



PARADISE COMMUNITY CLUB, INC.

An equal opportunity employer and provider for special needs

P.O. BOX 42
ASHFORD, WA 98304
(360) 569-2669
Pcc007@centurytel.net
<http://www.paradiseccl.org>

Annual Meeting Minutes - August 23, 2020

At 1:03 PM, Bill Balcom made a last call for any outstanding ballots to Cecile (who checked the drop box, which was empty). Therefore, the Annual Membership Meeting for Paradise Community Club was called to order at 1:03 PM on Sunday, August 23rd, 2020, at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding. At 1:04 PM, Bill Krause declared that the meeting, counting mail-in votes, met the requirements for an Annual Meeting quorum. The minutes of the 2019 Annual Membership Meeting were distributed in advance for review. It should be noted that this meeting was held during a time that was affected by Washington State Governor Jay Inslee’s proclamation, prohibiting more than 10 individuals be gathered in one place. This proclamation was implemented due to the Covid-19 pandemic, with the idea that larger crowds brought undue risk of spreading the virus.

Board Members Attendance:

Bill Balcom (President)	Bill Krause (Vice President)	Chuck Mitchell (Treasurer)	Brett Anderson (Secretary)
Rose Gaines	Joan Williams	Steve Olson	Calvin Porter

Staff Members Attendance:

Cecile Roy (Office Clerk)	Ben Pacatte (Water Manager)
--------------------------------------	--

Bill Balcom welcomed the attendees and then requested that the Board members review the minutes of the 2019 Annual Membership Meeting. After review, Joan Williams motioned that the minutes be approved as drafted. The motion was seconded by Calvin Porter and there were none opposed – motion carried.

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

\$87,998.75	Checking as of 2/29/2020
\$61,285.13	Deposits FEB-JUL 2020
\$61,821.56	Expenses FEB-JUL 2020
\$87,362.32	Checking as of 7/31/2020

Bill Krause stated that the math was off by \$100.00. The Board reviewed and determined that he was correct. The Checking Balance as of 7/31/20 was then adjusted to \$87,462.32.

PCC Bank Balances as of 7/31/2020			1 Year Ago	
Account	As of Date	Balance	Balance	Difference
KeyBank Checking	7/31/2020	\$87,462.32	\$90,867.36	-\$3,405.04
KeyBank CD	7/31/2020	\$32,007.90	\$32,007.90	No change
KeyBank Savings	7/31/2020	\$40,895.43	\$30,875.89	+\$10,019.54
Total		\$160,365.65	\$153,751.15	+\$6,614.50

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

Fire Department Update – Chuck Mitchell

Chuck reported that Fire Commissioner meetings were currently being held via Zoom (online platform) in an effort to contain the Covid-19 virus. No report was submitted by Chief Medford or any of our Fire Commissioners. Nothing of substance was therefore reported. Bill Balcom also reminded the Board of the possible future merger of PCFD23 and LCFD17 and the fact that PCFD23 desires to purchase our community fire hall and the land beneath it. The matter is being studied by our attorney at this time.

Emergency Management – Steve Olson

Chuck Mitchell reported that a newer member had donated \$100 to PCC, to be used for Emergency Management purposes. After a brief discussion, the Board decided to use the funds to complete our first aid supplies. The Board also asked Cecile to send a thank you to the donor. Steve also reported that now is a good time to refresh batteries that you may rely on during the expected winter power outages.

Lewis County Sheriff

Due to the COVID-19 situation, the Lewis County Sheriff’s office did not attend this year’s meeting.

Community Watch Report – Steve Olson

Steve Olson reported that the Community Watch meetings have been sparsely attended and yielded very little information. He said that the “Ashford Heads Up” Facebook site has been the go to platform to report issues and seek advice. Nevertheless, the schedule for these meetings is the last Saturday of every even month – 10am - skipping December). The next meeting is scheduled for Saturday, 10/31/20 at 10am, at the PCC office.

Ballot Committee Report – Calvin Porter

Calvin reported the results of this year’s ballots. Ballots were counted by Calvin Porter, Erica Broska, Rod Glyzinski and Joan Williams. The following were re-elected to their Board positions:

POSITION	MEMBER	YES		RESULT
Board Position #4	Steve Olson	53		Elected – Term expires in June 2023
Board Position #5	Rose Gaines	56		Elected – Term expires in June 2023
Board Position #8	Bill Krause	52		Elected – Term expires in June 2023
President	Bill Balcom	56		Elected – Term expires in June 2021
Vice President	Bill Krause	56		Elected – Term expires in June 2021
			NO	
2021 Budget (attached)		58	2	Approved

Year in Review – Bill Balcom

- Bill Balcom provided an overview of the past year’s accomplishments, as follows:
- Completion of Improvements to WH#2 Building and Grounds (tree clearing, fencing, lighting, power pole, weatherization)
- Cleaned and Augmented Filter Media in WH#4
- Increased Water Department Compensation to move closer to Industry Minimum rates
- Negotiated an Arrears Settlement with an Aging Foreclosure Property, netting \$9,600.
- Passed USDA Security Audit
- Replaced 30 Obsolete Water Meters
- Cleared Logjam Blocking Lake Inlet and installed an Improved Inlet Grate
- Concluded the Big Creek Footbridge Study – Not Feasible given Current Resource Limitations

Grounds Report – Cecile Roy

Brett Anderson stated that he had seen a couple of complaints related to vegetation in and around Lake Holiday. He further stated that, after reviewing the area, the lake was in very good condition. He saw very little goose droppings, freshly cut grass, normal water weeds and no garbage or litter. Additionally, the flow of water coming into the lake after the logjam clearing is the highest he can ever recall. The Board elected to wait to see if the complaints (posted on Facebook) continued. If so, details will be sought out. Overall, Cecile reported that properties were in very good condition this year. There were a few notable exceptions and Brett will write letters to the owners in an attempt to rectify. The Board acknowledged that some properties are awaiting the ability to burn branches, as there is a total burn ban currently in place.

Water System Report – Ben Pacatte

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 stated that, with all of the recent

development in the community, he is nearly out of water meters. He requested that 60 more registers be purchased, along with 25 more full meters. After a brief discussion and a look at club financing, the numbers were modified to 60 registers and 10 full meters. Joan Williams motioned to approve the revised request. The motion was seconded by Chuck Mitchell and there were none opposed. Motion carried; Ben will order the meters and registers. Bill Balcom suggested that we may want to outsource the meter installations as there are so many to implement. He will check into availability with Morningstar Excavation, a company that intimately knows our water distribution requirements. Ben also mentioned that a couple of components at WH#4 are nearing end of life. These items are expected to cost about \$4,000 to replace. The Board thanked him for the heads up.

Bill Balcom also recapped the fact that our neighboring community (Bavarian Retreat) is experiencing significant problems with their water system. They appear to have outgrown its capacity and are failing to meet State compliance requirements. The Washington State Dept. of Health has suggested that they turn to Paradise Estates for their water needs and is expected to issue a grant to study the feasibility of such a change. The PCC Board knows little about the details around this concept but expects to learn a lot more in the coming months, assuming the grant is approved.

Bill Balcom re-stated the need for a 4wd pickup truck for the association. The truck would be outfitted with a slip tank to more easily fill the large diesel generator and tractor. Joan Williams motioned to continue our search for such a vehicle, as finances permit. The motion was seconded by Brett Anderson and there were none opposed. The search will continue for an appropriate vehicle.

Communication Plan – Brett Anderson

Brett asked the Board for their input regarding any special reporting requirements that they may foresee, due to Covid-19 not allowing our full membership to be invited to the meeting. After some discussion, the Board directed him to just issue a summary in the September newsletter.

Adjournment

With the meeting occurring so late in the summer, the Board elected to cancel the normal September meeting. The next meeting is scheduled for Sunday, November 8th at 1 PM. With no further issues to discuss, the 2020 Annual Meeting was adjourned at 2:52 PM.

Respectfully submitted,

Brett Anderson, Secretary _____ Date _____

Attest: Bill Balcom, President _____ Date _____

2021 PCC Budget

2021 BUDGET³

FORECASTED 2021 INCOME		Approved 2020 Budget	2019 Actual Income
Membership Dues	\$95,000	\$95,000	\$215,890
Water Revenue	\$110,000	\$94,000	\$25
Interest Income	\$25	\$10	\$0
Other Income	\$0	\$0	\$0
Total Annual Income	\$205,025	\$189,010	\$215,915

EXPENSES	Total Projected 2021 Cost	Approved 2020 Budget	Total Actual 2019
	\$198,306	\$173,277	\$178,409

Office	2021 Proposed	2020 Approved	2019 Actual
Property Taxes	\$2,400	\$2,500	\$2,065
Phone/Fax/Internet	\$3,000	\$3,000	\$2,780
Utilities (incl. Street Lts & Well Pumps)	\$9,000	\$8,000	\$8,612
Office Equip/Supplies/Maint/Postage	\$5,500	\$4,000	\$5,289
Web Hosting	\$360	\$360	\$348
Maintenance/Mowing/Snow Removal	\$7,500	\$5,000	\$6,997
Greentree Software Support	\$2,000	\$2,000	\$1,875
Subtotals	\$29,760	\$24,860	\$27,966

Employment			
Wages (4 employees)	\$50,500	\$36,716	\$34,511
Withholding Taxes	\$14,000	\$9,000	\$12,314
Travel Reimbursements	\$2,500	\$2,500	\$1,928
Training Expenses	\$1,000	\$400	\$864
Treasurer Reimbursements	\$600	\$600	\$600
Secretary Reimbursements	\$600	\$600	\$600
Subtotals	\$69,200	\$49,816	\$50,817

Professional Fees			
Liability & Property Insurance	\$14,000	\$15,000	\$13,655
Accounting Expenses (CPA)	\$5,500	\$4,500	\$5,166
Legal Expenses	\$7,000	\$8,000	\$4,297
Subtotals	\$26,500	\$27,500	\$23,118

General Membership Events			
Community Events	\$350	\$350	\$273
Subtotals	\$350	\$350	\$273

Water System			
Maint/Fuel/Supplies/Lab & Repairs	\$10,000	\$10,000	\$9,471
Utility Taxes	\$250	\$250	\$0
Professional Memberships	\$400	\$400	\$355
Permits/Licenses (DOH, DOR, Sec. St.)	\$750	\$550	\$742
Contribution to Reserve Account	\$5,000	\$5,000	\$10,000
Misc.	\$500	\$400	\$0
Subtotals	\$16,900	\$16,600	\$20,568

	Anticipated Cost	
2021 CAPITAL IMPROVEMENTS¹		
Water Line Upgrade (Stevens)	\$20,000	
Meter Upgrades (25 units)	\$6,250	
Water Truck w/Plow	\$15,000	
2019 CAPITAL IMPROVEMENTS		
	Initial Estimate	Final Cost
Well House #2 Upgrades	\$40,000	\$45,552
Totals	\$40,000	\$45,552

Loans			
Federal Loan	\$37,596	\$37,596	\$37,596
State Loan	\$18,000	\$18,200	\$18,071
Subtotals	\$55,596	\$55,796	\$55,667

Totals Tallied at Top

EOY Surplus² (Projected income minus expenses)	\$6,719	\$15,733	\$37,506
---	----------------	-----------------	-----------------

¹2021 Capital Projects are discretionary, based largely on surplus account balances. Budget therefore reflects only estimations, assuming sufficient revenue and expenses.

²EOY Surplus does not include discretionary Capital Improvement Projects

³This budget does NOT contain provisions for potentially providing water utility services to Bavarian Retreat.