



**PARADISE COMMUNITY CLUB, INC.**

*An equal opportunity employer and provider for special needs*

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**General Membership Meeting Minutes - June 1, 2019**

At 10:01 AM, Bill Balcom made a last call for any outstanding ballots. No more ballots were submitted and the PCC Drop Box was empty, as reported by Cecile Roy. Therefore, the Annual Membership Meeting for Paradise Community Club was called to order at 10:02 AM on Saturday, June 1st, 2019, at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding. At 10:03 AM, Bill Krause declared that the meeting, counting mail-in votes, met the requirements for a General Membership Meeting quorum. The minutes of the 2018 Annual Membership Meeting were distributed in advance for review.

**Board Members Attendance:**

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

**Staff Members Attendance:**

<b>Cecile Roy (Office Clerk)</b>	<b>Ben Pacatte (Water Manager)</b>
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A total of 13 additional guests signed in as attending the meeting.

Bill Balcom welcomed the attendees and then requested that the Board members review the minutes of the 2018 Annual Membership Meeting. After review, Bill Krause motioned that the minutes be approved as drafted. The motion was seconded by Joan Williams and there were none opposed – motion carried.

The **Treasurer’s Report** was read by Chuck Mitchell as follows:

\$96,031.13	Checking as of 4/30/2019
\$12,273.69	Deposits May 2019
\$17,437.46	Expenses May 2019

\$90,867.36    Checking as of 5/31/2019

<b>PCC Bank Balances as of 5/31/2019</b>			<b>1 Year Ago</b>	
<b>Account</b>	<b>As of Date</b>	<b>Balance</b>	<b>Balance</b>	<b>Difference</b>
KeyBank Checking	5/31/2019	\$90,867.36	\$81,592.75	+\$9,274.61
KeyBank CD	5/31/2019	\$32,007.90	\$32,680.80	-\$672.90
KeyBank Savings	5/31/2019	\$30,875.89	\$20,860.03	+\$10,015.86
<b>Total</b>		<b>\$153,751.15</b>	<b>\$135,133.58</b>	<b>+\$18,617.57</b>

Brett Anderson motioned that the Treasurer’s report be approved as read. The motion was seconded by Bill Krause. There were none opposed; motion carried.

Bill Balcom then took the opportunity to invite the attendees to the 2019 Annual Picnic, scheduled for September 7<sup>th</sup>. Hamburgers, hot dogs, snacks and soft drinks will be provided.

### **Emergency Management**

Steve Olson stated that the generator was once again tested successfully. He also warned the attendees of the danger of fire, especially if we have a dry summer. He suggested making sure that members stock extra air filters to help keep any smoke and other particulate outside. A discussion was held regarding how to deal with heavier snows. The idea of purchasing a blade or blower for the tractor was considered but limited storage space and the perceived expense appeared to be daunting. One attendee suggested that we contact a Mr. Jim Peoples, who may provide snow plowing as a service. Bill Balcom will contact him when his number is found.

The issue of not knowing if our office was available during an emergency arose. Bill Balcom stated that we would order a large sign, indicating that the building is an active Emergency Shelter. A member suggested that red or green colored flags be purchased to post at the homes of our residents; red meaning help is needed and green meaning no assistance is required. After a discussion, Joyce Mitchell agreed to look into the costs associated with the flags.

### **Fire Department Update – Chief Matt Medford**

Chief Medford stated that, based on early incidents, it appears that we may be in for a bad fire season. His team has already assisted in a 7-acre grass fire in the South Pierce District. He stated that there was currently no burn ban in place but he expected one is likely to be announced in the coming fortnight. He discussed the difference between the 2 primary types of bans. The most common type bans debris piles (bon fires), typically associated with brush burning. When not banned, the Chief stated that these fires are limited to 4’ x 4’ x 3’ in size. Brett Anderson informed the Chief that the current Lewis County website states a limit of 20’ x 20’ x 12’, as he had helped a member obtain one just the day before. The chief said he would look into that discrepancy. Another type of restriction is a total burn ban, which extends the first type of ban to campfires as well. Chuck Mitchell displayed the signs recently purchased stating that all types of fires are banned. These can be purchased by residents from the PCC office for \$20. Those operating rental properties are encouraged to purchase one of the signs.

Chief Medford also described the situation between PCFD #23 and LCFD #17, explaining that our side relies on services from PCFD23 and that our contract for those services is in its extension year (expiring 12/31/19). He also spoke of the possibility that the two stations could be merged or annexed in the future, as this is an industry trend. In that scenario, he believes that the Lewis County residents would need to approve a levy increase of roughly 50% in order to put them at par with the Pierce County side. He stated that only registered residents of our area could vote on such a levy and the current levy had only passed by a handful of votes. He also stated that there may be a risk that PCFD23 could merge into South Pierce, which would potentially leave the Lewis County side high and dry. One member expressed significant frustration with the idea of asking for more money. He believes that the money is already sufficient and that a request for more is simply inappropriate.

Dennis Day (Fire Commissioner) stated that there was confusion as to the ownership of the Fire Hall that resides within Paradise Estates. Brett assured him that the building is owned by PCC and that we have a lease document that shows that LCFD17 is leasing it from us (at no charge).

#### **Lewis County Sheriff - Deputy Chris Rubin**

Deputy Rubin introduced himself as the “only deputy assigned to the East end of Lewis County”. He stated that he has a large area to cover and does his best to do so. He was immediately asked about how we should interface with the Sheriff’s office with regard to dog incidents. The deputy stated that the individual impacted by the incident should call the non-emergency number (360-740-1105) to report the matter. He further stated that dogs cannot roam free or walk/sleep in the streets or on another’s property. Even a momentary failure to control your animal is considered a violation, which can carry a \$257 fine. He stated that the County had recently assigned a full time resource (Deputy Smokey Padgett) to all dog-related reports. He said that any deputy can respond to an incident, but Smokey is the officer who will investigate the details. Deputy Rubin stated that prolonged barking (30-minutes or more between 9pm and 7am) is also a violation of Lewis County Code. He also recited a story that he has encountered, where a cabin was rented for short stays. One of the tenants fed a local dog treats for several days. When the next tenant rented the place, that dog kept hounding them. This resulted in complaints and anguish. The deputy closed by saying that, even though they have so few resources, he is the first to say that the old adage of “the squeaky wheel gets the oil” is true. He encouraged us to report all incidents and to call back if we haven’t gotten a response in a reasonable time. He also suggested that our Emergency Management team contact Steve Mansfield, the Director of the Lewis County Emergency Operations Center, in order to partner and communicate.

#### **Community Watch Report**

Steve Olson reported that the Community Watch meetings have remained fairly uneventful lately, with few incidents reported. He has been hearing of significant criminal activity (primarily burglaries) in the Echo Valley community however. Steve reminded the attendees of the schedule for the regular Community Watch meetings: The last Saturday of every even month – 10am - skipping December). The next meeting is scheduled for Saturday, 6/29/19 at 10am, at the PCC office.

A member asked the Board if we could rent a Sani-Can for Lake Holiday for the summer. The board and audience discussed the pros and cons and ultimately decided to do so, on a trial basis.

Bill Balcom asked Rose Gaines to look into availability and pricing to have one unit delivered and regularly serviced through the week after the Labor Day weekend.

### **Ballot Committee Selection**

Bill Balcom asked Steve Olson to choose two audience volunteers to assist with ballot counting. This year's volunteers were therefore Erika Broska and Ben Anderson, assisting Steve Olson and Joan Williams. The committee excused itself to the adjacent room to begin the process of ballot counting/validation.

### **Year in Review – Bill Balcom**

Bill Balcom provided an overview of the past year's accomplishments, as follows:

- Consolidation of billing systems
- Improvements to Well House #2 (in preparation for re-activation)
  - Insulated Walls and Ceiling (with help from Rod Glyzinski)
  - Sheeted interior walls with plywood
  - Built Pipe Fitting storage bins for better organization (thanks to Calvin Porter)
  - Preliminary driveway improvements
  - Purchase of high-efficiency variable speed replacement pumps
  - Purchase of 20 KW standby propane generator and tanks
- Successful Spring work party with much emphasis on branch chipping (thanks to Devin Anderson for chipper use)
- Total Fire Ban and Emergency Shelter signs now on hand
- Repair or Replacement of non-working PUD street lights
- Emergency repair of control board in Well House #4

**Break** - The meeting was temporarily recessed for Lunch Break at 11:45 AM and was estimated to reconvene at 12:30 PM.

### **<Pot Luck Lunch>**

The meeting was reconvened at 12:32 PM and called to order by Bill Balcom, President.

### **Grounds Report – Cecile Roy**

Cecile reported that she had received complaints regarding a handful of owners' properties: Lot 7 was reported as having an RV placed on blocks, thereby making it a permanent structure. The Board will check into it.

Lot 67 received MANY complaints of junk, late night noise, improper sewage disposal – the Board will discuss issuing a letter to rectify immediately following meeting.

Lot 157 has not removed the excess RV – Board to discuss following meeting.

Lot 224 was reported to have junk cars and furniture in the yard – the Board will check into it.

Lot 226 has a tent erected that appears to have a resident – the Board will check into it.

Lot 245 is significantly behind on payments – Board to discuss next steps following the meeting.

Lot 251 – their dog escaped and damaged a window screen at another lot – trying to gain access.

This is a repeat dog violation and will result in a \$100 fine to be issued in the coming week.

**Water System Report**

Ben Pacatte provided the Water System Report. He stated that our system remains in GREEN status and in full compliance with all applicable regulations. He said that USDA will be here on 6/20 to perform a Security Audit (an audit to validate the security of their loan). Ben also stated that he has been called as a potential member of a jury. He will let us know if it comes to fruition and he has a coverage plan ready if that indeed happens.

**Results of Voting**

The Ballot Committee completed their counting/validation efforts and Bill Balcom announced the following results:

POSITION	MEMBER	YES	NO	RESULT
Board Position #2	Calvin Porter	52		Elected – Term expires in June 2022
Board Position #6	Chuck Mitchell	52		Elected – Term expires in June 2022
Board Position #7	Bill Balcom	53		Elected – Term expires in June 2022
President	Bill Balcom	50		Elected – Term expires in June 2020
Vice President	Bill Krause	49		Elected – Term expires in June 2020
			NO	
2020 Budget (attached)		54	2	Approved

**Good of the Order**

A member asked if we could install entrance cameras, in an effort to record license plates of suspect vehicles. Brett explained that cameras requiring AC power were not practical but that perhaps the fire department could fund some and mount to their building.

A member stated that he was pulling surviving Scotch Broom and suggested that we inform the neighboring property owner that the plant appears to be returning to their lot as well. Brett will do so.

A member asked if we needed to secure Well House #2 now that it is being put back online. Bill Balcom stated that we do and that we will be coordinating the installation of a security fence in the coming months.

With no further topics on the agenda or raised from the audience, the meeting was adjourned at 1:33pm (Motion Bill Krause/Second Joan Williams – none opposed). The next regular Board meeting is scheduled for 9/8/19 at 1pm – PCC Office.

- Approved Budget is attached -

Respectfully submitted,

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

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

## 2019 PROPOSED BUDGET

FORECASTED 2019 INCOME		Approved 2018 Budget	2017 Actual Income
Membership Dues	\$95,000	\$95,000	\$100,200
Water Revenue	\$94,000	\$94,000	\$96,454
Interest Income	\$10	\$20	\$10
Other Income	\$0	\$0	\$0
<b>Total Annual Income</b>	<b>\$189,010</b>	<b>\$189,020</b>	<b>\$196,664</b>

EXPENSES	Total Projected 2019 Cost	Approved 2018 Budget	Total Actual 2017
	<b>\$173,277</b>	<b>\$177,172</b>	<b>\$161,657</b>

Office	2019 Proposed	2018 Approved	2017 Actual
Property Taxes	\$2,500	\$2,600	\$3,275
Phone/Fax/Internet	\$3,000	\$2,800	\$2,838
Utilities (incl. Street Lts & Well Pumps)	\$8,000	\$8,000	\$8,045
Office Equip/Supplies/Maint/Postage	\$4,000	\$4,500	\$2,973
Web Hosting	\$360	\$360	\$348
Greenline Software Support	\$2,000	\$2,400	\$1,875
<b>Subtotals</b>	<b>\$19,860</b>	<b>\$20,660</b>	<b>\$19,354</b>

Employment	2019 Proposed	2018 Approved	2017 Actual
Water System Manager	\$13,005	\$16,557	\$10,227
Water System Assistant	\$6,000	\$6,000	\$5,541
Maintenance/Mowing/Snow Removal	\$5,000	\$1,000	\$3,627
Office Administrative Clerk	\$14,566	\$15,000	\$13,188
Travel Reimbursements	\$2,500	\$2,000	\$2,256
Training Expenses	\$400	\$400	\$300
Treasurer Reimbursements	\$600	\$600	\$600
Secretary Reimbursements	\$600	\$600	\$350
Withholding Taxes	\$9,000	\$7,000	\$9,701
<b>Subtotals</b>	<b>\$51,671</b>	<b>\$49,157</b>	<b>\$45,790</b>

Professional Fees	2019 Proposed	2018 Approved	2017 Actual
Liability & Property Insurance	\$15,000	\$15,500	\$12,323
Accounting Expenses (CPA)	\$4,500	\$4,200	\$4,318
Legal Expenses	\$8,000	\$8,000	\$11,710
<b>Subtotals</b>	<b>\$27,500</b>	<b>\$27,700</b>	<b>\$28,351</b>

General Membership Events	2019 Proposed	2018 Approved	2017 Actual
Lake Stocking (1x per Year)	\$0	\$625	\$0
Community Events	\$350	\$350	\$156
<b>Subtotals</b>	<b>\$350</b>	<b>\$975</b>	<b>\$156</b>

Water System	2019 Proposed	2018 Approved	2017 Actual
Grounds/Maint/Fuel/Supplies/Lab & Repairs	\$10,000	\$15,000	\$8,627
Utility Taxes	\$250	\$250	\$0
Professional Memberships	\$400	\$250	\$395
Permits/Licenses (DOH, DOB, Sec. 9.)	\$550	\$250	\$952
Contribution to Reserve Account	\$5,000	\$5,000	\$0
Misc.	\$400	\$400	\$0
<b>Subtotals</b>	<b>\$16,600</b>	<b>\$21,150</b>	<b>\$9,974</b>

	Anticipated Cost	Initially Approved	Final Cost
<b>2018 CAPITAL IMPROVEMENTS<sup>1</sup></b>			
Water Line Upgrades	\$10,000 (plus Tax)		
<b>2017 CAPITAL IMPROVEMENTS</b>			
Emergency Kautz PI Water Line Upgrade	\$16,000 (plus Tax)	\$16,000	\$14,847
Water Meter Replacements	\$8,500 (plus Tax)	\$8,500	\$10,424
<b>Totals</b>	<b>\$24,500 (plus Tax)</b>	<b>\$24,500</b>	<b>\$25,271</b>

Loans	2019 Proposed	2018 Approved	2017 Actual
Federal Loan	\$37,596	\$37,596	\$37,596
State Loan	\$18,700	\$18,434	\$18,692
<b>Subtotals</b>	<b>\$55,796</b>	<b>\$56,030</b>	<b>\$56,288</b>

Misc.	2019 Proposed	2018 Approved	2017 Actual
Construction Expenses	\$500	\$500	\$544
Tools/Equipment	\$1,000	\$1,000	\$1,200
<b>Subtotals</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,744</b>

<sup>1</sup>2019 Capital Projects are discretionary, based on surplus account balances. Budget therefore reflects only an estimated amount, based on forecasted revenue and expenses.

Totals Talled at Top	2019 Proposed	2018 Approved	2017 Actual
Forecasted EOY Surplus (Projected income minus expenses)	<b>\$15,733</b>	<b>\$11,848</b>	<b>\$35,007</b>