



PALMER LAKE
BEACH CLUB

Palmer Lake Beach Club (PLBC)

Spring 2024 General Member Meeting

Meeting Agenda

March 30, 2024

Minutes Version

This agenda has been updated to become the official minutes of the meeting. Minutes notes are reflected herein in red text to complement the official agenda.

Pledge of Allegiance



Agenda

- Call to Order
- Pledge of Allegiance
- Agenda Review
- Introduction
- Agenda/Motions from the Membership
- Nominations and Elections for Open Board Seats
- Current Financial Report
- FY 2024-2025 Operating Budget Approval
- Future Dues Increases.
- Audit Committee Report
- Motion to waive a formal annual audit
- Motion to waive a formal reserve study
- Community Events

The meeting was called to order at 10:00am, the Agenda was reviewed, and the optional pledge of allegiance was conducted. The member additions to the agenda are listed and were addressed at the end of the original agenda.

Introduction/Operations Review

- The HOA – Palmer Lake Beach Club, a Washington corporation.
- Overall establishment & management process
- Part-Time Paid Staff
 - Rosa Velder, Operations Manager/Bookkeeper
 - Jeffery Prestage, Maintenance Technician
 - Jay Wood, Maintenance Technician
- Website – www.palmerlakebeachclub.com Facebook is not the official website as it contains non-members and is not under the control of the HOA. It is not private. Disclosure of sensitive information on Facebook can harm the HOA.
- Meetings – two general membership meetings announced by legal notice, 12 board of director's meetings, held the 4th Thursday of each month at the center building on the South end of the lake, at 7:00pm.

Agenda Items From The Membership

- *Betty Eichwald – speed bumps on some roads. Betty has a contact name at Pierce County and will bring more information to a Board meeting. There may be more than one option to help with traffic control on 24th, along the sunny side of the lake.*
- *David Sylvia – would like school bus signs to bring attention to the bus stops. Transportation at the School District will be asked, however, it is noted that the bus stops change frequently.*
- *Cliff Arif – parking by the hill below the new playground equipment is sliding. Cliff will look further into this and report to a Board Meeting suggestions for parking.*
- *Chris Krieger – would like a street light on 195th and 24th. It was explained that adding a street light (even if possible) is expensive for the HOA, but not that expensive for a homeowner. There are also transformer and pole location issues to be addressed.*
- *Jeffery Prestage – Lake health. Will be address at next meeting.*

Board Member Changes

From 2023 there have been a number of changes in the Board.....

- In May, Jeffrey Prestage resigned and took a position as a PLBC employee. Kathy Wright, alternate, was appointed to replace him until the next election – 2024.
- Sarah Watkins resigned and Nancy Carr, Alternate, filled her position, until the next election – 2024.
- Devyn Adcock, Alternate, resigned and Kimberly Adam was appointed as an alternate to replace her.
- Robert Perry sold his homes, and is no longer a member, so Kimberly Adam, Alternate, moved onto the Board until 2024.

Alternates who moved into Board positions must be elected or replaced at the next election cycle.

President, Kim Hunsaker announced the Board accepted the resignation of Bob Perry as President as he sold his house and is no longer a homeowner in Palmer Lake. However, he has signed a Non-Disclosure Agreement with the HOA and will continue as a consultant, as needed.

Board Member Terms & Vacancies

Board Member	Current Term Ends	Position
Kim Hunsaker	2025-06-30	President
Kathy Wright	2024-06-30	1 st VP (Appt'd)
Dolores Starr	2024-06-30	Treasurer
Nancy Carr	2024-06-30	Secretary (Appt'd)
Kimberly Adam	2024-06-30	2 nd VP (Appt'd)
Open		Alternate
Open		Alternate
Open		Alternate

- Duties are detailed in the controlling documents.
- Becoming an alternate is a great way to prepare for a formal board position.
- Your active participation in the management of the HOA is great for everyone.
- The existing board is people from a wide variety of life experiences and viewpoints.

Board Nominations & Voting

You may be nominated or “self-nominate” during the meeting. If there are more nominees than positions, then voting will take place after the close of nominations, and each nominee may make a brief introduction/statement. The members present (or via absentee ballot) vote for the candidates, most votes win.

There is one board seat open for election. Nominees are:

Name	Vote Tally
Kathy Wright	
Nancy Carr	
Dolores Starr	
Kim Adam	

There are 3 alternate seats open for election. Nominees are:

Name	Vote Tally
Cliff Arif – 1 st vote	13
Tie breaker vote	8
Ashley Perry	23
David Sylvia	25
Jada French – first vote	13
Tie breaker vote	2
Jonathan Lund	4
Tammy Harris	20

Nominations were called for the one open board seat. With no nominations, the Board as listed above is elected for the term starting July 1, 2024.

Nominations were called for the three alternate seats available. Nominees introduced themselves (except Jonathan Lund who was not present) and the winning candidates are listed.

New alternates starting July 1, 2024, are Ashley Perry, David Sylvia and Tammy Harris.

Current Financial Report (Summary)

Dee Starr, Treasurer

July 1 to Feb 29					
Income			Balance Sheet		
Dues	35,318.00		Assets		
Late Fees	6,109.74		Checking	122,820.73	
Misc	8,864.13		A/R	108,068.81	
Fines	120.00		CD's	55,043.80	
Total	\$ 50,411.87		Fixed	137,737.68	
Expense			Total \$ 423,671.02		
Admin	28,440.38		Liabilities		
Utilities	8,730.92		Payroll	364.61	
Payroll	27,068.50		Equity		
Taxes	1,214.35		423,306.41		
Misc	30.00				
Total	65,484.15				
Net Income	-15,072.28				

Expense does not include Capital Expenses which is an asset class transfer.

Treasurer Dee Starr reviewed the report and answered questions.

Bylaw Changes

The Board of Directors recommends the following two changes to the bylaws, which need to be individually voted on and approved by 75% of the members in attendance. We will review and vote on each.

Article III, Section 7: “.....there shall be a one-time new owner account set-up service charge of ~~two~~one hundred dollars (\$~~2~~100.00) paid by each new lot owner for administrative account set-up effective April 1, 2024~~for transfer of member by the new owner.~~

This change is the new member fee. To add a new member to our systems, because of the research and documentation expenses, we are currently using our operating budget for some of the cost. We believe that a new member should be responsible for paying the cost to add them to our systems, it should not be a burden to existing members.

The motion to accept this Bylaw change was made by Carol Opalinski. The motion was seconded by Patrick Pockat and passed unamimously.

Bylaw Changes

Article III Dues and Charges, Section 3: The annual dues to be paid by the membership shall be one hundred (\$100.00) per lot, as of July 1st, 2007, one hundred twenty-five dollars (125.00) as of July 1st, 2009, one hundred and fifty dollars (\$150.00) as of July 1st, 2010, ~~and~~ one hundred and eighty dollars (\$180.00) as of July 1st, 2023 and two hundred thirty dollars (\$230.00) as of July 1st, 2025. All dues shall be payable in advance, commencing on July 1st of each year.

This change is to adjust the annual dues in 2025. While we made an adjustment about a year ago, the reality is that our current dues level in spending power (due to inflation), is much less than our dues were in 2010. This means that we are unable to afford the level of security and other services we have historically provided. This recommended increase brings us close, but not even with our 2010 dues level in spending power.

The motion was made and seconded to accept the Bylaws change to increase the HOA annual dues in 2025.

Budget Ratification

See Handout

The proposed budget handout is attached at the end of these minutes. There was a lot of questions and comments on the proposed budget and the proposed dues changes.

Cliff Arif made the motion to accept the 2024-2025 budget as presented. The motion was seconded by Carol Opalinski and pass unanimously.

Audit Committee Report

PALMER LAKE BEACH CLUB

PO Box 291, Lakebay, WA 98349

Email: contact@palmerlakebeachclub.com

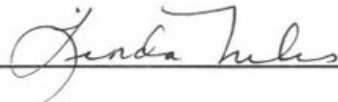
www.palmerlakebeachclub.com

February 10, 2024

On February 10, 2024, the Audit Committee reviewed the books and records of Palmer Lake Beach Club. The examination included random reviews payments made and back-up documentation, as well as other reviews. In the opinion of the Audit Committee, the books and records accurately reflect the transactions of the Palmer Lake Beach Club, and no discrepancies or improper transactions were noted.

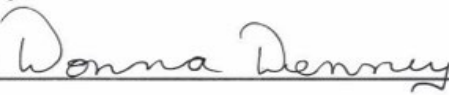
Signatures

Linda Niles



Date 2-10-24

Donna Denney



Date 2-10-24

Bernadette Belcher



Date 2-10-2024

The audit committee introduced themselves and received a thank you from the members.

Motion - Waiver of Outside Audit

Background: RCW 64.38.045 (3) At least annually, the association shall prepare, or cause to be prepared, a financial statement of the association. The financial statements of associations with annual assessments of fifty thousand dollars or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if sixty-seven percent of the votes cast by owners, in person or by proxy, at a meeting of the association at which a quorum is present, vote each year to waive the audit.

Motion: *The Board of Directors, considering the cost of an independent audit relative to the operating budget of the association, that the membership performs an independent audit of the books and records of the association, and that an independent account reviews the books and prepares the tax returns, seeks to waive the RCW requirement of audit as provided for in the RCW.*

The membership approved this motion by a clear majority.

Motion – Waiver of Reserve Study

RCW 64.38.090 recommends a reserve study by a reserve study professional for all associations. Palmer lake is exempted from the requirement because the cost of a study is estimated at \$10,000 or more, which is more than 5% of the operating budget. The Board also has the authority to waive the requirement.

This has always been waived.

But, historically the Board has asked the membership to provide it's input on this decision as well.

Does any member believe we should plan for and conduct a reserve study?

The membership approved this motion by a clear majority.

Community Events

Kim Hunsaker, President

4th of July Celebration June 29th (Sat), South Beach, Noon.

- Hot Dogs, Hamburgers, Chips, Cupcakes, Water, Prizes & Games.

National Night Out August 6th (Tues), South Beach, 6:00pm.

- Hot Dogs, Hamburgers, Chips, Cupcakes, Water, Prizes & Games.
- Meet our local first responders and community support organizations.

Halloween – Trunk or Treat October 31st (Thurs) Same night when kids trick or treat, South Beach

- Hot Chocolate, Coffee, candy, games.

Photos with Santa Date TBA, kids & pet photos with Santa

Christmas Lighting Contest Details TBA Vote for your favorite decorated home. All residents can participate.

Children's Easter Egg Hunt Date TBD: Noon, Ball Field.

- Children must be accompanied by an adult and bring their basket.
- Hot Chocolate, Prizes and Coffee will be provided.

Closing....

- Final Comments
- Please come to a Board meeting (4th Thursday of each month, 7:00pm, center building south beach).
- Please visit the website for important updates. PalmerLakeBeachClub.com

The motion to close the meeting was made by Rosa Velder, seconded and approved to adjourn the meeting at 12:30pm

FY 2024~2025 (July to June) Operating Budget Recommendation for Approval

Income			
	400-INCOME		
	410-MEMBER DUES		\$80,000.00
	415-LATE FEE		\$7,000.00
	416-LEGAL FEES INVOICED		\$40,000.00
	420-TRANSFER FEE		\$3,000.00
	432-INTEREST-CD ACCOUNT		\$1,020.00
	460-LIENS		\$9,300.00
	465 - PREV DUES INTEREST LATE FEES		\$5,000.00
	475 - NON-COMPLIANCE FINES		\$6,000.00
	Total Income		\$151,320.00
Expense			
	600-GENERAL & ADMIN		
	610-OFFICE		\$800.00
	611-SUPPLIES		\$600.00
	612-POSTAGE		\$1,000.00
	613-MEETING		\$400.00
	615-Web and Computer		\$150.00
	616-COLL.-BAD DEBT		\$4,200.00
	617-Miscellaneous		\$500.00
	618 Bank Fee		
	619-LIENS FEES PAID		\$10,000.00
	620-INSURANCE		\$10,000.00
	630A - Collection Exp Billed to Member		\$30,000.00
	630-LEGAL - Other		\$10,000.00
	640-ACCOUNTING-CPA		\$2,300.00
	645-BOOKKEEPING		\$1,500.00
	650-LAKE TREATMENT		\$6,000.00
	655-LAKE FISH STOCK		\$4,000.00
	660-MAINT. COMMON AREAS		\$3,500.00
	675-GOOD NEIGHBORS		\$1,000.00
	700-UTILITIES		
	710-ELECTRIC		\$13,000.00
	720-GARBAGE		\$600.00
	730-TELEPHONE		\$120.00
	740 - Broadband Internet		\$800.00
	800-EMPLOYEES WAGES		
	810-CARETAKER WAGES		\$12,000.00
	820-SECURITY PATROL		\$18,000.00
	840 - OPERATIONS MANAGER/BOOKEEPING		\$18,000.00
	900-TAXES		
	910-FEDERAL INCOME TAX		
	930-FICA TAXES		\$2,200.00
	940-LABOR & INDUSTRIES		\$400.00
	941 FUTA		\$200.00
	942-SUTA		\$50.00
	Total Expense		\$151,320.00
	Net Income		\$0.00