



PARADISE COMMUNITY CLUB, INC.

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We are an equal opportunity Employer and Service

**PCC Board Meeting Minutes
March 14, 2021**

The meeting of the Paradise Community Club Board was called to order at 1:03 PM at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding.

Guests were discouraged again this meeting due to COVID-19 directives from the Governor. Attendance is reflected below.

Board Members Attendance:

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

Staff Attendance:

Cecile Roy (Office Clerk)	Ben Pacatte (Water Manager)
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The only guests were Rod Glyzinski and Julie Edwards.

OLD BUSINESS

After introductions, Bill Balcom asked the Board to review the minutes of the November 8, 2020 Board Meeting (no other regular meetings fell between due to COVID-19 restrictions). After review, Steve Olson 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. The bank balances for the period ending 2/28/21 were stated as follows:

PARADISE COMMUNITY CLUB, INC.
MONTHLY TREASURER REPORTS
PERIOD ENDING: February 28, 2021

Checking Balance as of October 31, 2020	\$65,487.37
Deposits for the months of Nov-Feb	+\$138,619.85
Expenses for the months of Nov-Feb	- \$103,448.19
Checking balance as of February 28, 2021	\$100,659.03
Savings Account Balances as of February 28, 2021	
CDs	\$33,101.19
Savings	\$40,898.31
Total SAVINGS/CDs	\$73,999.50
Total Financial Assets	\$174,658.53

Bill Balcom asked Chuck how much money was carried over from 2020 into 2021. After checking, Chuck stated that, in spite of buying the new water vehicle, \$40,835 was carried over into 2021. Bill Krause motioned that the Treasurer's Report be accepted and the motion was seconded by Joan Williams. None opposed – motion carried.

WATER SYSTEM REPORT – Ben Pacatte

1 - Ben Pacatte reported that our water system status remains GREEN on both Well House #2 and Well House #4. He stated that Well House #4 has had issues coming back online after a power outage. The breaker for a pump is requiring to be reset before the pump will operate. He hasn't been able to get a call back from the electrician. Brett volunteered to reach out to the electrician to see when he can come look at it.

2 – Ben also reported that he has been contacted about a looming requirement to begin testing our water for PFAS (polyfluoroalkyl substances). This is generally derived from fire extinguishing foam, commonly used at airports and on military bases. Ben explained our remote location but it appears that, while we may not need to test quarterly like some entities, we will likely have to start testing annually. These tests are expensive (about \$600). At this point, he is waiting to hear back from the State as to any required next steps.

3 – Bill Balcom stated that the Bavarian/Paradise Estates water system feasibility study has been moving very slowly. Additionally, Peggy McNamara (Bavarian President) is leaving Washington State. It is unclear who may take over the President's role at Bavarian Retreat. We are waiting for a planning meeting to be set up by DOH.

4 – Bill Balcom reported that PCC has purchased a 4x4 Pickup at auction and it is now in service within our HOA/Water Department. It is outfitted with a canopy, bed slide and diesel fuel slip tank, as well as a detachable snow plow. It is already proving to be a valuable asset within the community.

OFFICE ISSUES – Cecile Roy

Accounts in Arrears

- 1 – Cecile stated that she has a growing amount of overdue balances but due to the Governor's Proclamation, we cannot deny service (lockout), charge late fees or interest on those balances.
- 2 – Liens and Foreclosures are prohibited at this time, due to the Governor's Covid-related Proclamation.
- 3 – Cecile reported that the office is once again open to our members and Yoga and bible study sessions are being held once again. Nevertheless, members are encouraged to use the drop-box or telephone whenever possible.
- 4 – Bill Balcom provided an overview for the group related to Julie Edwards shadowing Cecile in her office role. He explained that we have been looking to build a more resilient team in the name of business continuity. It is early in the process yet but the plan is for Julie to continue to spend time in the office to get a better feel if the role may be a good fit for her. The role is initially a helper or backup role but could well transition into the primary role should Cecile elect to reduce hours simply no longer work sometime in the future. This arrangement will be review again the next time the Board meets.

COMMUNITY WATCH/EMERGENCY MANAGEMENT – Steve Olson

- 1 - Steve Olson reported that the last Community Watch meeting wasn't held, as no attendees showed up. Incidents have fortunately been rare, which may be feeding that level of apathy. Cold weather is also a factor. The next meeting is scheduled for 10am on 4/24/21.
- 2 – Emergency Management – Steve also reported that the propane tanks for the office generator were approximately only 1/4 full. Stanley Oil has a practice of waiting until the tanks are below about 25% before they will refill. Bill Balcom asked Rose Gaines about their experience with Black Bear as a competitor to Stanley. Both Rose and Rod Glyzinski reported that they are pleased with Black Bear, who seems always willing to top off tanks – and that their propane pricing is lower than Stanley Oil as well. Bill Balcom asked Rose to look into having us use Black Bear. She will update the group via email.
- 3 – Fire Department – Bill Balcom informed the group that we have not yet heard back on a proposed lease from PCFD #23. They are now agreeable to a lease and their attorney is drafting a proposed lease for review by our counsel. In the meantime, our current lease is still in effect.

FINANCE COMMITTEE – Calvin Porter

- 1 - Calvin reported that the last Finance Committee Meeting showed that, once again, there were no discrepancies identified in the financial books of PCC. The next Finance Committee Meeting is scheduled for 10am on 4/21/20 at the PCC Office. As always, anyone from the general membership or PCC Board is encouraged to attend.
- 2 – 2022 Budget Proposal (attached)
Calvin presented the group with the 2022 Budget that was developed after a careful review of current and

historical expenses. The group reviewed the budget and Brett explained that he added a Capital Expense item list to the document. The purpose of this list is to keep tabs on more expensive projects and keep them prioritized. After discussing the budget, Chuck Mitchell motioned to approve the budget for presentation to our full membership via ballot. The motion was seconded by Rose Gaines and there were none opposed. Motion carried.

GROUNDS / MAINTENANCE REPORT

1 – Property Issues (Outstanding) - Cecile Roy

Cecile reported that, while she has seen some activity at one of the lots, she hasn't heard back from a property with a disassembled pile of old decking since her letter of September 2020. It has been reported that the owner is ill and so the Board is trying to be lenient. Rose Gaines knows the family and volunteered to call the wife to see how he is doing and ask if we can help remove the debris. Several people have volunteered to assist.

The property (Lots 114/115) that was sent a letter after our last meeting has now shown a lot of improvement and is clearly adhering to our request in the letter that we sent in late February.

2 – Property Issues (New) – None reported

3 – Diversion Dam – Bill Balcom reported that the dam has been holding up well this year but the work that was planned for it is still necessary. He has not yet received the estimate from our primary excavator but will reach out to see when that might be completed. The work will need to be performed in the dry summer months however. Bill Balcom will follow up with the County engineer to see where things stand as far as up-sizing some culverts as well.

4 – Dog Issues – None reported – two meetings in a row (everybody knocking on wood.....).

5 – Burn Ban Status – No bans currently in place – open burning requires a permit.

6 – Work Party – Bill Balcom asked the group when they would be available for a work party. After checking schedules, May 15th at 9am was chosen, as it falls the day prior to our next Board Meeting. Bill Balcom will be cooking breakfast on a flat grill starting at 8am for the volunteers.

7 – Geese! – The Canadian Geese have returned and today's count is 13. The lake dock is covered in Goose feces and it is beginning to accumulate around the grassy areas as well. Nobody knew of a successful way to rid the lake and pond areas of the geese. We have received one complaint from a member about it and she suggested that we place a rope around the edge of the lake. Rose Gaines has a lot of experience with geese at her own home and she said it would not help. She has tried many things to no avail.

8 – Annual Membership Meeting – The Board reviewed their calendars for the best date for this annual meeting. After a brief discussion, Sunday June 27th was chosen (10a-2pm) and we will advertise it as our traditional pot luck luncheon. We will hope that Covid regulations don't end up conflicting with that.

GOOD OF THE ORDER – Bill Balcom

Bill Balcom brought up the fact that, other than spikes around billing periods or community events, the office likely doesn't need to be open for 12 hours each week. The Board discussed this at length and

included Cecile Roy in the conversation. Brett mentioned that when he started on the Board in 2000, the office was only open to the membership on Saturdays for 2 hours and that today, many processes have been streamlined and a secure drop box is incorporated into the office building as well. This prompted further discussion, after which Rose Gaines motioned that the “public” hours for the office be scaled back to Mondays, Wednesdays and Fridays – 1pm to 3pm. If there is more work to do, the staff can simply stay to complete it but this change will help provide more uninterrupted time when that would be beneficial.

Adjournment

With no further issues reported, the meeting was adjourned at 3:56 PM (Motion Steve Olson, Second Chuck Mitchell). The next regular PCC Board Meeting is scheduled for May 16, 2021 at 1pm, in the PCC Office.

Respectfully submitted,

Brett Anderson, Secretary _____ Date _____

Attest: Bill Balcom, President _____ Date _____

2022 PROPOSED BUDGET

FORECASTED 2022 INCOME		Approved 2021 Budget	2020 Actual Income
Membership Dues	\$205,000	\$205,000	\$218,797
Water Revenue			
Interest Income	\$25	\$25	\$7
Other Income	\$0	\$0	\$2,000
Total Annual Income	\$205,025	\$205,025	\$220,804

EXPENSES

Total Projected 2022	Approved 2021 Budget	Total Actual 2020
\$199,006	\$198,306	\$214,681

Office

2022 Projected	2021 Approved	2020 Actual
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Property Taxes	\$2,500	\$2,400	\$2,450
Phone/Fax/Internet	\$3,000	\$3,000	\$2,965
Utilities (incl. Street Lts & Well Pumps)	\$10,000	\$9,000	\$10,019
Office Equip/Supplies/Maint/Postage	\$5,500	\$5,500	\$2,209
Web Hosting	\$360	\$360	\$348
Maintenance/Mowing/Snow Removal	\$7,500	\$7,500	\$8,592
Greentree Software Support	\$2,100	\$2,000	\$2,000
Subtotals	\$30,960	\$29,760	\$28,583

Employment

Wages (4 employees)	\$50,500	\$50,500	\$36,826
Withholding Taxes	\$14,000	\$14,000	\$13,918
Travel Reimbursements	\$2,000	\$2,500	\$1,814
Training Expenses	\$1,000	\$1,000	\$732
Treasurer Reimbursements	\$600	\$600	\$600
Secretary Reimbursements	\$600	\$600	\$600
Subtotals	\$68,700	\$69,200	\$54,490

Professional Fees

Liability & Property Insurance	\$14,000	\$14,000	\$13,188
Accounting Expenses (CPA)	\$5,500	\$5,500	\$4,900
Legal Expenses	\$7,000	\$7,000	\$3,534
Subtotals	\$26,500	\$26,500	\$21,622

General Membership Events

Community Events	\$350	\$350	\$0
Subtotals	\$350	\$350	\$0

Water System

Maint/Fuel/Supplies/Lab & Repairs	\$10,000	\$10,000	\$31,705
Utility Taxes	\$250	\$250	\$0
Professional Memberships	\$400	\$400	\$0
Permits/Licenses (DOH, DOR, Sec. St.)	\$750	\$750	\$542
Contribution to Reserve Account	\$5,000	\$5,000	\$10,000
Misc.	\$500	\$500	\$12,328
Subtotals	\$16,900	\$16,900	\$54,575

Loans

Federal Loan	\$37,596	\$37,596	\$37,596
State Loan	\$18,000	\$18,000	\$17,815
Subtotals	\$55,596	\$55,596	\$55,411

Totals Tallied at Top

EOY Surplus³ (Projected income minus expenses)	\$6,019	\$6,719	\$6,123
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Future Capital Projects ¹	Estimate ²	Priority
Water Meter Replacements	\$20,000	Ongoing
Water Line Upgrade - Stevens	\$10,000	High
Diversion Dam Relocation/Upgrade	\$15,000	High
Diversion Channel Clearing	\$5,000	High
Working Fire Hydrant	\$3,000	Medium
Cover for Equipment	\$2,500	Medium
Water Line Upgrade - Pyramid	\$15,000	Medium
Water Line Upgrade - Winthrop	\$20,000	Medium
Billing System H/W Upgrade	\$1,000	Medium
Billing System S/W Upgrade ⁵	\$15,300	Medium
WH#4 Pump Rebuild/Replace	\$4,000	Low
Lake Inlet Screen Upgrade	\$500	Low
2 Parking Stalls by Merry-Go-Round	\$2,500	Low
Play Equipment Replacement	\$25,000	Low

2020 CAPITAL IMPROVEMENTS	Initial Estimate	Final Cost
Well Related Upgrades	\$10,000	\$3,690
Water Truck w/Plow (originally planned for 2021)	\$15,000	\$15,928
20-year Water Meters (70)	\$14,500	\$13,782
Totals	\$39,500	\$33,400

¹Capital Projects are discretionary, based largely on surplus account balances. Budget identifies potential future initiatives to pick from, assuming sufficient revenue and expenses.

²These are high-level estimates and not yet derived from price quotes.

³EOY Surplus does not include discretionary Capital Improvement Projects

⁴This budget does NOT contain provisions for potentially providing water utility services to Bavarian Retreat.

⁵Based on written quote.