

PARADISE COMMUNITY CLUB

P. O. Box 42
Ashford, WA 98304
(360) 569-2669

pcc007@centurytel.net

www.paradisec.org

An Equal Opportunity Employer and Service

**PCC Board Meeting Minutes
January 12, 2014**

The meeting of the Paradise Community Club Board was called to order at 1:02 PM at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC Vice President, Bill Krause presiding.

Bill Krause had the Board members and staff members introduce themselves. All guests were asked to sign the guest sign-in sheet.

Board Members Attendance:

Bill Balcom (President) Absent – 1st	Bill Krause (Vice President)	Sonja Maddux (Treasurer)	Brett Anderson (Secretary)
Calvin Porter	Beth Marzano Absent – 3rd	Steve Olson	Sara Holmgren Absent – 2nd
Joan Williams Absent – 1st			

Staff Attendance:

Cecile Roy (Office Clerk)	Alvie Whitlock (Water Manager)	Maria Niesen (Water Operator)
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The guests in attendance included: John Smith, Paul Nerge, Joyce Mitchell, Darlene Krause, Erika Broska, and Brian Andrews.

OLD BUSINESS

Bill Krause asked the Board to review the minutes of the November 2013 Board Meeting. After review, there were no questions or discussion items, so Sonja Maddux motioned that the minutes be accepted as written. The motion was seconded by Steve Olson and there were none opposed. Motion carried.

UPDATES on ACTION ITEMS

1-Paint/Install New Door on Office Shed - Calvin Porter

Calvin reported that this item is awaiting warmer weather before painting is feasible.

2-Caulk and Light Mounting Well House #4 - Alvie Whitlock

Alvie reported that the caulking also requires warmer weather before it can be completed.

NEW BUSINESS

WATER SYSTEM REPORT – Alvie Whitlock

Oral summary provided per the below:

1. Bottom Line up front: Our water system is in Green Status with the Washington State Department of Health. Our water is safe and we are in full compliance with all State and Federal regulations. We have completed and passed, all required water chemical and biological testing for 2013. The system is in good working order and all Water Department personnel are State certified.
2. All water meters in PCC were read on December 19th for billing. We had no problems with billing. No additional meters were locked during the last billing cycle for lack of payment.
3. Due to the extreme cold weather in December seven water lines froze and broke, all on the owner's side of the meter. We read all meters in PCC four times during this period to locate system leaks. All owners have been notified and we are monitoring for repair compliance.
4. During this reporting period we have had two system problems. A one-inch brass valve cracked on Mt View on the small line connecting to the water meters. The Contractor who installed the line was notified and repaired the line at no charge. We also had a chlorine injector and pump go out; both were replaced and repaired with parts on hand. We are continuing our winter inspections and maintenance program. We ask all our members to stay alert for any signs of water leaks on or around their property, notifying the water department as soon as possible.
5. Detailed explanation of the periods where water had to be shut off for construction purposes: During the system upgrade on Mt View the water was turned off on 7-9-13, to connect the new Main Line from 09:30-15:30 (6 Hours). During this time five sets of meters were connected to the new line. Once a meter was connected to the new line the water stayed on and was not affected by the continuing upgrade. There was no work done on 7-10-13, and no water outage. On 7-11-13, the old main was off from 0830-4:00 while meters were transferred to the new Main Line (7.5 hours). Again as each meter was added to the new line, their water stayed on as the upgrade continued. On 7-12-13 the changeover was completed. The old line was off from 0830-3:30 (7 hours), while the last six meters were transferred to the new line and the old line was disconnected from the system. During the changeover, the new line and old line were connected so every lot had water until 0830 am and after 4:00pm at the latest. Total time any water was off was 20.5 hours during a three-day period. The time that lots were without water varied from as little as 5 hours to maximum of 20.5 hours with the average lot being about 10 hours without water. Water Department Personnel went door to door and placed notices on each house or cabin to inform them of this water outage and were in the area to keep lot owners updated as things progressed.
6. Alvie and Ben will be attending a three-day Water Treatment Plant Operator training course

in February. The State changed our system designation from a Water Distribution System, to a Water Treatment Plant because we add chlorine and remove Iron and Manganese from our water.

7. Ongoing: We have a lake water withdrawal site in the west end, Osborn road side of the Big Lake. The current Fire Department personnel have not trained with using this to fill the pump truck in case of a fire. There are concerns about sucking rocks or foreign matter into their pumps and causing damage. With the lake being frozen over the site cannot be properly inspected at this time. We will continue to work this issue and ensure newer Fire Department personnel are trained, as the weather warms and more information is gathered.

TREASURER'S REPORT

The Treasurer's Report was read by Sonja Maddux and stated all account activity and balances for the period ending 12/31/2013 as follows:

**PARADISE COMMUNITY CLUB, INC
MONTHLY TREASURER REPORTS
PERIOD ENDING: December 2013**

Balances as of December 31, 2013

CD - Timberland	\$5,933.35
CD – First Citizens	\$31,925.38
Savings	\$15,850.41
Total	\$53,709.14
Checking Balance as of October 31, 2013	\$19,286.31
Deposits for the months of Nov-Dec 2013	+ 29,860.05
Expenses for the months of Nov-Dec 2013	- 10,628.12
Check book balance as of December 31, 2013	\$38,518.24
Total Financial Assets	\$92,227.38

The Treasurer's report was approved as read. Motion Bill Krause, 2nd by Steve Olson - None opposed – motion carried.

2014 Dues/Water Pre-Payment Status – Sonja Maddux

Sonja and Cecile reported that significant payments are coming in for dues and pre-payment of water for 2014.

Secondary Reserve Allocation – Brett Anderson / Sonja Maddux

Sonja stated that our financial condition does allow us to add another \$5,000 to our secondary reserve amount (Savings). Sonja or Cecile will therefore do this in the near future when they are at the bank.

OFFICE ISSUES

1-Accounts in Arrears – Sonja / Cecile

There are three properties with liens in place. All have now been sent demand letters from our attorney. Collectively these properties owe a total of \$4,399.03.

Four members' properties are still in the foreclosure process:

Lot 263 - will require approximately another 10-12 months to work through the complex title issues (not funded by PCC).

Lot 309 – declarations have been submitted by the Treasurer and Secretary and we are awaiting a court date at this time.

Lots 221-224 – This lot is currently under Bank management and is believed to be near a mortgage foreclosure status. No action is warranted as we await this status change.

Lot TC – Lewis County Treasurer has notified PCC that this lot is currently scheduled for tax foreclosure on 1/24/14 if still in arrears status.

2-Other Office Issues? – Cecile Roy

The Board heard a request from Erika Broska who asked for authorization to use the community office after the Wednesday yoga sessions to allow for refreshments and the assembly of a crochet/knitting group. After a brief discussion, Bill Krause motioned to approve the request. The motion was seconded by Brett Anderson and there were none opposed – motion carried.

FIRE DEPARTMENT REPORT – Paul Nerge

Paul reported that the Fire Commissioners from our side of the river would be eliminated as they will be consolidated into PCFD #23. He had no other issues to report.

Pumper Truck Filling – Alvie

As mentioned in the above Water Report, Alvie briefed the attendees regarding the issue recently brought to the Board's attention where PCFD #23 does not have a tested method of refilling the tanker trucks from the Lewis County side of the Nisqually River. He stated that the big lake stand pipe is installed for this purpose but the current Fire Chief has not yet trained his team on how to connect to it properly. The chief has historically relied on throwing suction hoses into the lake to fill the tanker but it was noted that this method will not work when the lake is frozen

over. Alvie will work with the Fire District to ensure the stand pipe is ready to use and that it is tested to ensure we have the capability to re-fill the tankers should our community be isolated due to an issue with the Nisqually River Bridge. Alvie was asked if the water system could support the refilling effort from the hydrant near the fire station. He indicated that the resulting suction is too much for our system and the system will shut down as it will look at the demand as resulting from a massive leak. When asked if the system could be placed into some sort of bypass mode, he indicated that the negative pressure would also risk collapsing the distribution line. This makes the stand pipe even more important.

COMMUNITY WATCH - Paul Nerge

Paul Nerge reported that the last Community Watch meeting was held in October and that criminal activity has fortunately been rather light. A member reported suspicious activity by a known local resident from Highway 706 area. He was observed parking a green Taurus and wandering around cabins on Nisqually Way. The person was confronted, which made him leave and the Sheriff was also called. Members should be aware that this type of suspicious activity is tied to this vehicle. The next meeting will be held on Saturday, February 22nd at 10 AM, at the PCC Office.

A member reported hearing gunshots after dark on 1/11/14 that sounded like they may have come from inside or very near Paradise Estates. Another member reported that she heard gunshots in December that were absolutely originating from a lot on Paradise Drive. She did not call 911 but was encouraged to do so in the future. Brett agreed to add the issue of firearm discharge within the community to an upcoming newsletter. There must be zero tolerance regarding the discharge of firearms within Paradise Estates.

FINANCE COMMITTEE – Calvin Porter

Calvin reported that the last Finance Meeting was held on 12/18/13. No financial discrepancies were found. The next Finance Meeting is therefore scheduled for 10am on 2/19/14.

COMMUNITY RELATIONS – Cecile Roy/Sonja Maddux

1-New property issues reported? – Cecile Roy

No new reports on property issues were reported.

2-Photo Contest Update – Alvie Whitlock

Alvie stated that the photos submitted will be voted on at the time of the Annual Membership Meeting. Alvie inquired as to the feasibility of adding a color printer at the office – even volunteering to donate one to the office if PCC will agree to maintain its supplies. A brief discussion followed and it was agreed that color consumables far exceed the cost of the printer and the Board was not willing to accept that on-going expense on behalf of the community.

GROUNDS / MAINTENANCE REPORT - Steve Olson

Steve Olson mentioned that kids and teens had recently been witnessed playing on the ice on the big lake. The Board discussed the inherent danger and potential liability associated with such behavior. After discussion regarding options, the Board believes that our current signage and liability policy protects the community from a financial perspective. However, the potential harm or loss of life is a tragedy that nobody want to see. After further discussion, Brett

suggested that we secure and place signage (possibly only posted in the winter) around the lake, instructing everyone to keep off of the ice. A member pointed out that there is a small pond as well and a motion was made by Steve Olson to allocate up to \$100 for such signage. The motion was seconded by Calvin Porter and there were none opposed. Motion carried. Brett will look into procuring the signage.

GOOD OF THE ORDER – Bill Krause

Steve Olson stated that he felt his friendship with a member affected by the recent water outages (due to construction on Mountain View) was impacted or even ruined due to hard feelings. He has offered his friend partial compensation from his own funds. The Board discussed this issue and nobody felt that Steve was personally responsible for the outages, which were explained and quantified in the water report above. All agreed that we have learned from the experience and will strive to improve the process for future construction projects. Brett also stated that this is all that was asked for from the affected member. Emergency 5 gallon water jugs have already been stocked and even loaned out during the community’s recent extended power outage. Earlier notification and making the PCC office available during water shutoff periods are also being worked out.

Alvie suggested we begin an initiative to make our office disaster ready to the degree in which it can be used as a shelter or triage center during emergency events. This means researching best practices, securing emergency food, first aid capabilities, supplies and educating our members on how they can help and benefit. Joyce Mitchell volunteered to work with the Board members and Water Department toward that end. Brett agreed to research best practice information from Lewis County Emergency Management and other informational sources as well.

With no further issues reported, the meeting was adjourned at 2:29 PM (Motion Brett, 2nd Calvin, none opposed). The next regular Board Meeting is scheduled for 3/9/2014 at 1pm – PCC Office.

Respectfully submitted,

Brett Anderson, Secretary _____ Date_____

Attest: Bill Krause for Bill Balcom, President _____ Date_____