

Palmer Lake Beach Club Inc.

Board Meeting Minutes

2020-01-23 7:00pm, Sunnyside Offices

1. **Call to order.** The meeting was called to order at 7:06pm.
2. **Roll Call & Welcome Visitors:** Robert Perry (President), Jeffery Prestage (VP), Kim Hunsaker (1st VP), Dolores Star (Treasurer), Rich Goad (Maintenance), Rosa Velder (Bookkeeper), Sarah Watkins (Secretary). Guests in attendance: Scott Walther, Wes and Stefanie Carlton.
3. **President's Comments:**
 - Agenda review and ask for changes. Agenda was reviewed and no changes or additions were made.
 - Set General Member Meeting Date & Time: General Member Meeting is set for Saturday March 28th, 2020, 10:00am-12:00 noon, location Home Fire Station.
 - Lake Drainage Project Update: Robert Perry commented - the lake project is proceeding as planned, and we are working on getting the easement from the Walther's signed since the building permit is complete, and we have contracted with the construction company for the work.
 - Inclusion of December 31st emergency board decision into today's minutes: On December 31st, 2019 all Board members received an email stating the owner Robert Home was placing a double wide modular home on his lot without following the PLBC regulations regarding modular home placement. The question was asked if we the Board wished to entertain a motion to make an exception for Homes situation. The Board voted 100% no exceptions were to be made and that Home stop all building until the proper steps were made to appropriately place the modular home. This includes maps and permits. Jeffery Prestage made a motion to approve the December 31st, 2019 emergency meeting minutes for inclusion into these minutes, Dolores Starr seconded, the motion was passed with no opposition.
4. **Secretary:**
 - Review & Approval of 2019-11-14 Board Meeting Minutes: Minutes were reviewed. Jeffery Prestage made a motion to approve, Sarah Watkins seconded. The motion was passed with no opposition.
 - Noteworthy correspondence, emails, telephone calls: Robert Perry is taking care of calls and email as part of training Rosa Velder. Sarah Watkins has no additional notes to add to the list.
5. **Treasurer:**
 - Financial Report: The board reviewed the financial report presented by Treasurer Dolores Starr and no changes were made. A motion was made by Sarah Watkins to accept the financial report, Jeffery Prestage seconded, the motion was passed with no opposition.
 - Draft budget process: Dolores Starr provided an update with the plan for the meeting of the budget committee.
 - QuickBooks status update: Robert Perry provided an update regarding QuickBooks – Rosa is working with an outside guru to resolve complex issues, and the overall condition of the books is great.
6. **Property Updates**
 - Kim Hunsaker- 19617 18th Street: Kim is continuing to communicate with the sheriff about this property. The tenants will be receiving an eviction notice very soon. Tenants continue to have "bad" traffic at all hours of the day and night. Garbage is continuing to pile up.
 - Construction Approval Walther Property: Walthers are meeting with the septic engineering company tomorrow to resolve issues with septic design. They cannot remove the stumps on the site until a septic design is approved by the county. Once a septic design is approved the remodel will move forward with the home.

7. New business:

- Approval of March 28th, 2020 General Member Meeting Agenda. Meeting agenda was reviewed. Suggestions were made that the Board entertain the idea of purchasing remaining “green” lots be added to the agenda. The topic of fines and penalties for properties who violate our bylaws and declarations. There would have to be a process that would need to be followed and a proper meeting set up to present this idea. Board took note that meeting notices needed to be mailed out February 28th.
- Next Meeting: The Board decided on a schedule of February 27th, 2020, then March 19th prior to the General Member Meeting.
- Move to Closed Session to Discuss Personnel and Attorney Client Privileged Subjects: Motion was made by Jeffery Prestage to closed session, it was seconded by Kim Hunsaker, the motion passed with no opposition.
 - Employee compensation and benefits discussion:
 - Robert Perry presented an overall summary of PLBC employee benefits as well as benefits provided/mandated by the state and federal government. One key point of discussion was the new Washington sick leave program, where PLBC accrues sick leave, and employees can take it during the year, once accrued, and such sick leave hours are paid as regular hours of employment.
 - Employee Compensation for Rich Goad, Maintenance Supervisor and Jay Wood, Maintenance Worker discussions: After a review of hourly pay, discussion of competitive costs and employee performance, a plan for pay raises was set as follows: Currently Rich Goad’s pay rate is \$17.00 per hour. His last pay increase was July 1, 2018. To keep him even with the cost of living increases the Board agreed to increase Rich’s pay to \$18.50 effective July 1, 2020. This increase includes the cost of living pay increase as well as recognition for hard work, dependability and years of service. Currently Jay Wood is working alongside with Rich performing maintenance work. Jay’s current rate of pay is \$14.00 per hour. To keep him up with the cost of living increases and in recognition of his hard work and dependability, the Board agreed to increase Jay’s pay to \$15.75 per hour.
 - Robert Perry discussed the need to create employment agreements for Rich and Jay, and it was agreed that these would be created to be effective July 1, 2020, at the start of the new fiscal year.
 - At the end of the employee compensation and benefits discussion, Jeffery Prestage made the motion to approve the pay raises and employment agreement plan, Kim Hunsaker seconded, the motion was passed with no opposition.
 - HOA Penalties, fees, standards, appeal process, etc Document: As provided for in the Bylaws Changes made in October 2019, the Board discussed the documentation of penalties, fees, standards, appeal processes, etc. After discussion, the draft document was finalized and will be given to the members to approve as a motion in the Spring 2020 General Member Meeting.

8. Adjourn: At 9:15pm the meeting was adjourned.