



PALMER LAKE
BEACH CLUB

Fall 2023 General Member Meeting

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.

October 21, 2023, 10:00am~12:00pm

McColley Hall,

Key Pen Lutheran Church,

4213 Lackey Road NW, Lakebay WA 98349

Pledge of Allegiance



AGENDA

1. Introduction
2. Agenda Review
3. Member Agenda Topics
4. Operational Overview
5. Financial Summary
6. Call for Volunteers – 2024~2025 Operating Budget
7. Call for Volunteers – End of Fiscal Year Member Audit
8. Event Committee
9. Fall Events Plan

At 10:06am the meeting was called to order. The optional participation pledge of allegiance was held. Robert Perry, PLBC President reviewed the agenda, and asked for member agenda items. Lake Health was added to the agenda at the request of Member Jeffery Prestage. HOA signage was added to the agenda at the request of Member Linda Niles. New Member Page of the web site was added to the agenda at the request of Member Trevin Anderson.

Operations

Part-Time Staff

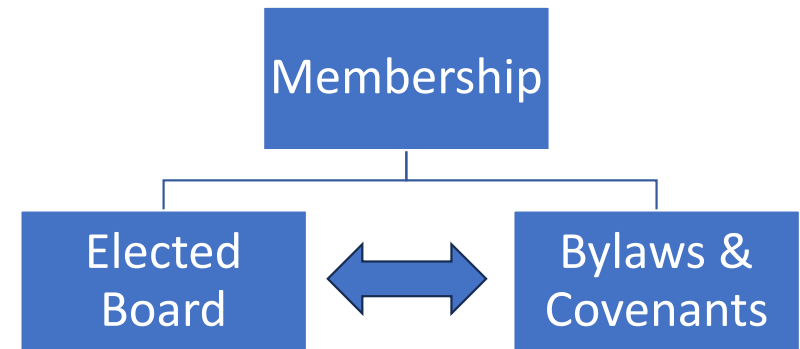
Rosa Velder	Operations & Bookkeeping
Jeffery Prestage	Maintenance Coordinator
Jay Wood	Maintenance Technician

Contract Employees:

Pierce County Sheriff Deputies

Robert Perry reviewed this information with the members which is a customary part of ensuring that members understand the organization and operating authority of the HOA.

Control



- Board is elected by membership.
- Membership creates bylaws and covenants.
- Board determines roles.
- Board follows bylaws & covenants.
- Board issues operating policies consistent with law, covenants and bylaws.
- Board does not deviate from law, covenants and bylaws.

Current Financial Summary

(Dee Starr)

Income Statement

Category	Full FY Plan	Year to Date
Revenue	\$205,900	\$52,914
Expenses	\$144,327	\$78,347
Net Result:	\$61,573	(\$25,433)

Balance Sheet Summary

Category	Amount
Assets	
Cash/CDs	\$283,801
A/R	\$97,716
Fixed	\$5,742
Total:	\$387,259
Liabilities	(\$801)
Net Assets	\$388,060

Dolores Starr, Treasurer, reviewed the summary financial report with the members. Robert Perry provided additional commentary.

Budget Committee Volunteers

(Bob Perry)

Each year, a committee of HOA members prepares a recommended budget for review and approval of the membership at the Spring General Membership Meeting.

The Committee is assisted by the Treasurer, and to help move the process along, the Board prepares a draft recommendation for the committee to consider.

We need at least 3~4 volunteers to help in this effort. It typically is done on a Saturday, and takes 2~3 hours.

Please volunteer and help the HOA.

Bob will buy the coffee and donuts! 😊

Robert Perry reviewed this chart, and then asked for volunteers. The following members agreed to serve:
Linda Niles, Bernadette Belcher, Jeffery Prestage, Kathy Wright, Kim Adam, Donna ?

Audit Committee Volunteers

(Dee Starr)

Each year, the books of the HOA are reviewed by our outside accountants for the preparation of our tax returns.

In addition, a group of member volunteers also form the Audit Committee, and do a detailed examination of the financial records of the HOA, and then creates a report for the membership which is presented at the Spring General Membership meeting. The Audit Committee consists of at least 3 members plus the Treasurer. Our Bookkeeper/Operations manager assists in pulling any records the committee wants to see.

This typically is done on a Saturday, and takes 2~3 hours. However the Committee is free to spend whatever time it desires in conducting the examination

We need 3~4 volunteers. Please volunteer and help the HOA.

Bob will buy the coffee & donuts! 😊

Robert Perry reviewed this chart, and the following members agreed to serve:
Bernadette Belcher, Linda Niles, Donna ?, Nancy Carr.

Event Committee Volunteers

(Kim Hunsaker)

We are looking for member volunteers to serve on the event committee, to help plan and execute the annual event calendar.

It's fun and a great way to meet your members and improve the community.

Please volunteer and help the HOA.

Kim Hunsaker reviewed the operations of the event committee, and asked anyone who would like to be part of it to send an email to the HOA, and they would be added and contacted.

Fall Events Plan

Halloween Trunk or Treat:

To improve the safety of our children, we plan to close 24th street by the south beach, and we are hoping that community members will set up vehicles, tents or areas to have children visit and get their candy. This will keep them off the darkened streets, and away from the traffic. Please be set up and ready for kids by 5:00 pm on Monday October 31st (ends at 8:00 pm).

Pictures with Santa:

In mid-December we are planning to have Santa visit PLBC for photos with your children & pets. In mid-November we will announce all the details. It was a big hit last year, and we hope for another great year of holiday memories!

Holiday Lighting Contest:

In 2021 we had a great contest, and three winners who were over the top in bringing the holiday sparkle to Palmer Lake. In November we will announce the details and the prizes!

Kim Hunsaker reviewed the upcoming events as part of the previous slide.

Additional Agenda Items

Lake Health: Jeffery Prestage commented that the newly added lake drainage system has had a very positive impact to the health of the lake, but that more improvement may be appropriate, such as a lake oxygenation system, which uses compressed air to improve the oxygen level of the water, which decreases algae growth. There was a bit of discussion of the topic, and it was agreed that a Lake Health Committee would be formed, and Jeffery Prestage, Bernadette Belcher and Kim Adams agreed to serve on the committee. They agreed to meet and make recommendations to the Board of Directors in the future regarding possible action plans/programs to improve lake health.

Signage: Linda Niles commented that in the future we should have a banner at the entrance of the HOA noting that “This Saturday is the HOA owner meeting, please visit www.palmerlakebeachclub.com for more information. After a discussion of the budget cost, Linda commented that she would pay for it if needed. Board members thought this was a great idea, and a great “catch” that we did not see in the overall signage plan. It was agreed that we would do this.

New Residents Page of Web Site: Trevin Anderson, a new member raised an issue with the New Residents section of the web page, noting that this page should contain some of the information found on the preceding tab “The HOA”. Trevin went on to comment that his real concern is that he had been charged a late fee because he did not go to the preceding tab to see the HOA amounts and due dates. In summary, Trevin raised the same issue he had raised in a previous monthly board meeting.....When Trevin first bought his property, he asked that the HOA communicate with him via email, via the existing procedure. Due to an administrative error in the HOA, Trevin did not receive his HOA dues bill by email, it was mailed instead, and he claimed to be unaware of the need to pay dues, and that therefore we should waive his late fee. Salient points discussed were: 1. Trevin is an experienced real estate investor. 2. He claims to have formed HOA’s in the past. 3. Trevin did receive a welcome email noting he should go to the website to learn about the HOA. 3. Although he received his title insurance report for his lot, which noted the fact he was subject to an HOA and the need to pay dues, he did not realize he had to pay dues. 4. He did not put up a mail box on his lot to receive mail. . Several members asked questions of him, and at the conclusion, Robert Perry asked the membership to vote to provide guidance to the HOA board “Should the Board of Directors have the authority to waive and exempt a member from dues, late fees or penalties at Board discretion.” Only one member present voted affirmatively. It was noted by Robert Perry that if the membership by a majority voted in favor of such a question, the Board would create a bylaw change for member approval granting the Board such discretion, but over the years, when asked the question, the members at the general membership meetings have never been in favor of the Board having such discretion. This tabled the discussion of this topic.