



PARADISE COMMUNITY CLUB, INC.

An equal opportunity employer and provider for special needs

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Annual Meeting Minutes – June 27, 2021

At 10:01 PM, Bill Balcom made a last call for any outstanding ballots. Cecile and Julie checked the drop box, which was empty. Therefore, the Annual Membership Meeting for Paradise Community Club was called to order at 10:02 PM on Sunday, June 27th, 2021, at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding. At 1:03 PM, Bill Krause declared that the meeting, counting mail-in votes, met quorum requirements for a General Membership Meeting. The minutes of the 2020 Annual Membership Meeting were distributed in advance for review. It should be noted that this meeting came on the heels of a 15-month period where person to person contact had been limited by State government, which contributed to the low in-person attendance.

Board Members Attendance:

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

Staff Members Attendance:

Cecile Roy (Office Clerk)	Ben Pacatte (Water Manager)	Julie Edwards (Contractor)
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The guest attendance sheet is on file in the PCC office. Bill Balcom welcomed the attendees and then requested that the Board members review the minutes of the 2020 Annual Membership Meeting. After review, Joan Williams motioned that the minutes be approved as drafted. The motion was seconded by Bill Krause and there were none opposed – motion carried.

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

\$115,739.36 Checking as of 3/31/2021
\$ 17,999.42 Deposits APR-MAY 2021
\$ 30,517.94 Expenses APR-MAY 2021
\$103,220.84 Checking as of 5/31/2021

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

Accounts in Arrears – Cecile Roy/Brett Anderson

Cecile reported that COVID-19 proclamations by the Governor have prevented PCC from charging interest and penalties on late or missing payments to the association. Brett stated that this resulted in 13 members (some with multiple lots) who are currently \$250 or more in arrears. Of these, one was due to a death and another due to a huge water leak. The remaining accounts will be pursued as soon as the COVID-19 restrictions have been lifted. Overall, our members are doing a good job staying current on payments and many have even pre-paid their base water charges.

COVID-19 Impact on Community – Bill Balcom

Bill Balcom reported that the PCC office implemented safety precautions, posted hand-washing signs and restricted public access and office hours, all in an attempt to keep staff and members safe. He stated that no known transmissions of the virus came from the PCC office and that he only hopes we have substantially seen the last of it.

Annual Picnic Returns! – Bill Balcom

Bill also announced the return of our Annual Picnic – scheduled for 9/4/21 from Noon to 2pm. All members welcome! Bill also took this opportunity to thank the three ladies (Darlene Krause, Kathy Balcom and Joyce Mitchell) who have consistently volunteered to manage food and office support for our work parties, meetings and special events.

Fire Department Update – Bill Balcom

Bill reported that the Fire Chief in Ashford has, via their attorney, submitted a draft for an improved lease for the Fire Hall within our community. Brett also mentioned that an open fire burn ban had been implemented the prior day (a few days prior to the normal 7/1 implementation).

Community Watch / Emergency Management – Steve Olson

Steve Olson reported that nobody attended the scheduled 6/26 Community Watch meeting but that crime incidents have fortunately been few and far between. The schedule for these meetings remains as the last Saturday of every even month –10am - skipping December. A member stated that she had experienced a couple of “dog charging” incidents, while walking her dog. She was encouraged to phone the non-emergency Sheriff's number. Another member had also experienced a similar event, for which a warning letter was issued on 6/26.

Ballot Committee Report – Calvin Porter

Calvin reported the results of this year's ballots. Ballots were counted by Calvin Porter, Steve Olson, Rod Glyzinski and Cecile Roy. The following were re-elected to their Board positions:

POSITION	MEMBER	YES	NO	RESULT
Board Position #1	Brett Anderson	53		Elected – Term expires in June 2024
Board Position #3	Joan Williams	53		Elected – Term expires in June 2024
President	Bill Balcom	53		Elected – Term expires in June 2022
Vice President	Bill Krause	53		Elected – Term expires in June 2022
2022 Budget (attached)		54	1	Approved

Water System Report – Ben Pacatte/Bill Balcom

Ben reported that our water system is green with the State. He also reported that he had completed the EPA Survey of which PCC was randomly selected. He described the installation of the protective surge suppression devices recently installed at WH#2 and WH#4 as well. He stated that he has 44 meter registers left in stock with 16 of them prepped for installation as time allows (replacing obsolete meters with dead batteries – requiring manual reading and data entry).

Bill Balcom thanked Ben for his hard work in keeping our system running safely and efficiently (applause). Bill then provided a brief update on the Bavarian Retreat study. There was concern that the owners in Bavarian Retreat are not engaged much and do not seem to be willing to assist much in the study (providing an as-built and historical consumption data). Bill also stated that less than \$2K remains as unallocated in the study and there is some concern that we may need more than that in order to pay our legal expenses alone. The good news is that the study will result in an updated water system plan, which will save PCC a substantial amount of money.

Bill Balcom also mentioned some research that was completed by Joyce Mitchell regarding common fees imposed by water utilities. Currently, PCC charges for very few labor-related services related to water distribution. Brett mentioned that his primary utility in Tacoma charged a fee to provide water availability letters, something that has become more and more time consuming at PCC. Bill asked the Board to review the information provided by Joyce and perhaps check their own water purveyors to see what other appropriate fees may help us hold usage rates low going forward.

Year in Review – Bill Balcom

- Bill Balcom provided an overview of the past year’s accomplishments, as follows:
- Purchase of a 4 x 4 pickup to replace the 2WD van
- Cleaned and Augmented Filter Media in WH#4
- Installation of TVSS units (Surge Suppressors) in WH#2 and WH#4 electrical panels
- Upgraded well house plumbing from aging thin-wall pipe to Schedule 80
- Installed a new pressure tank at WH#2 and two new tanks at WH#4
- Replaced roughly 3 dozen Obsolete Water Meters

- Replaced backwash control panels at both well houses
- Received a \$30K grant from DOH to explore the feasibility of serving Bavarian Retreat with water
- Met with Lewis County engineering to build a more robust surface water management plan. Meetings and site reviews will continue this summer and execution is expected over the next 1-2 years.

-Pot Luck Lunch Break-

Reconvened at 12:25PM:

Grounds Issues – Group

Bill Balcom mentioned that a member had inquired about the feasibility of stocking the lake with fish again. Bill mentioned the frustration we experience when non-members swarm into the area to fish out what we have planted. He and Brett suggested that local residents would need to assist in policing such activity if we do consider a future lake stocking. Additionally, the required funds (estimated at \$650) would likely need to come from the community in the form of donations.

Brett brought up the idea of ordering some cigarette butt receptacles for locations where smoking is more prevalent. During the discussion, Joyce Mitchell offered to donate two such receptacles to the community. After further discussion, Chuck Mitchell motioned that PCC buy 2 more receptacles. The motion was seconded by Calvin Porter and there were none opposed. Brett will order the two receptacles, which together will cost less than \$100.

Bill Balcom provided the cost estimate to install a valve at the diversion dam to better control water flow during the heavy surface water months. The valve mechanism is estimated at \$2300. After discussion, Bill Krause motioned to approve the expense in order to get the installation work completed this summer. Chuck Mitchell seconded the motion and there were none opposed. Motion carried. Bill Balcom will contact the fabricator.

A member brought up a concern about the lake after witnessing a swimmer having difficulty when entering the lake from the shore. The logs bordering the land are quite slippery and there are several large rocks near the shore that could injure someone who falls. The idea of a railing to hold onto was discussed, as well as rock removal. Erosion is also causing small sections of the bank to wash out. No definitive course of action was decided upon but Bill Balcom will solicit ideas from Morningstar Excavation the next time they are up.

Calvin Porter mentioned that he has not heard anything back from Gary Stamper regarding the ATV/UTVs that frequent our roads. Brett will send a follow up email to the commissioners.

The proposed budget below was approved by the general membership on 6/27/2021:

2022 PROPOSED BUDGET

FORECASTED 2022 INCOME		Approved 2021 Budget	2020 Actual Income
Membership Dues	\$205,000	\$205,000	\$218,797
Water Revenue			\$7
Interest Income	\$25	\$25	\$2
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
Greenizee 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, DOB, Sec. 9c)	\$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 ⁴	Estimate ²	Priority
Water Meter Replacements	\$20,000	Ongoing
Water Line Upgrade - Stevens	\$10,000	High
Division Dam Relocation/Upgrade	\$15,000	High
Division 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/Flow (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.

Adjournment

With no further issues to discuss, the 2021 Annual Meeting was adjourned at 12:55 PM. The next meeting is scheduled for Sunday, September 12th at 1 PM.

Respectfully submitted,

Brett Anderson, Secretary _____ Date _____

Attest: Bill Balcom, President _____ Date _____