

PALMER LAKE BEACH CLUB Inc. (PLBC)

Semi-Annual General Membership Meeting Minutes

March 23, 2019

Home Fire Station, 10:05am~12:03pm

1. **Call to Order:** Robert Perry, President; Jeffrey Prestage, 1st Vice-President; Dee Starr, Treasurer. Absent: Anthony Higginson, Secretary & Kim Hunsaker, 2nd Vice-President. 20 members were present, representing 22 lots.
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:** Treasurer Dee Starr gave the summary financial report for the fiscal year to-date, as well as the assets of PLBC. Treasurer noted that any member is free to request a detailed copy of the financial report by email, or to inspect the records of PLBC. Glenyce Jackson made the motion that the report be accepted by the membership, Carol Opalinski seconded the motion, and the members voted to accept without dissent, and therefore the motion was passed.
4. **Audit Committee:** President Robert Perry read the report of the audit committee, which is enclosed as enclosure 2. Carol Opalinski made the motion that the report be accepted without exception, Glenyce Jackson seconded the motion, and the members voted unanimously to accept and therefore the motion was passed.
5. **Formal Audit Requirements of RCW 64.38.045, Sec 3:** Carol Opalinski made the motion that under RCW 64.38.045, Sec 3, the formal audit requirements be waived for FY 2019-2020, recognizing that PLBC has its books reviewed by an independent CPA on an annual basis. Betty Corey seconded the motion, and the members voted unanimously to accept and therefore the motion was passed.
6. **Report of the Budget Committee:** President Robert Perry read the recommendation of the Budget Committee which is attached as enclosure 3, noting that the Budget was within the March 19, 2019 General Membership Meeting Notice of this meeting. There was some discussion of the differences between this budget and the previous year's budget, including the cost of a bookkeeper (since Sharon Keefer resigned as Treasurer two months previous, and had been performing the bookkeeper functions at no cost. There was also discussion of the \$40,000 approval to fund the anticipated cost of the lake drainage construction. After discussion, Carol

Opalinski made a motion to approve the FY 2019-2020 budget proposal of the budget committee that was circulated in the General Membership Meeting Notice dated 3-19-2019. Nancy Carr seconded the motion, and the members voted unanimously to accept and therefore the motion was passed.

7. **Bylaw Changes:** President Robert Perry explained the Bylaw changes that were circulated in the March 19th, 2019 General Membership Meeting Notice of this meeting. There was discussion regarding the changes in the voting process, as well as changes in the authority of the PLBC Board of Directors to authorize non-emergency spending in excess of the approved PLBC budget. After discussion, Carol Opalinski made a motion to adopt the Bylaws as detailed in the Notice of Semi-Annual Member Meeting dated March 19, 2019, to be effective immediately. Betty Corey seconded the motion, and the members voted to approve the motion, with the exception of one no vote (Ted Lilyblade).
8. **Board of Directors Nominations & Election:** In recognition of the Bylaw changes that were approved and effective immediately prior to this discussion, the Nomination and Election process followed the newly adopted Bylaws. A review of the open positions was noted, including a correction in that three Board Alternates should be elected as detailed in the Bylaws, and Dee Starr indicated that she would not remain on the Board of Directors after June 30, 2019, thus requiring the filling of 6 board positions. Then, a slate of nominees was created, including immediate nominations from the membership. A total of 6 nominees were received, a brief discussion of their background took place, and then President Robert Perry made the motion that the slate of nominees be approved. Dee Starr seconded the motion, and the members voted unanimously to accept and therefore the motion was passed. Then, recognizing Article VII, Section 5 of the Bylaws, since the number of nominees match the number of positions, no vote was required, and the nominees were therefore elected. Elected to the Board of Directors was Kim Hunsaker, Anthony Higginson, Anne Walther as Board Members, and also elected as Board of Directors Alternates was George Montz, Brian Bouvia and Betty Corey. Terms for these newly elected Board Members start July 1, 2019.
9. **Using Email for Member Communications:** A brief discussion took place regarding using email in lieu of mail for communications if a member “opts in”, and it was noted that some members are not technically comfortable or skilled, and therefore some percentage of the membership will want to keep mail communications. It was noted that if a member wanted to keep mail communications, they did not have to “opt in”. No vote was necessary on this topic since the

approval of the Bylaws included this “opt in” provision. President Robert Perry noted that a draft email opt-in document would be reviewed by the Board of Directors for implementation in the coming weeks.

10. **Capital Management Committee:** President Robert Perry introduced the idea of forming a Capital Management Committee to look at our capital situation, investment strategies and related topics, to be a voice of the membership, and make recommendations to the Board of Directors. Linda Niles, Ted Lilyblade and Dee Starr volunteered to be the committee.
11. **Community Enhancement Committee:** President Robert Perry introduced the idea of forming a Community Enhancement Committee to be a voice of the membership and make recommendations to the Board of Directors on PLBC development and enhancement projects and strategies. George Montz, Anne Walthers, Carol Opalinski and Dee Starr volunteered to be the committee.
12. **Community Events:** President Robert Perry commented on some Facebook drama regarding the PLBC support for the April Easter Egg Hunt – that the PLBC is a private organization, we are supporting a children’s event that has no religious component, and the US Constitutional requirement for the separation of church and state has no impact on private organizations such as the PLBC. Dee noted that she and Kim Hunsaker will organize the National Night Out. There was also a discussion of a member barbeque. George Montz and 1st VP Jeffery Prestage volunteered to take charge of this, work out the dates and details, and make a recommendation to the Board of Directors.

Meeting was adjourned at 12:03pm.

Minutes prepared by Robert Perry, approved by the Board of Directors..

Palmer Lake Beach Club Inc. (PLBC)

www.palmerlakebeachclub.com

General Membership Meeting

March 23, 2019

Home Fire Station

Agenda

1. Review of Agenda
2. Opening Comments
3. HOA Structure
4. Financial Review
5. Report of the Audit Committee & Motion to Accept
6. Report of the Budget Committee & Motion to Accept
7. Bylaw Changes and Motion to Accept
8. Board Vacancies and Leadership Process
9. Nominations for Open Board Seats
10. Opportunity for Nominees to Speak
11. Voting & Tabulation for Nominees
12. Collection of Member Emails & Costs of Mailings
13. Capital Management Committee
14. Community Enhancement Committee – Investments in Common Areas.
15. Restroom Door Locks
16. Community Activities – Easter Egg Hunt, National Night Out, Summer Barbeque

2. Opening Comments

New Palmer Lake Web Site, regularly updated with new content - zero web development cost

Authority of the board – strictly follows the Declaration & Bylaws, which reflect the direction of the property owners

Board members are volunteers you elect, to follow the rules you make.

Board members then appoint the officer positions – President, 1st Vice-President, 2nd Vice-President, Secretary & Treasurer. Alternates fill in as needed.

Working together as a community will make us all happier and stronger. Better relationships with each other improves our feeling of community.

We need more involvement and interaction. Board meetings are open to owners, please drop by any time.

www.palmerlakebeachclub.com

3. HOA Structure

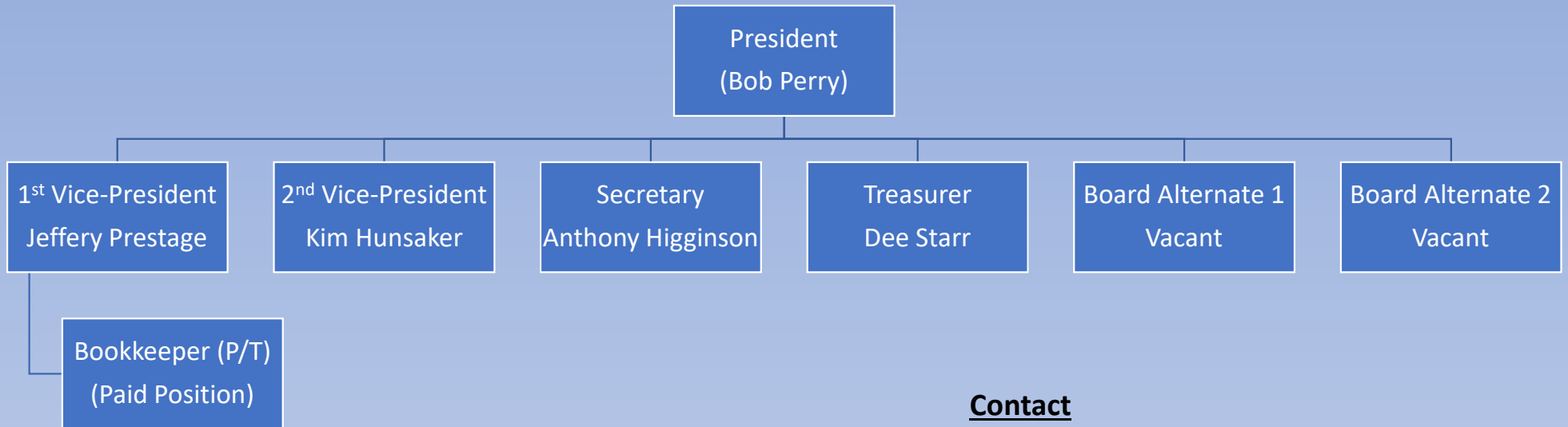
Declaration of Restrictions, Covenants, Conditions and Easements for the Plat of Palmer Lake, July 9, 1971

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graph TD; A[Declaration of Restrictions, Covenants, Conditions and Easements for the Plat of Palmer Lake, July 9, 1971] --- B[Bylaws & Covenants of Palmer Lake Beach Club dated October 21, 2006 & Amendment dated July 21, 2014]; B --- C[Board of Directors, elected by the owners. Officer positions are selected by the Directors.];
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Bylaws & Covenants of Palmer Lake Beach Club dated October 21, 2006 & Amendment dated July 21, 2014

Board of Directors, elected by the owners. Officer positions are selected by the Directors.

HOA Structure Continued...



Contact

Email: palmerlakebeachclub@gmail.com
Telephone: 253-884-1414 – Drops to our email.

www.palmerlakebeachclub.com

4. Financial Review *(YTD 1 July 2018 ~)*

Dee Starr - Treasurer

Cash Balance:	\$ 202,636.07
A/R Balance:	\$ 90,779.00
Contingent Liabilities:	<u>\$ - 96,177.00</u>
Net Current Assets:	\$ 197,238.07

Operations - July 1, 2018 to January 31, 2019:

Total Income:	\$ 39,229.75
Total Expenses:	\$ 33,017.56

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

5. Report of the Audit Committee & Motion to Accept

Audit Committee:

Appointed: Sharon Keefer (Ex Officer), Dee Starr, Carol Opalinski, Patrick Pockat
(Patrick did not serve)

Motion: “I make the motion to accept the report of the audit committee without exception”.

Motion: “I make the motion that under RCW 64.38.045, Sec 3, the formal audit requirements be waived for FY 2019-2020, recognizing that Palmer Lake Beach Club has it’s books reviewed by an independent CPA on an annual basis.

6. Report of the Budget Committee & Motion to Accept

Budget Committee: Sharon Keefer, Linda Niles, Carol Opalinski

Motion: “I make the motion to approve the FY 2019-2020 budget recommendation of the budget committee that was circulated in the General Membership Meeting Notice dated 3-19-2019.”

7. Bylaw Changes & Motion to Accept

Motion: “I make the motion to adopt the Bylaws as detailed in the Notice of Semi Annual Member Meeting dated March 19, 2019, to be effective immediately”.

8. Board of Director's Vacancies/Expiration of Terms

Name	Election Period	Role
Perry, Robert	2018-2020	2018~2019 President
Prestage, Jeffrey	2018-2020	2018~2019 1st VP
Higginson, Anthony	2017-2019	2017-2019 Secretary
Starr, Dee	Board Appointed	2019-2019 Treasurer
Hunsaker, Kim	Board Appointed	2018-2019 2nd VP
		2019-2021 Board Alternate
		2019-2021 Board Alternate
		2019-2021 Board Alternate

6 Board Seats For Election

9/10/11. Board Nominees, Introductions & Voting:

Nominee Name	Vote Tally	Nominee Name	Vote Tally
Kim Hunsaker			
Anthony Higginson			
Anne Walther			
George Montz			
Brian Bouvia			
Betty Corey			

12. Collection of Email Addresses & Cost of Communications

- **Each member mailing costs about \$600.00, and takes 10 volunteer man-hours.**
- **Email is faster and easier for members to store, and allows for more frequent communications**
- **Washington allows members to opt in to email, and opt out of mailings.**
- **What is your thoughts and input for this?**

13. Capital Management Committee

- We need 3 volunteers to help develop a policy and approach to capital management.
- Topics include but are not limited to:
 - How much capital should we maintain?
 - How should the capital be invested?
 - What long-term risks and contingencies should we prepare for?

14. Community Enhancement Committee – Investments in Common Areas.

- **We need 3 volunteers to help develop a policy and approach to enhancement/investment.**
- **Topics include but are not limited to:**
 - **If we buy the property (as previously authorized by the membership) where our HOA sign is, what should we do with the property.**
 - **Should we and how can we develop Sunny Beach for the benefit of the membership?**
 - **What about Shady Beach?**
 - **What other enhancements should be made, if any?**

15. Restroom Door Locks

- As approved in the October General Membership Meeting, when we open the restrooms this spring, we will change to combination keypad locks for member access.
- We will change the combinations monthly.
- Our plan is to email the new combinations to members.
- Members who do not have an email on file can call or email us, and we will update our files, and send out the combination.



14. Community Events

- **Easter Egg Hunt – Dee/Sarah Watkins**
- **National Night Out – Tuesday, August 6th, 5pm, Sunny Beach - Dee**
- **Summer Barbeque – Member thoughts and recommendations**

Thank You!

PRESENTED AT GENERAL MEMBERSHIP

MEETING

MARCH 23, 2019

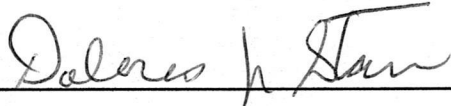
Files for 2017/2018 and 2018/2019 as of March 2019 were reviewed and all is in order and at the end of the 2017/2018 fiscal year records were audited by our CPA.

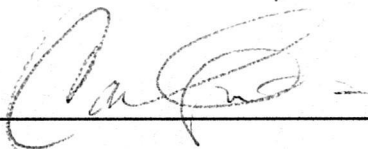
This includes reconciled bank statements, all receipts with checks attached, Deposits with copies of payments received (checks and receipts given to members of cash received), and deposit slips.

We have found no issues all is in order.

Palmer Lake Beach Club

Audit Committee

Dolores (D) Starr  _____

Carol Opalinski  _____

March 23, 2019

To Palmer Lake Beach Club Homeowners Association

Please find attached the proposed budget for 2019-2020.

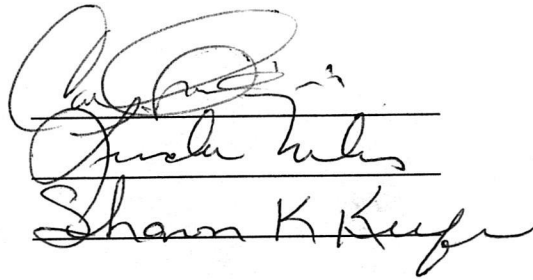
Respectfully Submitted,

Budget Committee

Carol Opalinski

Linda Niles

Sharon Keefer



Handwritten signatures of Carol Opalinski, Linda Niles, and Sharon K. Keefer, each written over a horizontal line.