



PARADISE COMMUNITY CLUB, INC.

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We are an equal opportunity Employer and Service

**PCC Board Meeting Minutes
September 11, 2022**

The meeting of the Paradise Community Club Board was called to order at 1:02 PM at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding.

Board Members Attendance:

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

Staff Attendance:

Julie Edwards (Office Clerk)	Ben Pacatte (Water Manager)	Jim Roddewig (Water Operator)
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Guest Attendance: Kent Moffit, Cecile Roy, Tom and Mary O’Haver, Kathy Balcom, Shirley Anderson, and Joyce Mitchell

OLD BUSINESS

After introductions, the Board reviewed the minutes of the May Board Meeting. 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 7/31/22 (as the 8/31/22 bank statement had not yet been received) were stated as follows:

PARADISE COMMUNITY CLUB, INC.
MONTHLY TREASURER REPORT
PERIOD ENDING: July 31, 2022

Checking balance as of May 31, 2022	\$101,254.56
Deposits for the month of Jun-Jul	+\$ 18,759.96
Expenses for the month of Jun-Jul	-\$ 75,080.77
Checking balance as of July 31, 2022	\$ 44,933.75

Savings Account Balances as of July 31, 2022

CDs	\$33,763.27
Savings	\$45,904.76
Total SAVINGS/CDs	\$79,668.03

Total Financial Assets **\$124,601.78**

Chuck explained that expenses reflected much higher than normal amounts due to two factors:

1 – The July USDA loan payment of \$18,798

2 – The Bavarian Water System Study payment of \$27,000 (\$24K has since been reimbursed with the balance due in the coming weeks)

Bill Balcom thanked Chuck for his report.

WATER SYSTEM REPORT – Ben Pacatte

1 – Bill Balcom updated the attendees regarding the status of the Bavarian Retreat consolidation feasibility study and stated that it is scheduled to be approved as final by 12/31/22. Once complete, the State will work to final their recommendation(s) by April/May of 2023, at which point a final approval by Bavarian Retreat and Paradise Estates will be required. There remains a financial risk that the EPA matching funds may be cut back or eliminated but we should know that by May.

2 - Ben Pacatte reported that our water system status remains GREEN. He is working on a couple of minor maintenance issue at WH#2 and mentioned that the generator at WH#4 will be serviced before the winter weather sets in. Ben also reported that the water tower sensors have failed and that he is working with Taurus (sp?) to coordinate a tower cleaning with the repair of the sensors.

3 – Ben reported that Jim Roddewig is now cleared to take his certification exam and that they are only waiting for the specific date of the exam in order to schedule.

4 – Ben reported that only 24 meters failed to read for the August water billing meter readings. He and Jim will work to replace the rest of the known failed meters before the ground freezes.

5 – After a lengthy discussion about the aging booster pumps at WH#4, Ben will plan on having them rebuilt one at a time by an outside servicer. Additionally, Steve Olson will search for a “hot spare” to have on-hand in order to minimize any down time.

6 – Ben stated that he believes the water truck tires are nearing end of safe use. He will stop by a tire store to have them inspected. The Board authorized replacement if deemed necessary.

7 – Jim Roddewig is open to working on other tasks for our organization. He will now monitor the trash at the lake and doggie bag supplies as well.

OFFICE ISSUES – Julie Edwards/Chuck Mitchell/Brett Anderson

Accounts in Arrears

1 – Brett Anderson reported that accounts in arrears have grown slightly but that late fees are once again being assessed. He reported that, starting with the October 2022 billing, the office will reinstate the practice of late notices with 10-day water shutoff notices. This practice had to be suspended during the pandemic due to State requirements. Brett also stated that 2 lots have recently been assigned title liens and that 4 lots are currently in the process of foreclosure via our attorney.

2 – Event Recap

The Annual Picnic was held on August 20th and there were approximately 50 attendees. The band (Sweet Thang and The Stumblers) was well-received and the Board voted to hire them for the 2023 picnic. Brett will check with the band to see if 8/12 or 8/19 work for them.

3 – A member stated that they will not be using the office for a while for Bible Study, as they have moved the gathering to a personal residence. They were assured that they could change the venue back to the office building if they want to in the future.

4 – Brett Anderson explained that a clerical error had resulted in sending an incorrect version of the Proposed 2023 Budget out for voting. An explanatory letter was drafted and a subsequent vote packet was mailed. The result of that vote was as follows: Budget YES = 70 NO = 5
The proposed budget (attached) was therefore passed by the General Membership on 7/29/2022.

COMMUNITY WATCH/EMERGENCY MANAGEMENT – Steve Olson

Steve Olson reported that there was a theft incident in Ashford and someone stole one of the wheels off of the Lions Hall’s mobile reader board. Additionally, someone stole an entire truckload of newly delivered fence panels on Paradise Drive. Steve also said that there are reports of catalytic converter thefts while parked on forest service roads. He further reported that our propane generators were in good shape regarding oil and fuel. The next meeting is scheduled for 10am on Saturday 10/29/22 in the PCC Community Center. He reminded the group that there will be no meeting in the month of December.

FINANCE COMMITTEE – Calvin Porter

1 - Calvin reported that the last Finance Committee Meeting (8/17/22) found no discrepancies. The next Finance Committee Meeting is scheduled for 10am on 10/19/22 at the PCC Office. As always, anyone from the general membership or PCC Board is encouraged to attend.

2 – Expenses to Consider – Bill Balcom

Bill presented the Board with a short list of items that he would like to see addressed. They are summarized, along with their status below:

GROUNDS / MAINTENANCE REPORT

1 – Property Issues (Outstanding) – Julie Edwards/Chuck Mitchell

Lot 225 has shown no improvement since our letters dated 5/4/22 and 7/29/22, so an additional \$100 fine will be levied. Robert White will watch for progress from this point on. Lot 227 has seen modest improvement. While the overall lot condition is not yet acceptable, there is a trailer onsite that has been used to haul junk away and the Board will hold off on more fines at this time, in order to give the occupants a chance to make further progress. The condition will be monitored to see if improvements are made before the October billing cycle (10/19).

Lots 250 and 251 – These lots have now removed a long resident junk camper, additional vehicle, and a surplus dishwasher since receiving our letter of 5/5/22. The lots will be monitored to ensure they do not fall back into a worse state.

2 – Property Issues (New) – Julie Edwards/Chuck Mitchell

There is a dumpster that is perpetually positioned at the roadside around the midpoint of Paradise Drive. It was not clear which lot the unit resides on so Robert White will make that determination subsequent to the meeting. Brett will create a notice form that can be placed on trash receptacles, reminding occupants that they must be removed from the right of way within 24 hours of being dumped, per Covenant #30.

3 – Diversion Dam – The gate valve installation is now complete and the adjustment handle has been locked. The Board asked Jim Roddewig to mow the long pathway to the dam alongside Chuck & Joyce Mitchell's lot.

4 – Dog Issues – There was a report of a loose pit bull terrier but nobody had any idea where it was from or where it is currently. A black & white picture of the dog was provided to the office but the issue is believed to be resolved now.

5 – Burn Ban Status – There is a TOTAL burn ban currently in effect. No campfires even.

6 – Lawn Maintenance – Calvin Porter will check to see if any other lawn care is strongly suggested after the last mowing for the year.

7 – Trees/Pruning - It was reported that there are some tree branches growing into the power feed line to WH#2. Ben Pacatte will check to see if the PUD will clear them (unlikely) and if not, work to clear them with Morningstar Excavation if necessary.

8 – Sani-Can – Rose Gaines reported that the Sani-Can is scheduled to be picked up for the season on 9/12/22.

GOOD OF THE ORDER

A member suggested we consider buying a laminator so that we can more affordably create our abbreviated rule sheets (and perhaps other documents as well). With limited office space and little need for a laminator, this has not previously been pursued. Brett will look into it however to see if it might be feasible. The member also asked if the Board had considered a concept proffered at the Annual Picnic – converting the office phone/internet from CenturyTel to Starlink or Viastat. Brett stated that the Board had not yet considered such a move and that he didn't personally have the bandwidth to pursue it for the foreseeable future. This isn't to say that the idea isn't a good one – just that our limited resources are fully taxed for a while, partly due to the Bavarian Retreat water system feasibility study work. The member also inquired about the feasibility of making our Board Meetings available via Zoom. Brett stated that we have done so in the past but on a cell phone – as the office does not own a laptop or equivalent presently. The phone is far from ideal but PCC does have a Zoom license and can consider this improvement when time allows.

After a question about any status update for the proposed Park Junction Resort, a member mentioned that there is a Facebook group called Citizens Against Park Junction. This was not shared in order to recruit people who oppose the resort – merely as A place where updates can be found.

Robert White inquired about the possibility of replacing the “Big Toy” at the lake. Brett stated that the structure has been repaired multiple times but agreed that it may be at its end of life by the summer of 2023. No true estimates have been gathered for replacement cost but a ballpark estimate is \$20,000. This may mean that the current structure may need to be removed before funding will allow a new structure to be installed. In the meantime, Board members should make a point of inspecting the current structure frequently, in order to minimize any potential risks.

ADJOURNMENT

With no further issues reported, the meeting was adjourned at 3:13 PM (Motion Steve Olson, Second Chuck Mitchell). The next regular PCC Board Meeting is scheduled for November 13, 2022 at 1pm in the PCC office.

Respectfully submitted,

Brett Anderson, Secretary _____ Date_____

Attest: Bill Balcom, President _____ Date_____

2023 PROPOSED BUDGET

FORECASTED 2023 INCOME	Approved 2022 Budget	2021 Actual Income
	Membership Dues	\$210,000
Water Revenue		\$223,056
Interest Income	\$150	\$25
Other Income	\$0	\$0
Total Annual Income	\$210,150	\$205,025

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
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	\$1,500	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
Working Fire Hydrant	\$3,000	Medium

EXPENSES

Total Projected 2023	Approved 2022 Budget	Total Actual 2021
\$203,796	\$199,006	\$222,803

Office

2023 Projected	2022 Approved	2021 Actual
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Property Taxes	\$4,000	\$2,500	\$3,809
Phone/Fax/Internet	\$3,000	\$3,000	\$2,755
Utilities (incl. Street Lts & Well Pumps)	\$12,000	\$10,000	\$11,130
Office Equip/Supplies/Maint/Postage	\$5,000	\$5,500	\$4,185
Web Hosting	\$750	\$360	\$0
Maintenance/Mowing/Snow Removal	\$9,000	\$7,500	\$26,729
Greentree Software Support	\$2,500	\$2,100	\$2,250
Subtotals	\$36,250	\$30,960	\$50,858

Employment

Wages (4 employees)	\$50,000	\$50,500	\$44,074
Withholding Taxes	\$14,000	\$14,000	\$12,299
Travel Reimbursements	\$2,000	\$2,000	\$1,146
Training Expenses	\$2,000	\$1,000	\$2,166
Treasurer Reimbursements	\$600	\$600	\$600
Secretary Reimbursements	\$600	\$600	\$600
Subtotals	\$69,200	\$68,700	\$60,885

Professional Fees

Liability & Property Insurance	\$15,000	\$14,000	\$13,967
Accounting Expenses (CPA)	\$5,000	\$5,500	\$4,430
Legal Expenses	\$5,000	\$7,000	\$2,034
Subtotals	\$25,000	\$26,500	\$20,431

General Membership Events

Community Events	\$350	\$350	\$241
Subtotals	\$350	\$350	\$241

Water System

Maint/Fuel/Supplies/Lab & Repairs	\$11,000	\$10,000	\$27,346
Utility Taxes	\$250	\$250	\$0
Professional Memberships	\$400	\$400	\$0
Permits/Licenses (DOH, DOR, LC, Sec. St.)	\$750	\$750	\$542
Contribution to Reserve Account	\$5,000	\$5,000	\$5,000
Misc. ⁶	\$500	\$500	\$2,345
Subtotals	\$17,900	\$16,900	\$35,233

Loans

Federal Loan	\$37,596	\$37,596	\$37,596
State Loan	\$17,500	\$18,000	\$17,559
Subtotals	\$55,096	\$55,596	\$55,155

Totals Tallied at Top

EOY Surplus³ (Projected income minus expenses)	\$6,354	\$6,019	\$401
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2021 CAPITAL IMPROVEMENTS	Initial Estimate	Final Cost
Snow Plow And Fueling Tank for Truck	\$4,000	\$3,143
Well Related Upgrades	\$0	\$5,619
Water Meter Upgrades	\$10,000	\$10,619
Surface Water Management Upgrades	\$20,000	\$13,782
Totals	\$34,000	\$33,163

(Note: The above amounts are included in the 2021 Actuals at left.)

¹Capital Projects are discretionary, based largely on surplus account balances. This budget identifies potential future initiatives to pick from, assuming sufficient funds are available.

²These are high-level estimates and generally not 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.

⁶2021 Actual is reimbursable money spent on Bavarian Retreat water study.