

Palmer Lake Beach Club Inc. (PLBC)

Board Meeting Minutes, 2019-01-24, 7:00pm, Sunnyside Offices

1. **Call to Order:** The meeting was called to order at 7:00pm by Robert Perry, President. Attendees agreed that the meeting could be recorded to aid in creating the minutes, and after the minutes were approved, the recording would be destroyed.
2. **Roll Call:** Sharon Keefer – Treasurer, Dee Starr – Board Alternate, Kim Hunsaker – 2nd VP, Jeffrey Prestage – 1st VP, constituting a quorum. Also, present were visitors – Roger Keefer, member and Frank Rodriguez, Insurance Agent of Record PLBC and PLBC member/maintenance supervisor Rich Goad.
3. **Insurance Review:** Frank Rodriguez reviewed the PLBC policies & coverage and answered questions. In general, the Board was comfortable with the coverage, except for the “employee” theft coverage of only \$25,000 cash. Since the PLBC overall cash position is much higher, Frank agreed to review and respond with a recommendation and cost information. Another discussion point was ensuring that we when hire contractors, we ensure that the correct documents are filed so that we are covered/named in the contractor’s policy to manage any liability risk to PLBC due to construction. Frank agreed to send us the detailed information of what documents we should request as part of the contracting process.
4. **President’s Comments** (see agenda below).
5. **Secretary (Not Present, Robert Perry addressed these topics):**
 - a. **Minutes of last Board meeting (11-8-18).** These minutes had been previously circulated by email by Robert Perry. Motion was made to accept the minutes by Kim Hunsaker, seconded by Jeffrey Prestage. The motion was passed with no opposition.
 - b. **Noteworthy correspondence, emails, telephone calls.** Robert Perry noted that he is in discussions with a number of property owners and builders, and that the Board is being copied on the communications.
6. **Treasurer:**
 - a. Sharon Keefer reviewed the Treasurers Report for November and December which is appended to these minutes. Jeffrey Prestage commented that the recalculation of the past due accounts perhaps should be performed by an outside party due to the complexity and workload. After review, a Motion was made to accept the minutes by Jeffrey Prestage, seconded by Kim Hunsaker. The motion was passed without opposition.
 - b. Sharon Keefer resigned in writing as bookkeeper and Treasurer (& Board Member) effective 1-31-19 for personal reasons. Her resignation is enclosed as an attachment to these minutes. She also declined to continue as the bookkeeper on a compensated basis. She agreed to help train a replacement when we bring one on-board. Sharon will cancel the credit card she has which she was personally responsible for, she will be removed from the Sound Credit Union signature card/account authorization.
7. **New Business/Agenda Items:**
 - a. **Update on the status of the Audit and Budget committee, planned meetings and deliverables timing.** The committee members were reviewed – Budget Committee is Carol Opalinski, Sharon Keefer and Linda Niles. Sharon agreed as a PLBC member (after 1-31-19) to chair this committee, and we should have the budget for approval in February. Audit Committee is Dee Starr, Patrick Pocket and Carol Opalinski. Dee noted that she would convene the Audit Committee and get the report done in February.

- b. **Update on the status of the past due account audits and issues.** After some discussion of the amount of work that is required to correct the past due accounts, of roughly 100 accounts, Robert Perry made a motion, seconded by Sharon Keefer, that we send a letter to all past due accounts prior to corrective audit, giving them the opportunity bring their account current prior to detailed audit and correction. The motion was passed without opposition.
 - c. **Continuation of paid police patrols February – March 2019.** There was discussion about the benefits of the policy patrols. Robert Perry made a motion, seconded by Jeffrey Prestage, to continue the paid police patrols for February through March. The motion was passed without opposition.
 - d. **Preparation discussions for March 2019 General Member meeting:** We had a detailed discussion regarding the legal requirements of notice for the meeting. Kim Hunsaker commented we should note on our website, and perhaps our mailed notice should direct people to the web site to see financial data in preparation of the member meeting. Robert Perry agreed to review the legal requirements of notice and comment back to the Board. – date, mailing of notices, agenda concept and components. Robert Perry noted Robert Perry made a motion, seconded by Kim Hunsaker, that we hold the March 2019 General Member Meeting on March 16th, 2019. The motion was passed without opposition.
 - e. **Property clean-up and PLBC enforcement.** The Board discussed the general state of some properties in the association and the need to increase our activity to get the properties back into compliance. We discussed asking Linda Niles to help, and Robert Perry agree to reach out to her and have a conversation.
 - f. **Discussions on lake drainage project.** Robert Perry gave an update of the project – survey work takes place next week, and hopefully we will have an engineered plan within a few weeks after that, and potentially have the work estimated for approval at the March General Member Meeting. Then construction in April.
 - g. **Combo door locks on bathrooms for spring.** We discussed changing the lower locksets on the restrooms in the spring with combination locks, and changing the combinations monthly, and sending out the new combinations by email to members.
 - h. **Email address collection.** We discussed collecting email addresses so that notices and invoices could be emailed to save the PLBC the mailing costs.
 - i. **North Beach Crime Discussion.** We discussed crime in general, and it was agreed that information on suspect properties would be sent to Robert Perry, and that Kim Hunsaker would also talk to Deputy Carl Shanks to get his recommendations.
8. **Next Board Meeting:** Confirmed for 2-28-19 at the Sunnyside Offices.
9. **Adjourn:** The meeting was adjourned at 9:00pm.