



**PARADISE COMMUNITY CLUB, INC.**

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**PCC Board Meeting Minutes  
January 13, 2019**

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. Attendance is reflected below.

**Board Members Attendance:**

<b>Bill Balcom (President)</b>	<b>Bill Krause (VP)</b>	<b>Brett Anderson (Secretary)</b>	<b>Chuck Mitchell (Treasurer)</b>
<b>Calvin Porter</b>	<b>Rose Gaines</b>	<b>Joan Williams</b>	<b>Steve Olson</b>

**Staff Attendance:**

<b>Cecile Roy (Office Clerk)</b>	<b>Ben Pacatte (Water Manager)</b>
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The guests included Rod Glyzinski, Zandy Ball, Herb Gaines, Kathy Balcom, Joyce Mitchell, Shirley Anderson, Sandy Nagle, Ben Anderson, Erika Broska, Robert White, Mike & Lisa Leach, Jenny Balman, Kellie Wright, Phil Farcy and Jim (unable to read last name)?

Before going further, Bill Balcom asked for a moment of silence in honor of the passing of Beth Marzano (1/22/30 – 11/23/18). He first recapped her contributions to the local area and PCC.

**OLD BUSINESS**

The Board thanked Kathy Balcom for leading the effort regarding the New Year’s Eve game day/party (applause).

Bill Balcom asked the Board to review the minutes of the November 11, 2018 Board Meeting. After review, Chuck Mitchell motioned that the minutes be accepted as written. The motion was seconded by Calvin Porter and there were none opposed. Motion carried.

## NEW BUSINESS

### TREASURER'S REPORT

The Treasurer's Report was read by Chuck Mitchell. Chuck stated account activity and balances as follows:

**PARADISE COMMUNITY CLUB, INC.  
MONTHLY TREASURER REPORTS  
PERIOD ENDING: December 31, 2018**

<b>Checking Balance as of October 31, 2018</b>	<b>\$54,652.97</b>
Deposits for the months of Nov-Dec 2018	+\$17,480.53
Expenses for the months of Nov-Dec 2018	- \$30,243.17
<b>Checking balance as of December 31, 2018</b>	<b>\$41,890.33</b>
<b>Savings Account Balances as of December 31, 2018</b>	
CD – First Citizens	\$32,007.90
Savings	\$20,867.03
<b>Total SAVINGS/CDs</b>	<b>\$52,874.93</b>
<b>Total Financial Assets</b>	<b>\$94,765.26</b>

A motion was made by Bill Krause to accept the Treasurer's Report as read. The motion was seconded by Rose Gaines. None Opposed – Motion carried.

After reviewing year end balances and discussing upcoming expenses, Bill Balcom asked the Board to consider transferring \$10,000 from Checking into our Reserve Fund. After discussion, Bill Krause motioned to approve the transfer. The motion was seconded by Chuck Mitchell and there were none opposed.

A discussion ensued about the renewal of one of our CDs. This led to further discussion about the remaining CDs, along with a current offer from Key Bank (PCC's primary bank) for much higher rates on new money brought into the bank. Chuck Mitchell will follow up with First Citizens to check their renewal rates, cancelation penalties vs. the offering from Key Bank.

### **GUEST ANNOUNCEMENT** (Phil Farcy – Bavarian Retreat)

Bill Balcom introduced Phil Farcy as one of our local Fire Commissioners. Phil stated that applications are being accepted for an open Commissioner position. Once filled, the resource will serve for a 2-year

term. Other terms will be open in the November election. In all, there are 3 openings of 2, 4 and 6 year terms. Phil took some time to explain that 65% of our local fire levy dollars are allocated to PCFD #23, which is applied to the contract that has them providing support.

## **WATER SYSTEM REPORT – Ben Pacatte**

**1** - Ben Pacatte reported that our system status remains green. He reported that he will soon be installing 7 more new meters and has sufficient supply on the shelf.

**2** – Ben stated that a panel in WH#4 has failed twice in the past month. He is pursuing a replacement panel to better ensure stability. He also stated that one of the 4 pumps in WH#4 is beginning to make noise (likely worn bearings). He has confirmed that the pump can be temporarily isolated and removed, so that it can be rebuilt by Skyline Pumps. Ben also stated that we are in need of additional filter media and that he is requesting pricing at this time.

**3** - Ben got a quote on the tank liner coating that we were considering. He feels that the cost is prohibitive and says that he will study the condition of the tank closely the next time that it is pressure washed.

**4** – Bill Balcom provided a summary of the improvements that have been completed at WH#2 and thanked Calvin for building the parts bins for Ben. New OSB lines the walls and Ben has a work area in which to work. Some work remains before WH#2 can be brought back online but it is expected to be completed in the coming weeks.

**5** – Bill Balcom reported that Ben had experienced resistance occasionally as a property owner didn't realize that he was a PCC employee. Bill suggested that we consider purchasing a logo jacket/shirt/hat set so that our customers know that he is employed by PCC. A discussion ensued and the matter was tabled as little information was available as to cost.

**6** – Bill also reviewed a request from Ben for some tools that could be stored in the well houses. After discussing some specific needs, Bill Krause motioned that the Board approve the purchase of tools at a Not To Exceed amount of \$250. The motion was seconded by Chuck Mitchell and there were none opposed. Ben also reminded the Board of his planned training class in March. The cost is \$250 for the class fee + 3 nights lodging in Ocean Shores.

**7** – Bill then mentioned that he has made some good progress in documenting our water system assets, which will help us map out life cycles and replacement costs. He is also working to update the Emergency Response Plan for our water system.

## **OFFICE ISSUES – Cecile Roy**

Bill Balcom first issued gift cards to Cecile Roy and Ben Pacatte for all of their help keeping our organization running smoothly. (Applause)

## Accounts in Arrears

- 1 – Cecile stated that, outside of the one long-term foreclosure property, the arrears amount for water stands at \$1,038 at this time. The foreclosure property is reported to have an accepted offer and we are just waiting for the final paperwork to move the transaction into escrow.
- 2 - Cecile also reported that 2 members are still making 2018 dues payments and 1 additional property may soon require a lien filing.
- 3 – Cecile reported that there are no properties with a current lien in place, other than the long-standing 4 lots under one owner on Nisqually Way.
- 4 – Bill Balcom reported that Washington State has implemented a new Family Leave Act that requires a small withholding for each of our employees who work more than ½-time. Withholdings are mandatory but can be funded by the employee or the employer for companies of our size. After discussion, Rose Gaines motioned to have PCC fund this minimal expense. The motion was seconded by Bill Krause and there were none opposed. Cecile will complete the form (which has not yet been issued by the State) once it arrives.
- 5 – Brett Anderson recapped the recently completed billing system consolidation and put forth two documents that required updates for operational accuracy or clarification purposes.
  - a.) The Resolution related to when bills are due and how the office collects on overdue payments. After review, a motion was made by Joan Williams and seconded by Bill Krause to accept the changes as highlighted on the previously distributed document. There was no opposition and the motion carried.
  - b.) The Water Rates, Rules & Regulations document also required minor updates, which were approved as well (motion Chuck Mitchell, second Calvin Porter). None opposed.
- 6 - Brett also reported that the office PC had experienced a software issue that required repair at a PC shop in Tacoma. He stated that the unit was working as designed once again.

## COMMUNITY WATCH – Steve Olson & Chuck Mitchell

Steve Olson reported that no meeting was held in December (standard practice) but four incidents have been reported recently:

- a: 2 doors have been kicked in – unknown if items were stolen
- b: a fence was cut on Mowich Way and items were stolen
- c: a suspicious man was observed on a surveillance camera on or near Rainier Ct.
- d: a gas tank cap was pried on (unsuccessfully) on Nisqually Way

The follow-on discussion included thoughts about a Call Tree (volunteer), Next Door phone application, an entrance camera and the conclusion that it is advisable that Community Watch functions remain separate from the HOA.

The next meeting is scheduled for 10am on 2/23 in the PCC office.

#### **FINANCE COMMITTEE – Calvin Porter**

Calvin reported that the last Finance Committee Meeting was held on 12/19/18 and once again, there were no discrepancies identified in the books. The next Finance Committee Meeting is scheduled for 10am on 2/20/19 at the PCC Office. As always, anyone from the general membership or PCC Board is encouraged to attend.

#### **COMMUNITY RELATIONS**

##### **1 - Fire Department Report – Chuck Mitchell**

Chuck stated that the next Commissioners' Meeting is scheduled for 3/26/19 at the PCC Fire Hall on Osborn Rd.

##### **2 - Emergency Management – Steve Olson**

Steve Olson reported that the scheduled generator maintenance was completed and the unit has fresh oil and new plugs. He also reported that the maintenance contractor advised us to keep more clear area in front of the electrical panel and ATS switch in the shed. The contractor successfully tested the building generator after the maintenance work was completed.

#### **GROUNDS / MAINTENANCE REPORT**

##### **1 – Property Issues (Outstanding) - Cecile Roy**

Lot 201 was supposed to clean up scrap metal but no progress has been seen. Brett requested that we wait another week as he had just placed a follow up call to the property owner (property was cleaned up a few days later). Lot #157 (2 motor homes and a storage trailer) has not improved but Brett has not yet found time to write the requested letter. He will do so in the next few days.

##### **2 – Property Issues (New) – Cecile Roy**

A question arose regarding whether a truck associated with Lot #71 or 72 is parking on our entry greenbelt or if the land is actually a part of one of those lots. Research will be required if this continues.

No other follow-up items were assigned regarding property issues. Most everyone has rectified their deficiencies or is actively working on them.

##### **3 – Diversion Dam / Water Levels – Bill Balcom**

The diversion dam and pond levels were reported as fine.

##### **4 – Dog Updates**

A dog from 106 Flying Pan acted aggressively off leash toward a passing cyclist. Cecile will get the details and send the standard dog incident letter to the property owner.

##### **5 – Fires/Campfire Sign(s) – Brett Anderson**

Chuck Mitchell stated that the Fire Department is willing to pay for the entrance sign. Brett will send the sign format information to Chuck to place the order.

**6 – Potentially Dangerous Tree – Lot 83**

A large fir tree on this PCC-owned lot has grown quite close to the power lines along Paradise Drive. A quote to cut it down has been secured (\$700). Brett requested that we wait a bit, while he checks to see if the PUD will perhaps cut it down in order to protect their assets. He will call the PUD next week.

**GOOD OF THE ORDER – Bill Balcom**

Steve Olson displayed a chart that he had produced to visually depict the relative water consumption across a sample set of users. The chart clearly showed that a few property owners are using a great deal of water (over 5 times typical residents’ use). The information will be one source of input into the review of water rates over the coming weeks.

**Adjournment**

With no further issues reported, the meeting was adjourned at 3:15 PM (Motion Steve Olson, Second Joan Williams). The next regular PCC Board Meeting is scheduled for March 10, 2019 at 1pm, in the PCC Office.

Respectfully submitted,

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

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