

Palmer Lake Beach Club Inc.

Board Meeting Minutes

2020-11-12, 7:00pm,

South Beach Offices

1. **Call to order:** 7:12pm
2. **Roll Call:** Robert Perry, President; Kim Hunsaker, 2nd VP; Dolores Starr, Treasurer; Jada French, Board Alternate filling in for Sarah Watkins, Secretary, who is excused for medical reasons; Jeffery Prestage, 1st VP; Rosa Velder, Opns Mgr/Member; Tanya Stevens & Mark Stevens, Members; Jonathon Lund, Member.
3. **President Comments:**
 - a. Agenda review and ask for changes.
 - b. Inclusion in the record of Board Policies circulated and approved by the Board via email, which are attached.
4. **Secretary/Operations Manager:**
 - a. Discussions of general correspondence and communications. No exceptional correspondence noted, just the typical title company payoff demands, member billing, payments and account information requests.
5. **Treasurer/Rosa Velder (Bookkeeper/Opns Mgr):**
 - a. Financial Report: Dolores Starr reviewed the financial reports prepared by Rosa Velder. Jeffery Prestage made a motion that they be approved. Kim Hunsaker seconded the motion. There was no discussion. Board vote was unanimous for approval.
 - b. Collection Plan Delinquent Accounts: Robert Perry noted that we are now moving into the normal collection cycle of delinquent accounts being referred to the PLBC counsel after a final demand by PLBC. There was no concerns or comments by Board.
6. **Approval of the 2020-10-29 Board Meeting Minutes:** Jeffery Prestage made a motion that they be approved. Dolores Starr seconded the motion. There was no discussion. Board vote was unanimous for approval.
7. **Approval of the 2020-10-31 General Member Meeting Minutes:** Robert Perry noted that he was confirming one item from the meeting notes, and then would circulate the minutes for approval via email.
8. **Concrete Pipe Resolution:** The used concrete pipe by the offices was discussed with regard to disposition. In a previous Board meeting, it was agreed that Jada French would post to facebook that any member could take them, and if they were not taken, they would be given to the Walthers – a neighbor adjacent to PLBC. It was noted that while there was interest, no one had come to get them, therefore Jeffery Prestage would contact the Walthers and let them know they could have the pipe.
9. **Committees – Formalize Membership and Schedule:**
 - a. Audit Committee: Dee to formalize, schedule meetings for January.
 - b. Budget Committee: Dee to formalize, schedule meetings for January.
 - c. Lake Water Quality Committee: Patrick Pockat Chair. Jeffery Prestage, Tony Russo, Rosa Velder, Robert Perry.
 - d. Community Investment Committee: Kim Hunsaker, Chair, Tanya Perry, Rosa Velder, Sarah Watkins, Jada French, Jeffery Prestage, Dolores Starr.
10. **Executive Session:** After ensuring time was made available for members who were present to bring up any issues they would like the Board to discuss, for which there was none, the Board moved to

executive session to discuss Non-Compliant Properties. With regard to the non-compliant properties:

- a. Parcel 6661200940, LUND, Jonathan S & Illvana M., 19619 18th St SW: After discussion Jeffery Prestage made a motion that Robert Perry would drive by the property, take a photo, and if the non-compliance was cured, the appeal would be granted and the fine cancelled as final resolution of this issue. Kim Hunsaker seconded the motion. There was no further discussion, and the Board vote was unanimous for approval.
- b. Parcel 6661200960, STEVENS, Mark & Tanya; KANE, Jeffery; 19615 18th ST NW. The appeal submitted by the member was discussed. After discussion, Jada French made a motion to deny the appeal, Kim Hunsaker seconded the motion. There was no further discussion, and the Board vote was unanimous for approval.

11. Next Board Meeting: It was noted that this Board meeting constituted the November monthly meeting, and that traditionally there is no Board meeting in December. Based on routine, Jan 28th, 2021 would be the next regular Board meeting.

12. Adjourn: 8:14pm.

PALMER LAKE BEACH CLUB (PLBC)

POLICY

Conduct of Board of Director's Meetings

2020-11-03

PLBC in strict conformity with its Bylaws and Declaration has two General Member Meetings per year, one in the fall, and one in the spring. At these meetings, Members in good standing may make motions as appropriate. PLBC also has Board Meetings on a monthly basis, as the Board may determine from time to time. Board Meetings are at the discretion of the Board, and for the conduct of business by the Board. To increase transparency and community involvement, the Board generally opens these meetings to PLBC Membership. The Board may decide to not open meetings or may decide to make parts of the meetings "closed executive sessions" (RCW 64.38.035 (4)). During Board meetings, Members cannot make motions unless they are a Member of the Board of Directors. However, typically Members are encouraged to raise issues of concern, and any Board member, as the result of such discussions may make motions as they deem appropriate.

Adopted by Email Board Approval

Reported in the 2020-11-12 Board Meeting Minutes

PALMER LAKE BEACH CLUB (PLBC)

POLICY

Inspection of Records, Printing of PLBC Documents and Additional Account Reconciliation/Audi Fees

2020-11-03

To ensure that the cost of inspection, printing, reconciliation/audit is borne by the requesting Member/authorized party, upon the request for inspection, printing, reconciliation/audit, PLBC may require advance payment of such costs it reasonably expects to incur for such activities. Effective 2020-11-03 the hourly charge for PLBC employee support of such activities is \$50.00 per hour. This amount may be changed from time to time as appropriate by the Board of Directors.

Adopted by Email Board Approval

Reported in the 2020-11-12 Board Meeting Minutes

PALMER LAKE BEACH CLUB (PLBC)

POLICY

Request for PLBC Records – Individual or Bulk

2020-11-03

All Members of PLBC have the right of access and inspection of the records of PLBC per Article IX of the Bylaws and RCW 64.38.045 (2). However, the records of PLBC are not public, and PLBC must respect the rights of Members to not have their records made public. In the event where a Member requests the records of another Member, PLBC may require the requesting Member to complete a Non-Disclosure Agreement as provided by PLBC. In the event where a Member requests bulk records (records on more than themselves and one other member), PLBC may deny the request, requiring the requesting Member to obtain a court order directing compliance.

Adopted by Email Board Approval

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PALMER LAKE BEACH CLUB (PLBC)

POLICY

Special Membership Meetings

2020-11-03

As detailed in Article II, Section 1 of the Bylaws, 10% of the Membership can call a special membership meeting. To ensure that such a special meeting is properly called, the following administrative procedure shall be used:

A. Member(s) desiring to initiate a special meeting shall notify the Board of Directors "Board" of their intent. As part of this notification, the Member(s) shall inform the Board of the specific detailed meeting agenda items and motions. If the initiating Members plan to make motions, and desire for absentee ballots, the motion must be exactly written, otherwise absentee ballots cannot be accepted because the ballot would not reflect the actual motion. Any change of the motion from the original shall invalidate absentee ballots. The initiating Member(s) must be in good standing.

B. The Board, within 5 working days shall create a roster for use by the Member(s) to obtain the approval of at least 10% of the membership. The format of this roster shall be as follows:

(1) A table format printed on 8 ½" x 11 paper.

(2) Include as a minimum the following fields from PLBC's records – Property Address, Member(s) Name(s), a space for Member signature and date of Member signature, and at the top of each page the specific detailed meeting agenda items.

(3) The ownership roster shall not include any Member who is past due or otherwise not in good standing.

C. If the Member(s) desiring to initiate the special meeting return the roster with at least 10% of the Members approval, and such dates of signature are within a 60 day window from earliest to latest, and the roster is provided to the Board no later than 15 days from the latest Member signature, the Board shall call the special meeting as detailed in the Bylaws.

D. If the Board has reasonable belief that one or more signatures may not be of the actual Member, the Board may verify the roster. If any Member on the roster where a signature appears disputes that they have signed the roster, the Board shall document such dispute, and reject the roster from acceptance.

Adopted by Email Board Approval

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