



PARADISE COMMUNITY CLUB, INC.

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We are an equal opportunity Employer and Service

**PCC Board Meeting Minutes
May 16, 2021**

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.

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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Guest Attendance: Rod Glyzinski, Julie Edwards, Herb Gaines, Kathy Balcom, Joyce Mitchell, Darlene Krause, and Ben Anderson.

OLD BUSINESS

After introductions, Bill Balcom asked the Board to review the minutes of the March 14, 2021 Board Meeting. After review, Steve Olson motioned that the minutes be accepted as written. The motion was seconded by Bill Krause 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 4/30/21 were stated as follows:

**PARADISE COMMUNITY CLUB, INC.
MONTHLY TREASURER REPORT**

PERIOD ENDING: April 30, 2021

Checking Balance as of February 28, 2021	\$100,659.03
Deposits for the months of Mar-Apr	+\$ 32,096.70
Expenses for the months of Mar-Apr	-\$ 27,566.40
Checking balance as of April 30, 2021	\$105,189.33
Savings Account Balances as of April 30, 2021	
CDs	\$33,737.84
Savings	\$40,898.65
Total SAVINGS/CDs	\$74,636.49
Total Financial Assets	\$179,825.82

Brett Anderson motioned that the Treasurer’s Report be accepted and the motion was seconded by Joan Williams. None opposed – motion carried. Brett also broached the topic of this year’s transfer of funds to our Reserve pool. He explained that the budgeted transfer of \$5,000 for 2021, if made into an existing or new CD, would mean that either the Savings Account or the CDs would suffice as the reserve that is required by USDA. After a brief discussion, Steve Olson motioned to transfer \$5,000 from Checking into a renewing CD. The motion was seconded by Calvin Porter and there were 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 reported that both Well Houses have now had their panels protected with Surge Suppression technology and that he will attempt to file a claim for damages with Lewis County PUD, as their methods of clearing power lines of debris results in repeated high power surges that place all community electronic devices at risk.

2 – Ben also reported on an incident where a new community member hooked up to their water meter without involving PCC. Additionally, the meter was removed and re-installed backwards, which disables the metering function. The result was that no usage data was recorded from the day of the improper installation. Our Water Rules & Regulations forbid customers from connecting to PCC meters without a water department staff member present. After discussion amongst the Board, a letter was sent to the owner (resident is a tenant however) that stated we would be adding \$50 to their water account balance for the estimated lost usage revenue and \$25 for a service call to resolve the issue. The letter offered to have the owner attend this very meeting if they had any issue with these charges, but they did not attend. Therefore, Brett Anderson motioned that the two charges totaling \$75 be added to the owner’s account balance. The motion was seconded by Chuck Mitchell and there were none opposed. Motion carried. The Board will also look at revising those same rules so that any future issues such as this carry a significant penalty. Joyce Mitchell supplied the Board with a packet to read on this topic that includes

State RCWs and some examples of what other water companies have in place when meters are tampered with. Bill asked that the Board be prepared to discuss at the next meeting. Brett requested that the office staff include the most current Water Rules & Regulations in the New Member packets that get handed out as well.

3 – Bill Balcom stated that the Bavarian/Paradise Estates water system feasibility study continues to move slowly but he read a recent update that stated that the first portion of the study is targeting July 2021 for completion. At this time, though Peggy McNamara is leaving Washington State, she will maintain her role as President of Bavarian Retreat for the time being – likely through the completion of the study. We expect to have the first planning meeting set up by DOH very soon.

4 – Ben Pacatte reported that he has swapped the battery in one of the generators and will complete the 2nd one soon.

5 – Bill Krause mentioned that a large chlorine manufacturing plant in Lake Charles, LA has been damaged and that some chlorine products may be limited in supply in the near future. He suggested that we may want to consider stocking up before a shortage hits. Ben Pacatte stated that he was aware of that issue but that the type of product we use (12% Sodium Hydroxide) is not expected to be affected and that stocking up wouldn't work as the solution has a limited shelf life.

6 – Ben also mentioned that he discovered an issue within a meter (likely will be in more) where a small nylon screw is found to leak a small stream of water, on the user side of the meter. He is now researching a solution to this, which could involve replacement screws or some form of sealant. He will watch carefully for this in other meters.

OFFICE ISSUES – Cecile Roy

Accounts in Arrears

1 – Cecile reported that accounts with significant arrears are limited – less than 6.

2 – The Governor's Proclamation (we cannot deny service, charge late fees or interest on those balances) is vague at best with regards to liens and foreclosure activities. Brett will ask for specific guidance from our attorney for what turned out to be 4 accounts that are in significant arrear status.

3 – Julie Edwards has been assisting in the office while Cecile was out. The feedback on her performance has been positive and the Board would like her to continue working with Cecile as she can.

4 – Annual Meeting Roles – Kathy Balcom, Darlene Krause and Joyce Mitchell volunteered to coordinate food (including our traditional chicken and ham) for the Annual meeting. Vote counting will be performed by Calvin and Steve, with Rose as a backup.

COMMUNITY WATCH/EMERGENCY MANAGEMENT – Steve Olson

1 - Steve Olson reported that the latest Community Watch issues included:

- a. A report of shooting on the recently logged parcel adjacent to Alpine Village
- b. A report of a break-in on 85 Road – only a box of food stolen

c. A report of a break-in somewhere on Osborn Road – linens stolen

The next meeting is scheduled for 10am on 6/26/21 at the PCC office.

2 – Emergency Management – Steve also reported that the propane tanks for the office generator were at 30% and 40% full. The tanks at WH#2 are at 80% and 90%. At this point, Rose Gaines stated that Black Bear is willing to top off our tanks anytime that they are in the community. After some discussion, the Board requested that Rose proceed with getting us set up with Black Bear. After that, Brett will notify Stanley Oil that they no longer need to check or service tanks for PCC. This led to a discussion regarding key management within PCC. After discussion, Bill Balcom asked Julie Edwards to put together a key log. Additionally, to avoid having to use so many disparate padlocks, the Board authorized Ben to order 24 more locks with like keys. Steve Olson asked if we ever found someone to service the two generators. It appears that the prior servicer no longer returns calls from Chuck. Ben Pacatte agreed to reach out to a contact he has for the diesel generator to see if he will also service the smaller propane generators.

3 – Fire Department – Chuck Mitchell reported that a 3rd Fire Commissioner has been named (Thomas O’Haver) and that the current service contract LCFD#17 has with PCFD#23 is scheduled to end on 12/31/2021. Steve Olson mentioned that PCFD#23 has already been involved with brush fires of 5 and 9 acres in size (Graham and Eatonville respectively). He also mentioned that a member who tried to burn out a stump in Paradise Estates this spring had the fire re-ignite after a month. Bill Balcom informed the group that we received a first-draft proposed lease from PCFD #23. It was reviewed by Bill Balcom and Brett Anderson and feedback was sent to our attorney. They are awaiting a cleaner version that can be reviewed by our full Board. In the meantime, our current lease is still in effect. Chuck Mitchell reported that the regular Fire Commissioners’ Meeting has been rescheduled to the 2nd Wednesday of each month at 5pm. Meetings are held in the LCFD#17 fire station.

4 – Chuck Mitchell reported that he had asked at a Commissioners Meeting if one of the fire districts could help pay to install a single functioning fire hydrant for our local geography. Chief Medford said that he could not spend any tax dollars on an item like that. Seemingly, our only hope for financial assistance would be some sort of grant, unless the effort could be included with any potential future inclusion of Bavarian Retreat water services.

5 – The next Community Watch Meeting is scheduled for 10am on June 26th, 2021 (PCC Office Building).

FINANCE COMMITTEE – Calvin Porter

1 - Calvin reported that the last Finance Committee Meeting was held on 4/21/21 and 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 6/16/21 at the PCC Office. As always, anyone from the general membership or PCC Board is encouraged to attend.

GROUNDS / MAINTENANCE REPORT

1 – Property Issues (Outstanding) - Cecile Roy

Lot 361 - The previously reported issue with old deck lumber is being resolved as we speak. The lot owner was very receptive to our letter and has been dealing with significant health issues.

2 – Property Issues (New)

Lot 323 – A complaint was received that the trees fallen approximately 3 years ago have not yet been cleaned up. Brett was assigned to go look into any potential covenant violations.

Lots 226-227 – A complaint was lodged regarding the condition of this lot. Unfinished roofing, multiple vehicles that are apparently not licensed or running, trash and junk were reported. Brett will check the condition further and write any appropriate letter.

3 – Diversion Dam – Bill Balcom reported that he has walked the area with John Tweet and is currently awaiting a Fish & Wildlife permit in order to commence work necessary to clear the natural water diversion path and explore the relocation and improvement of the diversion dam. Cost estimates are currently in progress.

4 – Dog Issues – None reported – three meetings in a row!

5 – Burn Ban Status – No bans currently in place – open burning requires a permit, which may not be issued after 6/30.

6 – Work Party – Bill Balcom thanked the group who participated in the work party the prior day. Over 400' of fence posts were installed, thanks in a large way to "Mountain View Mark" and Herb Gaines. He thanked them for their awesome contribution. Several others assisted (primarily Board members and their spouses) and certainly Rod Glyzinski. As the Board discussed future efforts of significance, Bill Balcom stated that we all needed to remember that the workload is too great for the aging Board and that our primary focus in the future will be to hire outside professionals to accomplish the large initiatives. The first such initiative is the large amount of branch chipping near WH#2. A tree service will be called to estimate.

7 – Geese – The office has received several complaints about the Geese at the lake – and the mess they leave behind; unfortunately, no known resolution is in hand.

8 – ATVs – The office has also received a few complaints that the newly allowed ATVs have had a negative effect on the community. Some are quite loud, some exceed the speed limit and some have damaged the grassy area near the entrance. Calvin Porter will circulate photos of the latter. Calvin distributed the contact information for Gary Stamper (Lewis County Commissioner) and suggested that those concerned reach out to him to report the negative impact of posting the ATV Route signs. The Board does not understand the logic behind posting them in a 25 MPH quiet community that has no outlet to trails.

9 – Annual Picnic – The Board reviewed their calendars for the best date for this annual event. After a brief discussion, Saturday September 4th was chosen (Noon-2pm) and it will be announced at the Annual Meeting and in the follow-up newsletter. We will again hope that Covid-19 regulations don't end up conflicting with that.

10 – Lake Sani-Can – After Bill Balcom's request, Rose Gaines agreed to contact the supplier and request installation at the lake on 5/24/21. It is anticipated that the unit will remain and be serviced throughout the summer season. There was discussion about comparing a lease/servicing contract with a purchase/servicing arrangement. Rose will request pricing for both.

11 – Ladder for Dock – It was reported that the ladder for the dock was discovered to have cracks on three of its steps. Bill Balcom and Rod Glyzinski have removed it and taken it in for rebuilding to Irv’s Boats in Eatonville. The goal is to get it repaired and re-installed before the Memorial Weekend holiday.

12 – Lot Maintenance – Calvin Porter suggested that the next newsletter contain a warning about the dry summer we expect and to emphasize grass cutting on lots and in the ditches and portions that abut the roads. Brett will include in the next newsletter.

13 – Erica Broska – Calvin Porter suggested that the association do something to posthumously recognize the contributions made by Erica during her residence within the community. Ideas included a plaque, framed photo, and memorial bench. The Board agreed to think about it and Bill Balcom offered to get bench pricing. The goal is to offer a form of tribute at the Annual Membership Meeting.

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 3:08 PM (Motion Steve Olson, Second Calvin Porter). The next meeting is the Annual Membership Meeting, which is scheduled for 10AM on June 27, 2021 at the PCC office. The next regular PCC Board Meeting is scheduled for September 12, 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.