

**PARADISE COMMUNITY CLUB**  
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*An Equal Opportunity Employer and Service*

**PCC Board Meeting Minutes**  
**September 13, 2015**

The meeting of the Paradise Community Club Board was called to order at 1:00 PM at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding.

All guests were asked to sign the guest sign-in sheet. Bill also welcomed Julie Caldwell as a new Board member.

**Board Members Attendance:**

<b>Bill Balcom (President)</b>	<b>Bill Krause (Vice President) -Absent 1<sup>st</sup>-</b>	<b>Sonja Maddux (Treasurer)</b>	<b>Brett Anderson (Secretary)</b>
<b>Calvin Porter</b>	<b>Beth Marzano -Absent 1<sup>st</sup>-</b>	<b>Steve Olson</b>	<b>Julie Caldwell</b>
<b>Joan Williams</b>			

**Staff Attendance:**

<b>Cecile Roy (Office Clerk)</b>	<b>Ben Pacatte (Water Operator)</b>
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The guests in attendance included: Shirley Anderson, Kathy Balcom, Paul Nerge, Chuck & Joyce Mitchell, Erika Broska and Jean Roy.

**OLD BUSINESS**

Bill Balcom asked the Board to review the revised minutes of the May 17, 2015 Board Meeting. After review, Joan Williams motioned that the minutes be accepted as written. The motion was seconded by Sonja Maddux and there were none opposed. Motion carried.

**UPDATES on ACTION ITEMS**

1-Pumper Truck Refilling - Alvie Whitlock  
 See Water Report below.

## 2-Feasibility of Using Highway girder for bridge

Bill Balcom reported that the surplus girder was simply not long enough to cover the span. He will continue to keep his eyes open for a suitable solution, if that is even economically feasible.

## **NEW BUSINESS**

### **FIRE DEPARTMENT REPORT – Beth Marzano**

Beth Marzano was absent so there is no Fire Department report for this meeting. Bill Balcom mentioned that he and Brett hung the new fire station sign painted by Paul Nerge. A brief discussion ensued as to whether or not campfires are allowed during the current burn ban. Brett expressed frustration over this issue as the Board has been assured repeatedly that reasonable sized campfires, contained in a metal or stone “ring” are allowed in Paradise Estates, as it is a private community. The Ashford Fire chief stated at our last Annual Meeting that, unless signs are posted that state “ABSOLUTELY no fires”, such campfires are allowed. Even so, a member reported that the fire department asked such a fire to be extinguished recently. There seems to be no clear answer in which everyone can agree. Brett recommended using common sense in this area but to lean toward caution whenever in doubt.

### **TREASURER’S REPORT**

The Treasurer’s Report was read by Sonja Maddux and stated account activity and balances for the period ending 8/31/2015 as follows:

**PARADISE COMMUNITY CLUB, INC**  
**MONTHLY TREASURER REPORTS**  
**PERIOD ENDING: August 31, 2015**

**Savings Account Balances as of August 31, 2015**

CD - Timberland	\$5,939.29
CD – First Citizens	\$31,931.45
Savings	\$44,880.27
<b>Total</b>	<b>\$82,751.01</b>

**Checking Balance as of May 31, 2015** **\$61,279.29**

Deposits for the months of Jun-Aug 2015	+\$22,096.37
Expenses for the months of Jun-Aug 2015	- \$54,361.10

**Check book balance as of August 31, 2015** **\$29,014.56**

**Total Financial Assets** **\$111,765.57**

A motion was made by Joan Williams to accept the Treasurer’s Report as reported. The motion was seconded by Brett Anderson. None Opposed – motion carried.

The Board began a high-level discussion regarding cash flow through the end of the year. Because several water meters required replacement and because PCC has replaced water lines on 3 streets this past Spring/Summer, the checking balance is fairly low. After some discussion, Joan motioned that the Treasurer be authorized to transfer \$5,000 from Savings to Checking, should that become necessary. The motion was seconded by Calvin Porter and there were none opposed. Sonja will transfer the funds the next time she is at the bank.

**WATER SYSTEM REPORT – Ben Pacatte**

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 and we have received our 2015 operating permits good through August 2016. 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 the first eight months of 2015.
2. All water meters in PCC were read on August 21st for billing. We had no problems with billing. No meters were locked during the last billing cycle for lack of payment.

3. We had three discovered water leaks during the last two-month reporting period. The Lot Owners were notified and the problems have been corrected.
4. The water system is in good condition and we are continuing with our summer and fall maintenance program. As part of our system maintenance we have replaced 16 water meters this year. The meters have a ten-year battery, which cannot be replaced without replacing the whole meter. The new meters have a twenty-year battery and are lead free as required by State and Federal regulations. As we are reaching our ten-year point, we can expect 5 to ten meters to fail each month until all have been replaced. We should budget \$6,000 to \$8,000 dollars a year for the next four to five years to maintain our system. If we budget this amount we can maintain our system and continue to stay within our approved budget.
5. We had our Sanitary Survey inspection required every three years by the Department of Health. No deficiencies were noted and our inspections schedule will be changed from every three years, to every five years due to our high ratings during the last three inspections. The DOH inspector did make a few recommendations for our water system and we have complied with all that we thought appropriate and sent them a written reply to all concerns and recommendations.
6. In addition to the lines replaced on Frying Pan, Rainier Place, Tokaloo Place and the blow offs for each. We have also completed replacing the lines on Nisqually Place and added the State recommended testing stations on Creek Place and Frying Pan. We also added a new shut off valve and blow off for well #2.
7. The water withdrawal point at the big lake was installed in late 1969 and was for watering the roads being built. It was never intended for fire suppression. The top of the pipe has been smashed in and the pipe in the lake has a major split down the whole length of pipe. Chief Olsen brought a pumper truck and pumped water through the pipe into the lake and discovered the pipe was completely broken. He stated the fire department would not use this system for any reason. They have a better, safer and more reliable way to draw water from the Nisqually River when needed.
8. Alvie will be gone from 8 September thru 22 September. During his absence, Ben Pacatte will be in charge of the system, Maria will be assisting. If you have any problems Ben has the emergency phone and can be contacted at 253-569-4111.

The staffing change was discussed to make sure the Board understood what certification Ben would require in order to officially swap roles with Alvie. Ben is currently studying for the WDM1 (Water Distribution Manager I) exam, which he hopes to take in the very near future.

Bill asked Ben what funds he believes will be needed through the end of the year and beyond. He requested that we minimize what we spend this year but because some of our meters' batteries are failing, he knows we'll need to spend SOME money fairly soon. Ben agreed to produce a forecast of upcoming expenses. Brett asked Ben to make sure we had enough freeze plugs as we head into the cold weather season as well. The biggest item facing us is the replacement of meters that have the failing batteries. Ben estimated that approximately 10 meters will likely fail each month. If we purchase replacement meters, they will cost

approximately \$250 each. With roughly 375 meters left to replace, we could be looking at nearly \$100,000 in looming expense. After a brief discussion regarding whether this expense could force a rate hike, it was agreed that we would look into all options we may have regarding meter renewal. It was agreed that any potential rate hike was to be avoided as long as possible. In the meantime, Calvin porter motioned that the Treasurer be authorized to transfer up to \$5,000 from Savings to Checking if it is needed for replacement components before next year's dues revenues begin to be received. The motion was seconded by Brett and there were none opposed.

Ben asked if his truck mileage would be reimbursed for the time he has and will spend on supporting our water system. Bill Balcom informed him that he will indeed be compensated for this, providing he submits a mileage log each month. He also asked that Ben try to find ways to minimize mileage generated by longer trips (to suppliers, etc.). Additionally, the Board will look at a comparison between on-going mileage expenses and the procurement of some sort of UTV for use within the community.

## **OFFICE ISSUES**

### **1-Accounts in Arrears – Sonja / Cecile**

There are now only three members with liens in place. Collectively these properties owe a total of \$1,921.56 and two of the three are making payments in an effort to get caught up.

Five members' properties are currently in the process of HOA foreclosure. Collectively these properties owe a total of \$37,861.84 to PCC.

Lots 221, 222, 223 & 224 – Are still accruing late payments and we continue to wait for the mortgage foreclosure to complete. The property remains under the management of Bank America Corporation Field Services (866) 515-9759. It was reported that the grass has been allowed to grow too high, creating a potential fire hazard. Brett will call the property management firm to request that the grass be cut.

Lot 135 – PCC has been notified by Lewis County that this property is currently subject to tax foreclosure in early 2016. Because tax foreclosure will shut out any claim by PCC, Brett will instruct the attorney to suspend the HOA foreclosure proceedings, so as not to waste legal expenses. PCC will likely pursue a monetary judgement for the amount currently owed. Such a judgment is not affected by a County tax foreclosure.

Lot 272 – Foreclosure action commenced in late December.

Lot 307 – The owner of this lot has sent our attorney a letter of explanation as to why she is behind in her payments. Further, she has submitted a request that the PCC Board consider accepting a monthly amount of \$75-\$100. The Board discussed the request and agreed that payments of \$100 per month would be acceptable and that we will suspend any further foreclosure proceedings, as long as the payments arrive as pledged. Brett will contact the PCC attorney to agree on an appropriate letter to send back to the owner.

Lot 35 – The foreclosure action for this lot has resulted in a partial payment of the balance owed. The attorney appears to have additional funds held in trust for some reason. Brett will follow up with the attorney to clarify where PCC stands at this point.

Lot 263 – THIS PROPERTY HAS NOW BEEN SOLD. The legal proceedings against it have therefore been halted. The new owner has paid the dues through 2015 as well. This closes out a long and complex process to clear up issues related to the property ownership.

## **2 – Dues System - Julie Caldwell**

Julie reported that she would work to implement QuickBooks for dues payment tracking during the week of 9/21.

## **3 – Contact Information – Bill Balcom**

Bill requested that Cecile make sure that all Board members have updated contact information to reflect the new Board. Cecile distributed same a few minutes later.

## **4 – Tractor Tires – Bill Balcom**

Bill stated that the tractor tires appear to be leaking the calcium solution at a slow rate. Brett volunteered to take them to Tacoma to have them checked if Ben could take them off of the tractor. Ben agreed to do so.

## **COMMUNITY WATCH – Paul Nerge**

Paul Nerge reported that the last Community Watch Meeting was held in late August and that the incidents that were reported were from the Pierce County side of the river. Specifically, Copper Creek experienced break-ins to a car and a couple of cabins. The next Community Watch meeting is scheduled for 10:00AM on Saturday, 10/31/15 (at the PCC Office).

## **FINANCE COMMITTEE – Calvin Porter**

Calvin reported that the last Finance Committee Meeting was held on 8/19/15. There were no financial discrepancies identified. The next Finance Committee Meeting is scheduled for 10am on 10/21/15. As always, the meeting is open to anyone from the general membership or Board to attend.

## **COMMUNITY RELATIONS – Cecile Roy/Sonja Maddux**

Bill Balcom reported that Calvin has the latest approved covenants recorded with Lewis County. Brett reported that they are also on the Documents page of the PCC Website.

Brett reported that the PCC office now has a guest WIFI network called “PCCGuest” and requires no password. Members can now access the internet via their personal devices, while at the PCC office. There was no cost associated with providing this capability.

## **Emergency Management – Steve Olson**

Steve reported that September is Emergency Preparedness Month and that it is a good time to make sure that our members are prepared for winter. Some weather prognosticators are predicting heavy snows this year.

Bill Balcom reported that the Generator pad will be a focus of the 10/3/15 work party. We are currently waiting on the electrical bid as well.

## **GROUNDS / MAINTENANCE REPORT – Julie Caldwell**

**1 - Memorial Benches** – Brett reported that three of the six memorial bricks have now been installed with help from Jean Roy. Two are located at the small pond and the third is near the horseshoe pit. It is the goal to complete at least 2 more at Lake Holiday during the 10/3 work party.

**2 - Water Line Replacement Projects** – Nisqually Place now complete and came in approximately \$7K under budget.

**3 - Dogs in Trash** – Dogs are still occasionally getting into the trash cans at Lake Holiday and spreading the contents across the grounds. The next newsletter will include an article that discusses the requirement to keep dogs restrained by fence or leash when outside. Failure to do so will result in unnecessary fines for the dog owner (upon a second offense). Brett stated that he is still looking into commercial quality refuse containers but that he had not yet been able to find any at a reasonable price. Bill Balcom recommended that, if the containers can't be found soon, we build a small corral that would keep the existing containers upright.

**4 – Bavarian Village (Use of PCC Amenities)** - Bill Balcom broached the idea of sending a letter to the President of Bavarian Village concerning their use of the big lake and its amenities. Brett suggested that Bill meet with their President to have a discussion related to how the two neighborhoods can co-exist under mutual respect. Bill will schedule a meeting with the Bavarian Village President.

**5 – Work Party** - As referred to above, a community work party is planned for 10/3/2015. Focus points include Generator Base, Clearing and possibly fencing the Trail to the old bridge, Branch clean-up, placing memorial stones, organizing storage shed, install short fence at Lake Holiday and more.

**6 – Shipping Containers** - The PCC office and Board members have fielded several complaints lately related to shipping containers. There are currently 3 known containers within Paradise Estates and they have been cited as eyesores by many. While a couple of members have asked if they could have one on their lot, most are complaining that they detract from the natural beauty of our community. The Board discussed the issue and agreed to author the necessary DRAFT modifications to our covenants to ban them from the community. This issue is expected to be on the general membership ballot for the 2016 Annual Membership Meeting. The Board has also been assured that 2 of the 3 current shipping containers will be relocated by the end of the year.

**7 – Other** – a) Cecile mentioned that we needed a volunteer to bring the lake trash to the office trash bin each week. Chuck Mitchell volunteered to do so as soon as he relocates to Paradise Estates. The Board thanked Chuck for his willingness to pitch in!

b) Bill Balcom asked Jean Roy if he would ensure that the necessary boards were installed at the diversion dam. Jean agreed.

c) Bill Balcom brought up the fact that the association owns two PTO-powered Brush Hogs. Given that we have limited space and are using the facility for an emergency shelter, he suggests we sell the older unit. This unit is quite old and is not as versatile as the newer model. A motion was made by Calvin Porter to sell the older brush hog. The motion was seconded by Steve Olson and there were none opposed. Brett will take photos and look into its value.

d) Brett asked the other Board members how they felt about adding a small 2-car parking area at the small pond, which would be designed to allow people to park without being alongside the road. This was well-received as a candidate project for 2016. A member suggested adding at least a small post-mounted trash bin at this location as well. Brett agreed to look into such a solution and the corresponding cost.

e) Bill Balcom asked for recommendations for snow removal from our parking lot and driveways. A member recommended Jerry Iverson be contacted. Another possible contact would be “A Cut Above” in Eatonville. Cecile will make the calls.

**GOOD OF THE ORDER – Bill Krause**

With no further issues reported, the meeting was adjourned at 3:30 PM (Motion Brett, Second Calvin). The next regular PCC Board Meeting will be held on Sunday, 11/8/2015 at 1pm (PCC Office).

Respectfully submitted,

Brett Anderson, Secretary \_\_\_\_\_ Date\_\_\_\_\_

Attest: Bill Balcom, President \_\_\_\_\_ Date\_\_\_\_\_