



**PARADISE COMMUNITY CLUB, INC.**

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We are an equal opportunity Employer and Service

**PCC Board Meeting Minutes  
March 10, 2024**

The meeting of the Paradise Community Club Board was called to order at 1:07 PM at the PCC Office – 151 Nisqually Way, Ashford, WA - PCC President, Bill Balcom presiding.

**Board Members Attendance:**

Bill Balcom (President)	Joan Williams	Brett Anderson (Secretary)	Chuck Mitchell (Treasurer)	Robert White (Grounds)
Calvin Porter (Finance)	Rose Gaines	Steve Olson (Em.Management)	Nick Neville	

**Staff Attendance:**

Ben Pacatte (Water Manager)	Jim Roddewig (Water Operator)
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**Guest Attendance:** Rod Glyzinski, Herb Gaines, Kathy Balcom, Joyce Mitchell

**OLD BUSINESS**

Steve motioned to approve prior meeting minutes. Second by Chuck Mitchell. None opposed.

**NEW BUSINESS**

**BAVARIAN RETREAT WATER / PCC WSP UPDATE**

- Bill will revise the current draft of the informational letter to go out to the community. Letter will include guard rails such as “cost of merger will be no more than X dollars.
- Community will vote on a merger during the annual election.
- Pros of merger: Access to an additional well, water rights to ensure all lots can be developed within Paradise Estates, Access to low interest government loan programs in the future
- Outstanding questions: Joan: How to account for HOA dues that funds water? Herb: How will meters be handled for BR lots that are not currently connected? How does BR plan to disperse loan payments amongst their members? Ie. All lot owners or only lots with meters? Can a meter activation fee be charged for future connections? Can BR lot owners pay their portion of the loan repayment via their HOA dues with Paradise Estates collecting the payment from the BR community?

## **TREASURER'S REPORT**

- Steve Olson motioned and Chuck Mitchell seconded the 2025 Budget Submittal (attached). None Opposed.
- Transition to a new checking account product to receive a 2.5% interest rate
- Move \$25K from savings to CD
- Inquire about a better interest rate for our savings account (Chuck)

## **WATER SYSTEM REPORT – Ben Pacatte**

- Proposed parking creation for equipment near wellhouse 4 or 2
- Pruning needed at both wellhouse 4 and 2
- All wells green status
- Tools have been received
- Thanks to Robert White for the use of his excavator during the recent break on Pyramid
- Pyramid and Winthrop Line Replacement
  - Research excavator rental to potentially replace line at Pyramid and Winthrop to save \$
  - Ben to check licensing requirements
  - Robert will get a bid from Brad Moore
  - Ben is working with Andy Hayden on a bid

## **OFFICE ISSUES – Chuck Mitchell/Brett Anderson**

- Attorney to draft a letter of delinquency to Knutson property.
- Julie was laid off given budget constraints and limited work due to outsourcing of billing
- Jim will pick up any remaining tasks
- Public office hours to adjust to 3:00-5:00 on Fridays only
- Kent to create a Facebook event for the Annual Membership Meeting

## **SHORT-TERM RENTALS**

- Print quick sheet rules document on card stock and send out with mailer
- Make available via digital link
- Nick Neville will submit a grant application for EDA funding to secure funding for art installations to enhance the play area

## **COMMUNITY WATCH/EMERGENCY MANAGEMENT – Steve Olson**

Chuck Mitchell reported that the community should expect a “Levy Lift” vote this year, where the rate would be brought up to par with the rate in PCFD23 area. The recent FD17 meeting indicated that a passing vote will be followed up with a merger effort between FD17 and FD23. If the levy fails, fire and EMS coverage may be more uncertain for Paradise Estates and the nearby community.

## **FINANCE COMMITTEE – Calvin Porter**

Calvin Porter reported that the last Finance Committee Meeting (2/21/24) again found no items of concern. The next Finance Committee Meeting is scheduled for 10am on 4/17/24 at the PCC Office. As always, anyone from the general membership or PCC Board is encouraged to attend. Future meeting will also be reviewing more expense detail in the future (extracted from Quicken).

**GROUNDS / MAINTENANCE REPORT**

**Property Issues (Outstanding) – Robert White/Chuck Mitchell**

Bill Balcom and Ben Pacatte review a handful of property issues, including some photos. Nick Neville will follow up with infraction letters where applicable. Brett Anderson will write up a Fine letter for Lot 209 (aggressive canine).

Work party was discussed after you left though – scheduled for 9am on 6/29/24. Focus will be footbridge repair and cutting/chipping of branches around the community. Herb and Rod will work with Robert to put together a materials list and cost estimate for the bridge work and present it at the 5/5 Board Meeting.

**GOOD OF THE ORDER**

1 – A member suggested that PCC purchase some safety vests with the PCC logo on them, so that community members know that maintenance/repair activities are bona fide. Bill Balcom will look into options.

2 – A member asked about the plaque embedded in the bench that Rod made in honor of Jean Roy. The desire is to add to it or replace it with one that also honors Cecile Roy. Bill Balcom will look into options.

3 – Robert White asked about purchasing a chain link kennel like structure to house horseshoes and disc golf baskets and discs. The idea would be to have a combo lock on it that members could use to access these items and replace them back when done. There were concerns related to theft, mowing around it, and cost. After discussion, Robert will lead an effort to simply have the horseshoes stored within a horseshoe pit and perhaps have the disc golf set installed in a more permanent yet removable fashion.

4 – Robert White would like to see Covenant #30 (Dumpster Receptacles) also apply to any and all trash bins along the road. Brett explained that changing covenants is nearly impossible these days due to the number of votes required but stated that rules and regulations in the handbook can easily be changed by the Board. A clarification statement for #30 may also be possible, like the one used in Covenant #9.

**ADJOURNMENT**

With no further issues to discuss, Calvin Porter motioned that the meeting be adjourned. The motion was seconded by Chuck Mitchell without opposition. The meeting was therefore adjourned at 4:31pm. The next regular PCC Board Meeting is scheduled for 1pm on May 5, 2024 in the PCC office.

Respectfully submitted,

Brett Anderson, Secretary \_\_\_\_\_

Date \_\_\_\_\_

Attest: Bill Balcom, President \_\_\_\_\_

Date \_\_\_\_\_

# 2025 PROPOSED BUDGET

## INCOME

2025 INCOME FORECAST		Approved 2024 Budget	2023 Actual Income
Membership Dues & Water Revenue	\$205,000	\$230,000	\$200,227
Interest Income	\$50	\$150	\$0
Other Income (Unplanned)	\$5	\$0	\$45,883
<b>Total Annual Income</b>	<b>\$205,055</b>	<b>\$230,150</b>	<b>\$246,110</b>

## EXPENSES

Total Projected 2025	Approved 2024 Budget	Total Actual 2023
<b>\$198,421</b>	<b>\$198,921</b>	<b>\$212,622</b>

### HOA EXPENSES

2025 Projected	2024 Approved	2023 Actual
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Property Taxes	\$5,400	\$4,000	\$5,322
Grounds	\$6,300	\$11,500	\$6,650
Office Expenses: Community Events	\$1,000	\$1,000	\$991
Office Expenses: Equipment	\$375	\$375	\$348
Office Expenses: Supplies	\$2,000	\$2,000	\$2,831
Office Expenses: Travel Reimbursement	\$750	\$1,000	\$590
Office Expenses: Bank Fees	\$50	\$0	\$0
Officers	\$1,200	\$1,200	\$1,200
Improvements <sup>1</sup>	\$0	\$0	\$1,600
<b>Subtotals</b>	<b>\$17,075</b>	<b>\$21,075</b>	<b>\$19,532</b>

### WATER SYSTEM EXPENSES

Water: Bavarian Study	\$0	\$0	\$3,833
Water: Fuel	\$2,300	\$0	\$3,712
Water: Licensing/Permits/Training/Certs	\$500	\$2,150	\$757
Water: Loan Payments	\$37,596	\$37,596	\$37,596
Water: Payroll: Wages	\$50,000	\$54,000	\$55,197
Water: Payroll Taxes	\$23,000	\$25,500	\$23,208
Water: Payroll Processing Fees	\$800	\$850	\$640
Water: Repairs & Maintenance	\$8,000	\$15,000	\$5,519
Water: Supplies	\$1,500	\$0	\$1,372
Water: Utility Tax	\$0	\$250	\$0
Water: Labs & Testing	\$3,100	\$0	\$2,923
Water: Improvements <sup>1</sup>	\$0	\$500	\$9,039
<b>Subtotals</b>	<b>\$126,796</b>	<b>\$135,846</b>	<b>\$143,796</b>

Totals Tallied at Top

### SHARED EXPENSES

Professional Services: Accounting	\$5,200	\$5,500	\$4,769
Professional Services: Insurance	\$25,000	\$15,000	\$15,755
Professional Services: Legal Expenses	\$10,000	\$8,000	\$14,653
Utilities: Electric	\$8,500	\$10,500	\$8,953
Utilities: Propane	\$2,400	\$0	\$1,766
Utilities: Garbage	\$450	\$0	\$412
Utilities: Telecom	\$3,000	\$3,000	\$2,986
<b>Subtotals</b>	<b>\$54,550</b>	<b>\$42,000</b>	<b>\$49,294</b>

<b>EOY Surplus Forecast<sup>3</sup></b>	<b>\$6,634</b>
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### Future Capital Projects<sup>1</sup>

	Estimate <sup>2</sup>	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 at WH2	\$3,000	Medium	
Water Line Upgrade - Pyramid	\$25,000	High	
Water Line Upgrade - Winthrop	\$25,000	Medium	
Office Computer H/W Upgrade	\$1,500	Medium	
Possible Billing System S/W Upgrade	\$15,300	Medium	x
WH#4 Pump Rebuild/Replace	\$4,000	High	
2 Parking Stalls by Merry-Go-Round	\$2,500	Low	
Play Equipment Replacement	\$15,000	Low	
Central Fire Hydrant	\$5,000	Low	
PTO Wood Chipper	TBD	Low	✓
Technology Upgrade (Flat Screen, Laptop PC, Cabling, Camera(s))	\$1,500	Low	

<sup>1</sup>Capital Projects are generally discretionary, based largely on surplus account balances. Above, this budget identifies potential future initiatives, assuming sufficient funds are available.

<sup>2</sup>These are high-level estimates and generally not derived from price quotes.

<sup>3</sup>EOY Surplus does not include discretionary Capital Improvement Projects

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