

Palmer Lake Beach Club Inc.

Board Meeting Minutes, 2020-03-19, 7:00pm, Sunnyside Offices

1. **Call to order:** Meeting was called to order at 7:18pm
2. **Roll Call & Welcome Visitors:** Dolores Starr, Treasurer; Jeffery Prestage, 1st VP; Robert Perry, President; and Rosa Velder, Member/HOA Bookkeeper were present. With 3 board members present, a quorum was established.
3. **President Comments:**
 - a. Agenda review and ask for changes. No changes requested at meeting start.
 - b. Cancellation of initially scheduled March 28th Spring General Member Meeting: Due to Covid 19, we had previously agreed to cancel the meeting. At this Board meeting, the Board agreed that we could cancel the meeting with a notice on social media, an email to the members, and that no mailed cancellation was required under the Bylaws. A mailed cancellation would cost the HOA about \$400, so it was agreed it would not be mailed.
 - c. New Spring General Member Meeting Date & Time: The board agreed that it would be scheduled for May 23, 2020 at the Longbranch Improvement Club, from 10:00am ~ 12:00 noon. Further, the Board agreed that a new notice of the meeting would need to be sent (No sooner than 45 days prior, no later than 30 days prior, per Bylaws).
 - d. Lake drainage project update: Robert Perry updated the board on the project – the Easement was executed by the Walthers, Robert Perry executed for the HOA, and it has been sent to the County for recording. In addition, the County License document for construction was signed by Robert Perry, notarized and sent to the County. The next step is the start of construction, which is imminent.
4. **Secretary (Sarah Watkins, Not Present):**
 - a. 2020-01-23 Board Meeting Minutes: Sarah Watkins, Secretary, was not present at this meeting, so the minutes could not be reviewed or approved. It was agreed that Robert Perry would coordinate with Sarah, and the minutes would be distributed by email for approval.
 - b. Noteworthy correspondence, emails, telephone calls. The Board discussed the general communications received and handled – typically email handled by Rosa Velder and Robert Perry. No unusual communications occurred.
5. **Treasurer:**
 - a. Financial Report. Dolores Starr, with the input of Rosa Velder and Robert Perry presented the financial statements – Balance Sheet, Income Statement, Sound Credit Union electronic payment and related materials. No issues or problems were noted. Jeffery Prestage made the motion that the financial report be accepted into the record, Dolores Starr seconded the motion, and all were in favor, so the motion was passed.
 - b. FY 2020~2021 Budget Preparation/Process: There was a discussion of the process of the budget committee that took place in preparation for the planned March 2020 Spring General Membership Meeting. Key point was that the estimated revenues used in the budget process was a historical number which was substantially lower than actual numbers. This resulted in constraints in the planned budget that would impact Security, Maintenance and other expense categories. After detailed discussion, the Board agreed to adopt the following process for future revenue estimates: (1): The base revenue

projection should be the normally received member dues. (2) Added to the base revenue projection will be the previous periods actual revenue received, over the normally received member dues. This way, the budget reflects actual funds received, and then expenses can be planned against actual. For example, the 2020-2021 budget revenue plan would be \$65,200 (the amount of member dues conservatively estimated to be received (based on \$75,000 billed)), plus the amount already received in the current fiscal year over the \$65,200 – roughly \$30,000. This way, we are setting our budget conservatively based on real numbers, not forecasted. We also discussed to reconvene the Budget Committee based on this.

- c. QuickBooks status update. We had a brief discussion of Rosa’s progress in working on the QB system, and correcting entries. Overall, the QB accurately reflects our spending and receipt of funds from members, we are working on the chart of accounts to ensure the reports are easier to understand and provide a deeper view of operations.

6. New Business:

- a. Cancellation of Easter Egg Hunt: We agreed that PLBC will not sponsor the Easter Egg hunt, which was cancelled.
- b. National Night Out: We agreed to leave it on the schedule pending Covid 19 updates.
- c. Modification of Penalties, Fees & Appeals Document: We discussed the draft document which was prepared for the Spring General Member Meeting, and agreed to make a slight modification so that a perc test that does not cut trees or clear the property is not a violation.
- d. New General Member Meeting Stuffing Party: We agreed that this party would be held at Bob’s house on April 20th, 2020 at 6:30pm, unless Covid 19 impacts this.

7. Next Meeting: We set the next Board meeting for April 23rd, 2020.

8. Adjourn: We adjourned the meeting at 8:30pm.