

Palmer Lake Beach Club (PLBC) Inc.

Board Meeting Minutes, September 28th, 2023, 7:00pm South Beach Offices

- 1. Call to order:** 7:00pm
- 2. Roll Call:** Dolores Starr, Treasurer; Rosa Velder, Member/Opns Mgr; Nancy Carr, Director; Kim Hunsaker, 1st VP; Kathy Wright, Secretary; Devyn Adcock, Alternate; Jay Wood, Maint; Kim Adam, Alternate; Trevin Anderson, Member; Destiny Klebacher, Member; Kim Adam, Alternate; Robert Perry, President.
- 3. President Comments:**
 - a. Agenda Review – Ask for changes.
 - b. Review and approval of August 24 Board minutes. After review, Dolores Starr made a motion that the minutes be accepted into the record, Kim Hunsaker seconded the motion, there was no further discussion and the motion passed unanimously.
- 4. Secretary/Operations Manager:**
 - a. Discussions of general correspondence and communications.
- 5. Treasurer – Dolores Starr/Rosa Velder (Bookkeeper/Opns Mgr):**
 - a. Monthly financial report review. After review, Kim Hunsaker made a motion that the financial report be accepted into the record, Kathy Wright seconded the motion, there was no further discussion and the motion passed unanimously.
- 6. New Business:**
 - a. Vandalism/Crime. There was a discussion of how to report vandalism and crime, as well as a review discussion of how the HOA hires the local deputies. All questions and concerns were satisfactorily answered.
 - b. Bathroom Codes. There was a question regarding the issuance of bathroom codes, and then a review discussion of how to sign up for email updates which include the bathroom codes each time they change.
 - c. Late Fees. New member Trevin Anderson brought up our late fees. This was a repeat of a discussion that Robert Perry had with him by telephone some days earlier. In summary, Trevin received a welcome email to the HOA community, and this email included a recommendation to visit the web site to learn about the HOA. Trevin signed up for email communications, but due to an administrative error his information was not updated in the email communications list. A few weeks later his bill was mailed to him, and he stated he did not receive it since there was no mailbox at his property. He noted in his conversations that he is a experienced real estate developer, and he has started HOA's in the past. He took the position that we should waive his late fee because we did not email him his invoice. The Board asked questions of him, and in the end the Board noted the following: 1. The obligation to pay the HOA dues is not affected by receipt or non-receipt of the invoice. 2. The Board does not have the authority to waive dues, late fees, penalties or interest – the membership has intentionally not provided such authority. 3. As an experienced real estate investor who by his own statements has started HOAs and

- understands how they work; he clearly should be aware of the requirement to pay dues on a timely basis. 4. He was informed by the welcome email to visit the site where it clearly notes the billing period, amount of dues and all the detailed information. 5. When he bought his property, he acknowledged receiving a title report from his title insurance agency which would have noted the obligation to pay dues to the HOA, the amount, etc. It was also noted that he could share his request at the General Member Meeting in October. No action was taken on his request for relief from the late fee.
- d. Pretty Committee Community Cleanup and Bulb Planting: Sunday, Oct 1, 1:00pm, meet by PLBC sign.
 - e. Trunk or Treat Discussion: Trunk or Treat will be held on Halloween, Oct 31, Police will be on site. We will close the road in front of the office. At 4:00 pm the trunks should arrive. Kids will arrive at 5:00~8:00pm.
 - f. Holiday Decorations Contest. Rosa Velder is the event owner, and she will send the information to Robert Perry to be published, by November 1, 2023.
 - g. Photos with Santa. – will be held, and date will be announced in November.
 - h. Employee Payroll. A brief review of employee payroll system changes was made, and that the transition was complete to Sure Payroll. While there were some initial hiccups, it seems to be properly configured and working.

7. Next Board Meeting: 2023-10-26.

8. Executive Session:

- a. Officer Roles. In closed session the Board members reviewed the changes to the Board of Directors (resignation of Sarah Watkins, and appointment of Nancy Carr to the vacated seat). After discussion, the Board agreed unanimously to the following officer roles: Robert Perry, President. Delores Starr, Treasurer. Kim Hunsaker, 1st VP. Kathy Wright, 2nd VP. Nancy Carr, Secretary.

9. Adjourned: The meeting adjourned at 8:42pm.