

PALMER LAKE BEACH CLUB Inc. (PLBC)

Semi-Annual General Membership Meeting Minutes

October 27th, 2018

Home Fire Station, 10:00am~12:26pm

1. **Call to Order:** Robert Perry, President; Jeffrey Prestage, 1st Vice-President; Kim Hunsaker, 2nd VP; Sharon Keefer, Treasurer; Dee Starr, Alternate. Absent, Secretary, Anthony Higginson.
2. **Meeting Agenda and Discussions:** The enclosed presentation (enclosure 1) constituted the meeting contents, these minutes reflect material conversations and motions.
3. **Treasurer's Report:** Sharon Keefer presented the Treasurer's Report, enclosure 2, which were accepted by the Board on October 25th, 2018 and reflected in that meeting's minutes.
4. **Motions:**
 - a. **Restrooms:** A motion was made by Sherry Bender and seconded by Yvonne Jacobson to change the locks on the restrooms to a resettable code lock, that the bathrooms remain open year around during daylight hours, and that the code, changed monthly, will be sent by email to each PLBC member who provides their email. This motion passed by a majority voice vote.
 - b. **Audit:** Glenyce Jackson made a motion, which was seconded by Rich Goad that our existing auditor be allowed to perform our audit, and that a more detailed audit or other auditor will not be required. This motion passed by a majority voice vote.
 - c. **Lake Drainage:** Robert Perry made a motion that "the PLBC Board shall be authorized to expend up to \$18,000 to fund an engineered plan and related expenses to correct the lake drainage issue, including addressing a catch basin or other solutions which may mitigate ponding on certain PLBC properties. This motion does not approve construction or construction costs." Motion was seconded by Patrick Pockat and was passed by a majority voice vote.
 - d. **PLBC Entrance Sign:** A motion was made to tear down the sign, it was seconded and pass by a majority. A point of order was raised that discussion was not allowed after the vote, and therefore the motion was invalid. And then substantial discussion took place regarding the need for a sign. A second motion was made by Jeffrey Prestage and seconded by Yvonne Jacobson to tear down the sign. This motion was defeated by a majority voice vote.

- e. **National Night Out:** Glenyce Jackson made a motion to double the Good Neighbor Budget for fiscal 2019~2020, to be incorporated into the budget plan. Dee Starr seconded this motion. This motion was passed by a majority voice vote.
- 5. **Pierce County Sheriff Deputy Joe McDonald:** He presented section 13 of the presentation and answered general questions about crime, reporting and neighbor interactions. He noted that crime should be reported to 911.
- 6. **Other Discussion Items:** Residents discussed, and we agreed to look into:
 - a. **Recent road work** – cul-de-sacs not coated, loose gravel that is dangerous to motorcycles, and road edges that are not even with the shoulder areas. Robert Perry agreed to look into these issues with County and update members who provided their email addresses.
 - b. **Board Volunteers** – it was noted we should use our web site to get more Board volunteers. Robert Perry agreed to do so. Yvonne Jacobson volunteered to be on the Board. Robert Perry agreed to invite her to the next Board meeting, so the Board could consider an appointment to a vacant position.
 - c. **Audit Committee** – Dee, Carol Opalinski and Patrick Pockat agreed to serve.
 - d. **Budget Committee** – it was noted that Linda Niles would be asked to serve (need to confirm with her), and Sharon also agreed to serve as well.

Meeting was adjourned at 12:26pm.

Minutes prepared by Robert Perry.

Palmer Lake Beach Club Inc. (PLBC)

General Membership Meeting

October 27th, 2018

Agenda

1. Opening Comments
2. Review of Agenda
3. Financial Review
4. Past Due Accounts Efforts
5. Contingent Liabilities & Cash Balance
6. Comments on Grounds & Facilities
7. Lake Drainage Issue Efforts
8. Board Membership & Vacancies
9. Creation of the Audit Committee
10. Creation of the Budget Committee
11. Bank Owned Property - 1912 109th Ave SW
12. Community Status
13. Law Enforcement
14. Community Activities
15. Additional Agenda Items

1. Opening Comments

Your HOA Board & Officers

Name	Board Membership Period	Title	Officer Appointment Period
Robert Perry	7/1/2018 ~ 6/30/2020	President	7/1/2018 ~ 6/30/2019
Jeffery Prestage	7/1/2018 ~ 6/30/2019	1st Vice-President	7/1/2018 ~ 6/30/2019
Kim Hunsaker	9/27/2018 ~ 6/30/2019	2nd Vice-President	9/27/2018 ~ 6/30/2019
Anthony Higginson	7/1/2017 ~ 6/30/2019	Secretary	7/1/2018 ~ 6/30/2019
Sharon Keefer	7/1/2017 ~ 6/30/2019	Treasurer	7/1/2018 ~ 6/30/2019
Dee Starr	7/1/2018 ~ 6/30/2019	Board Alternate	7/1/2018 ~ 6/30/2019

- Board members are elected by the HOA membership, for a 2 year term.
- Officers are appointed from the Board Members, by the Board, for 1 year terms.
- The fiscal year is July 1 to June 30th.
- All volunteers and cannot receive compensation of any kind.

1. Opening Comments

Special Guests

Our Palmer Lake Owners

Joe McDonald, Deputy,
Gig Harbor Peninsula Detachment
Pierce County Sheriff's Office

2. Agenda Review

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3. Financial Review

Sharon Keefer, Treasurer

Cash Balance: \$205,440

A/R Balance: \$114,502 (86 Lots, 66 Liens Filed)

PLBC maintains its accounting records on Quickbooks, with an off-site copy of the data files.

4. Past Due Accounts Efforts

Bob Perry, President

Accounts Receivable Analysis

	\$ Amt	# of Lots
Current Year (2018~2019) Past Due:		
> Than 1 Year, < 2 Years Past Due:	\$15,700	106
> Than 2 Years, < 3 Years Past Due:	\$2,990	11
> Than 3 Years, < 10 Years Past Due:	\$7,375	18
> Than 10 Years Past Due:	\$20,485	22
Total Past Due:	\$114,502	192

Key Points:

- Obligations “follow the land”.
- Restrictions, Covenants, Conditions and Easements, as well as the Bylaws are the legal authority and set the amounts and conditions.
- Our Bylaws call for late fees and interest, which due to administrative oversight, have not been charged.
- We plan to notify all delinquent accounts that they have to the end of 2018 to get current, otherwise we will recompute the amounts due, and charge the late fees and interest strictly according to the bylaws.
- These late fees and interest are substantial.

5. Contingent Liabilities

Sharon Keefer, Treasurer

Contingent liabilities are those future financial obligations that we reserve cash for:

<u>Current Cash Balance</u>	\$205,440
<u>Possible purchase of 1912 109th Av SW:</u>	\$50,000
<u>Lake Drainage Project:</u>	\$40,000
<u>Fall/Spring Algae Treatment:</u>	\$6,000
<u>Budgeted OPEX</u>	\$69,823
<u>Total Liabilities:</u>	\$165,823
<u>Balance:</u>	\$39,617

6. Building & Grounds

Rich Goad, Contract Employee & Resident

Fall transition underway....

- No longer adding lake water, due to expected winter rains.
- Restrooms are locked for the season.

Significant Activities Accomplished or Underway....

Accomplished:

- Restroom outlets have been removed to reduce “hanging out & cell phone charging”.

Planned:

- Outdoor “street lighting” to be installed by offices.
- Additional lighting for “shady beach” area.
- Under study – changing restroom locks from key-style to code style, with monthly code changes during summer emailed to residents who register their email addresses.

7. Lake Drainage Issue Efforts

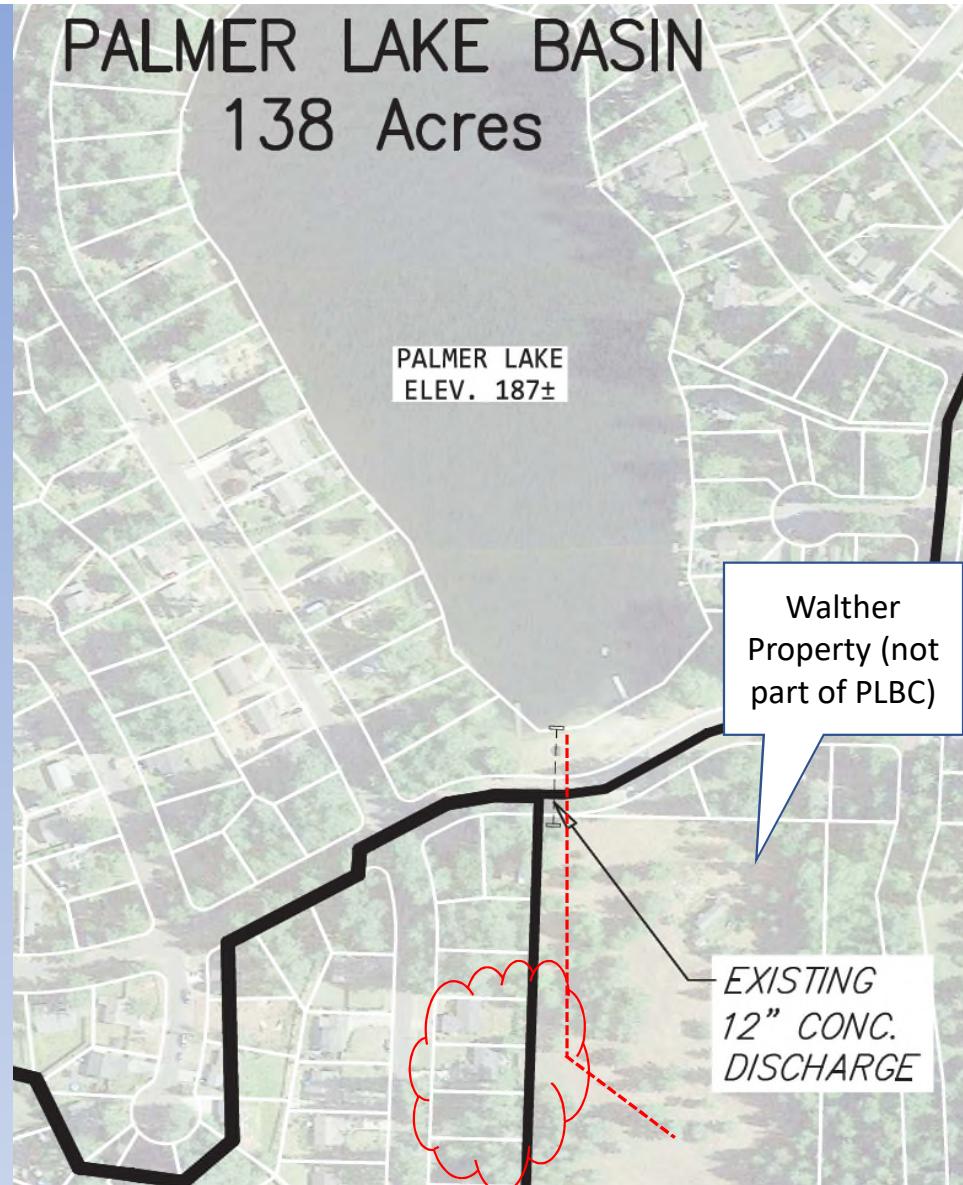
Bob Perry, President

The lake does not properly drain into adjacent property, causing lake levels to get too high in winter, and lack of flow increases algae bloom.

We have ponding in the PLBC properties in the “red cloud”.

We have solicited proposals from three engineering firms to create a plan that could be used to obtain a building permit, and hire a contractor. Preliminary cost data shows plan costs to be about \$15,000.

We have met with the County planning staff & the Walthers to discuss the project. Overall attitudes are positive.



7. Lake Drainage Issue Efforts

Motion: The PLBC Board shall be authorized to expend up to \$18,000 to fund an engineered plan and related expenses to correct the lake drainage issue, including addressing a catch basin or other solutions which may mitigate ponding on certain PLBC properties. This motion does not approve construction or construction costs.

8. Board Membership & Vacancies

Bob Perry, President

For the fiscal year beginning July 1, 2019, we need to elect 7 Board Members

Name	Board Membership Period	Title	Officer Appointment Period
Robert Perry	7/1/2018 ~ 6/30/2020	President	7/1/2018 ~ 6/30/2019
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Dee Starr	7/1/2018 ~ 6/30/2019	Board Alternate	
Open	7/1/2018 ~ 6/30/2019	Board Alternate	
Open	7/1/2018 ~ 6/30/2019	Board Alternate	

We have 2 open positions that the existing Board can appoint members to.

During the March 2019 General Membership Meeting, we will solicit nominations, and then form an Election Committee.

The Election Committee shall consist of 4 members, who cannot be a nominee or existing Board Member.

Balloting will be IAW our Bylaws, and new members will assume their roles on July 1, 2019.

9. Audit Committee

Bob Perry, President

We need three (3) members to volunteer to be on the audit committee.

The Audit Committee shall supervise the annual audit of the books, income statement and expenditure records.

The audit results, opinion of the Audit Committee, income statement and expenditure records shall be presented to the membership at the March 2019 General Membership Meeting.

10. Budget Committee

Bob Perry, President

We need three (3) members to volunteer to be on the budget committee.

The Budget Committee shall work with the Treasurer to prepare an annual operating budget for the fiscal year starting July 1, 2019.

The annual operating budget shall be presented to the membership at the March 2019 General Membership Meeting for adoption.

11. Bank Owned Property – 1912 190th Ave SW

Jeffrey Prestage, 1st Vice-President

Previously the Membership approved the funds for the HOA to purchase this property should it become available.

Randy Ngyun is the realtor chasing this issue.

Property is still in foreclosure, but not yet available.

12. Community Status

Bob Perry, President

	Number	%
Total Number of Lots:	502	100%
Total Number of Lots Undeveloped:	89	18%
Total Number of Lots Sold in the Last 12 Months:*	67	13%
Total Number of Lots Publicly for Sale:*	12	2%
Total Number of Lots in Foreclosure:*	2	0%
Total Number of Lots Past Due:*	192	38%

* Approximate – data source is County Records and Public Data, such as Zillow.

13. Law Enforcement

Deputy Joe McDonald, Gig Harbor Peninsula Detachment, Pierce County Sheriff

Good News:

- Crime is down in Palmer Lake by a large percentage.
- The extra patrols have made a difference in Palmer Lake.
- It's also down on the entire Peninsula.

Bad News:

- Crime is up overall in Pierce County.

13. Law Enforcement

Overall Calls for Service
Jan 1 to Oct 15 2017 Vs Same Period
2018



Theft Related Calls for Service
Jan 1 to Oct 15 2017 Vs Same Period 2018



"Physical Harm" Calls for Service
Jan 1 to Oct 15 2017 Vs Same Period 2018



14. Community Activities – National Night Out – 8/7/18

Kim Hunsaker, 2nd Vice-President & D Starr, Board Alternate



- PLBC held a barbecue with hot dogs and bottled water for all the attendees.
- Games and giveaways were available for all the kids, and a raffle was held for first aid kits.
- Sheriff's Deputies, Fire Department with water rescue also attended.





15. Additional Agenda Items

Thank You!