recruit another member who could potentially be appointed to the Board at a future meeting.

### **Action Items:**

- Review the governing rules regarding unexcused absences.
- Determine the appropriate procedure concerning continued absences.
- Seek another member who may be appointed to the Board.

## 9. Event Feedback / No Smoking and No Vaping Signs

The Board reviewed positive feedback received following the July event, with appreciation expressed for the efforts of those involved.

One issue raised was that people had been observed vaping in the area despite existing **No Smoking** signage.

The Board discussed whether signage should be amended or supplemented to specifically prohibit vaping. A member volunteered to purchase additional signs if needed.

**Action Item:** Determine whether revised or additional signage is needed and, if necessary, bring the matter forward for formal approval.

## 10. First-Aid Kits and Eye Wash

A new **100-person OSHA-approved first-aid kit** was ordered for the facility and is expected to be delivered.

The Board discussed the condition of existing first-aid supplies and the need for adequate first-aid equipment in different areas of the park.

The need for eye-wash supplies was specifically discussed because of the potential for sand and other debris to get into people's eyes, particularly around the beach area.

The Board discussed purchasing a **second first-aid kit**, approximately \$55, so that one kit could be kept in the upper area near the caretakers and another in the lower building/hut.

**Action Item:** Consider purchase of a second first-aid kit and appropriate eye-wash supplies.

## 11. Laptop / Online Meetings / Keypad Software

The Board discussed the need for an updated laptop.

The existing laptop is outdated and cannot adequately run current software needed for online meetings or the software required to program the facility's door keypad.

The Board discussed that a previous Zoom-related purchase had been approved, but a specific motion to purchase the replacement laptop had not yet been brought before the Board.

The Board also discussed whether the current online meeting software subscription supports meetings longer than approximately 45 minutes and whether a paid subscription would be necessary.

### **Action Items:**

- Obtain the estimated cost of an appropriate replacement laptop.
- Bring a formal purchase motion to the Board for an online vote.
- Determine whether an upgraded online meeting subscription is necessary.

## **12. Block Watch**

No formal Block Watch report was available for the meeting.

Members discussed recent reports of thefts in the surrounding community, including small boats and other easily stolen property.

Members were encouraged to remain observant and secure property that could be easily stolen.

## **13. Board Officer Responsibilities**

The Board clarified current officer responsibilities:

- **Mike Baker:** Secretary and future website responsibility.
- **Sue Lord Treasurer:** Treasurer only, rather than Secretary/Treasurer.

No other officer changes were reported.

## **14. Online Board Actions**

Because there was no quorum, several matters will need to be addressed through an online Board vote, including:

1. Updating authorized individuals on OCCU accounts/CDs.
2. Purchase of a chest freezer.
3. Purchase of an updated laptop.
4. Establishment/appointment of the Audit Committee and appointment of Debra Irwin to conduct the financial review.
5. Any other matters requiring formal Board approval.

## **15. Adjournment**

There being no further business, the meeting was adjourned by general agreement at **10:48 a.m.**

**Respectfully submitted,**  
Mike Baker  
Secretary

**Date Approved:** [Insert Date]