

PALMER LAKE BEACH CLUB (PLBC)
General Membership Meeting
October 5, 2019, 10:00am~12:00
Home Fire Station

Registration, Contact Information verification and Voting Cards: In advance of the meeting start, members signed in, reviewed the contact information from PLBC's records, provided updates as needed. Members without past due balances were given voting cards (which indicated the number of votes the member had (based on lot ownership) so that when votes were cast during the meeting, the votes could be clearly counted.

1. Call To Order & Pledge of Allegiance: The meeting was called to order at 10:19am, and the Pledge of Allegiance was conducted.

2. Attendees:

- A. Board Members: Robert Perry, President; Jeffery Prestage, 1st Vice-President; Kim Hunsaker, 2nd Vice-president; Dolores Starr, Treasurer; Sarah Watkins, Secretary; Betty Corey, Board Alternate.
- B. Members: 25 members were present, representing 31 lots. 1 member present was not eligible to vote due to a past due balance. This resulted in 30 possible votes for any motions or action.
- C. Guests: 1 guest attended, a tenant. Robert Perry briefed the tenant that they could observe, make limited comments but could not vote unless they had a proxy, which they did not. The attendance of a non-member guests is at the discretion of the Board and membership. Also in attendance was Joe McDonald, Pierce County Sheriff's Deputy, who spoke during the meeting regarding crime and security.

3. Meeting Agenda and Discussions: The meeting and content followed the presentation attached as Enclosure 1. At the start of the meeting, the agenda was reviewed. There were no requests for additional agenda items to be added. The information below details significant discussions and actions that took place during the meeting which are not reflected on Enclosure 1.

- A. Financial Report: Dolores Starr reviewed the financial report. Robert Perry provided additional comments regarding the collection actions of PLBC, including account audits. A number of members commented regarding improving the information on invoices and statements to make them more understandable, which the Board agreed to review for improvement. Another member suggested that the late fees should be modified, there was a detailed discussion regarding this point, but no motions were made, and this suggestion was not supported by most members. There was a suggestion that PLBC may want to forgive substantial past due accounts, but after detailed discussion regarding the ROI of those accounts at 10% per annum (better than the PLBC CD's at Sound Credit Union), and the secured nature of the accounts (due to liens being filed), there was no support for this suggestion. At the end of the discussion, Member Nancy Carr made the motion to accept the financial report, Tom Mose seconded the motion, there was no further discussion, and the motion was unanimously carried.
- B. Crime report: Deputy McDonald reported that crime is down substantially. All crime statistic reports are available online. Dolores Starr also a member of the Citizens Against Crime, CAC receives all the crime reports as well, she noted that homelessness is on the rise. Member

questioned what should be done about illegal dumping. Report all Illegal dumping that is on county property to (253) 798-6000. For private properties, contacting the health department was suggested, or community services for those who need help with garbage problems. Kim Hunsaker reported that two problem some individuals were back in the neighborhood, to be aware of surroundings, continue locking up belongings, and make sure that homeowners WiFi access is password protected.

- C. Lake Drainage Permit and Construction: Robert Perry noted the project is moving forward. Plans have been submitted for permitting and there has been a back and forth between engineering and the County with regard to the size of the drainage lines which affects cost. It appears this has been favorably resolved, and as soon as permits are in place, we hope to get bids and begin work this fall. Once the drainage issues (resolving South Beach flooding), we can start discussing beach improvement investments.
- D. Audit, Budget and Event Committee: Thomas Mose agreed to Chair the Audit Committee, with Theodore (Ted) Lilyblade and Nancy Carr as members. Linda Niles and Carol Opalinski agreed to serve on the Budget Committee, Chaired by Dolores Starr. Kim Hunsaker agreed to Chair the Event Committee, with Sarah Watkins, Alma Funes and Brandi Bertholf (tenant) as members.
- E. Bylaw Changes & Related: Robert Perry led the detailed discussion regarding Bylaw changes, which had been explained in the advance meeting notice. In addition, copies of the changes were made available at the . There was a lively member discussion, primarily regarding the need to take stronger actions to protect the community. At the end of the discussion, Thomas Mose made a motion to approve the Bylaw changes, and Denise Mose seconded the motion (they have two properties and therefore exercise a vote each). There was no further discussion, and the vote was 25 in favor, 5 against, and the motion was approved. Directly after this motion was carried, Nancy Carr made a motion that at the March 2020 membership meeting the Board would present to the membership the proposed non-compliance penalties and processes including appeal processes for approval under the newly approved Bylaw changes, and that the non-compliance penalties and processes would then be effective July 1, 2020. Tel Lilyblade seconded the motion. There was no further discussion, and the vote was unanimous, approving the motion.
- F. Voluntary Dues Assistance Fund: Thomas Mose made the motion that PLBC create a fund that members could voluntarily donate to, to assist members who could not pay their dues. The Board would review requests and recommendations from members for help and disburse the funds at its discretion. Due to a problem in note taking, the identity of the member seconding the motion was not recorded. The vote on the motion was unanimous, however due to the inability to identify the member who seconded, the record cannot reflect the motion as carried.

4. Adjournment: The meeting was adjourned at 12:34pm.

Enclosure 1 Attached.

Palmer Lake Beach Club

2019-10-05 General Member Meeting

Agenda

1.	Call to Order, Pledge, Agenda Review, Opening Comments	2.	Introductions
3.	Financial Report	4.	Crime Report
5.	Lake Drainage Project Update	5.	Committee Participation – Audit, Budget, Event & Enhancement
6.	Update on 1892 109 th Ave SW	7.	Bylaw Changes
8.	New Agenda Items	9.	
10.		11	

Opening Comments

Review of the structure of Palmer Lake Beach Club

Declaration of Covenants

Bylaws

Volunteer Board and Committees

Legal Obligations of Board

Robert's Rules of Order

Meeting Process and Voting

Availability for 1:1 meetings, and open Board Meetings

Introduction of the Board & Staff

Dolores Starr, Treasurer

Financial Report

Financial Report – 2019-10-04

Income Statement

Jun 1 - Oct 4, 19

Income	
400-INCOME	
410-MEMBER DUES	66,259.11
415-LATE FEE	11,397.20
420-TRANSFER FEE	2,800.00
430- INTEREST - CHECKING	6.78
460-LIENS	1,750.00
400-INCOME - Other	207.00
Total 400-INCOME	82,420.09
49900 - Uncategorized Income	327.49
Total Income	82,747.58
Gross Profit	82,747.58
Expense	
600-GENERAL & ADMIN	19,585.68
700-UTILITIES	2,002.89
800-EMPLOYEES WAGES	9,397.26
900-TAXES	1,050.03
Total Expense	32,035.86
Net Income	50,711.72

Balance Sheet

Assets
Cash & CD's:
Checking Account \$203,759
Cert of Dep \$52,394
Savings \$805
Accounts Receivable: \$116,930
Fixed Assets: \$9,036
Total Assets: \$382,924
Liabilities:
Account's Payable: \$569
Fed Inc Tax Payable: \$62
Total Liabilities: \$631
Equity:
Assets - Liabilities: \$382,293
Total Equity: \$382,293

Key Points

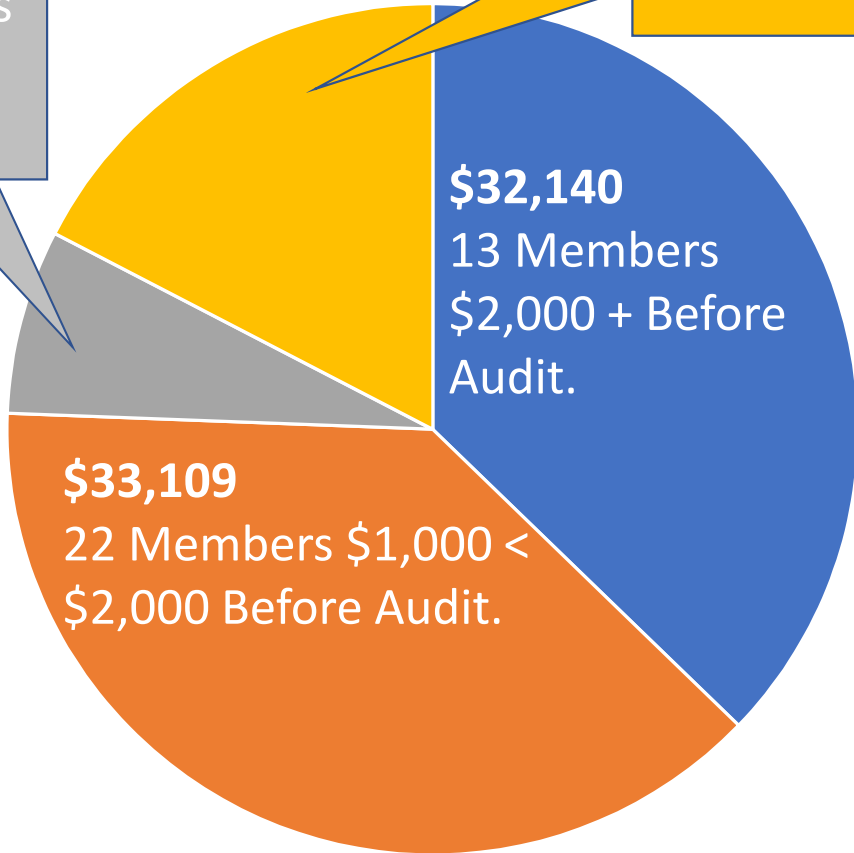
- Overall expenses are in line with expectations and annual budget
- Cost savings have been realized through changes from CenturyLink to Wave Broadband for internet service, as well as moving the voicemail system to Vonage.
- Cost savings have been realized through emailing member communications, and as the communications approval forms are input and established, this is expected to be more than 25% of annual mailing costs. A savings of more than \$500 is expected.
- Accounts receivables and collections continue to be a point of focus, as historical receivables are too high.
- Audits of accounts is revealing a substantial amount of undercharging errors and no calculation of interest charges as required by the Bylaws. Ongoing audits and corrections continue.

Past Due A/R Analysis 3-22-19

Total Members	Amounts Owed	% of Membership	% of A/R
383	Zero	77.06%	0.00%
72	\$15,010	14.49%	17.39%
22	\$33,109	4.43%	38.36%
13	\$32,140	2.62%	37.24%
7	\$6,045	1.41%	7.00%
497	\$86,304	100.00%	100.00%

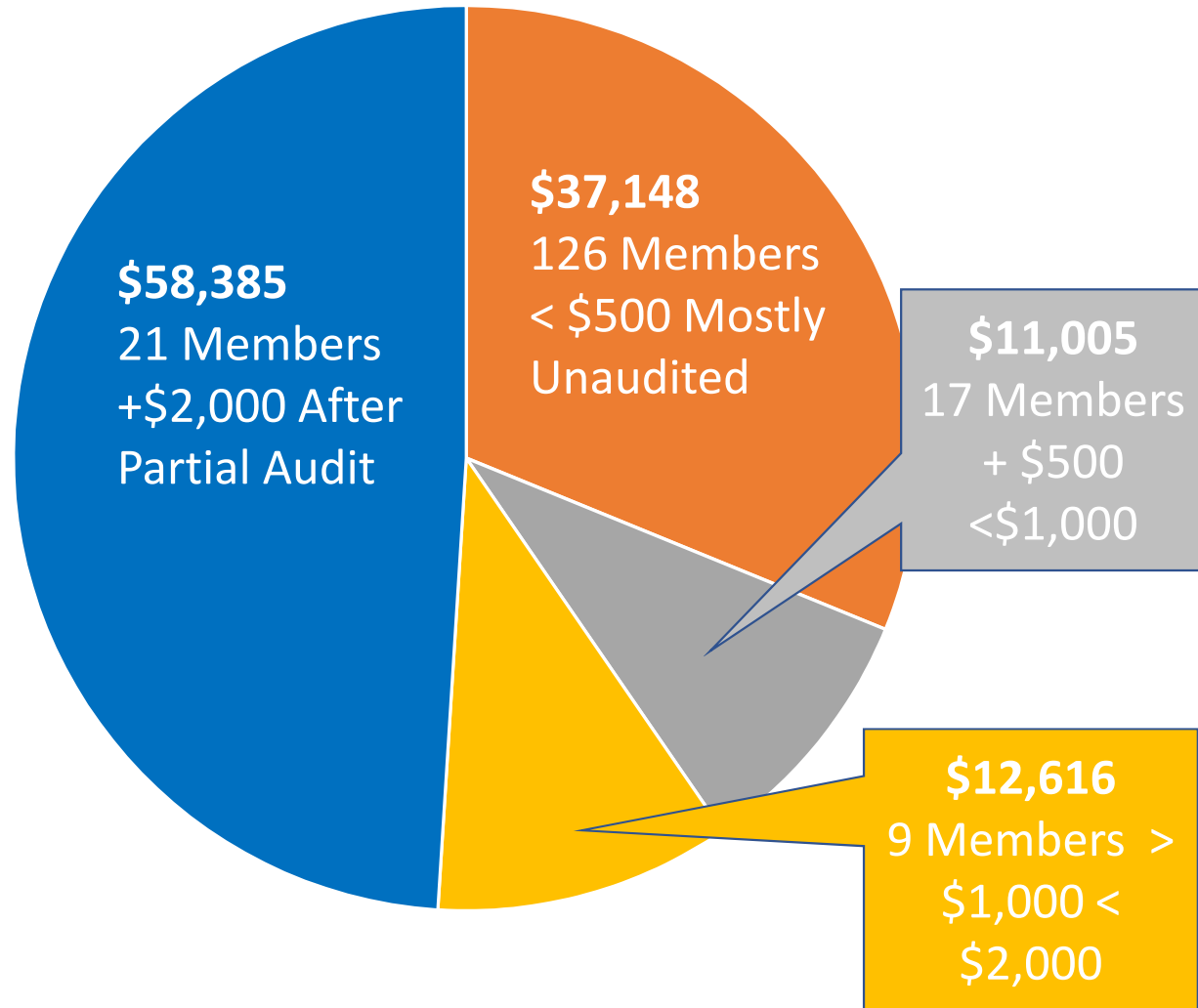
\$6,045
7 Members
+ \$500
<\$1,000

\$15,010
72 Members
<\$500



Past Due A/R Analysis 10-4-19

Total Members	Amounts Owed	% of Membership	% of A/R
324	\$0	65.19%	0.00%
126	\$37,148	25.35%	31.18%
17	\$11,005	3.42%	9.24%
9	\$12,616	1.81%	10.59%
21	\$58,385	4.23%	49.00%
497	\$119,154	100.00%	100.00%



A/R Analysis Key Points

The Account Audit started with the accounts with the largest balances. The average audit result was an increase in the amount owed as missed and incorrect late charges were added, and interest was calculated. So, the number of accounts with over \$2,000 past due increased from 13 members to 21 members, and the amount past due increased from \$32,140 to \$58,385.

The number of < \$500 is higher because more people bring their accounts current by March, as opposed to October, and an additional number of people have not paid their late fees yet. 72 versus 126.

As the account audits continue, these numbers will continue to shift. The account audits will eventually cover all accounts. The priority is the largest balances first, plus any accounts where a member has asked for a review, or a sales transaction is taking place.

Collections activity as required under the Bylaws continues, and all costs of collections are charged to the members.

Joe McDonald, Deputy Sheriff, Pierce County Sheriff's Office

Community Safety & Crime

Lake Drainage Project Update

- Engineering plan submitted to the County this spring.
- County required massive drainage lines.
- Engineering firm engaged to drive line size down.
- It appears that permit will be issued in the next few weeks.
- We hope to get construction bids and start the work this fall.

Committees Need Your Support

Audit Committee – Chaired and staffed by non-board members. Need a volunteer leader and 2 members. Will work with Dee to review books and process, and issue a report. Probably 3 meetings in total.

Budget Committee – Chaired by Dee – we need 2 member volunteers to create the FY 2020-2021 budget for review and approval at the March 2020 General Membership Meeting. Probably 2 ~ 3 meetings in total.

Event Committee – Show your community spirit and help plan/execute our events. We need 2~3 member volunteers.

1912 190th Ave SW



- Property went into foreclosure in 2017.
- Membership approved the purchase of the property in 2018.
- Property officially foreclosed on 2019-06-10 – Carrington Mortgage is the owner.
- Listed for \$84,390
- Shows offer pending.

Bylaw Changes

- Members have consistently been concerned about some properties with extreme disrepair, infestations, junk cars and other extreme issues.
- Members have also expressed concern and frustration over unapproved construction and lot clearing.
- Based on a review of the Bylaws with Corporation Counsel, the Bylaw changes noted in the General Membership Meeting Notice and handouts are the solution.
- This will give the Board the authority to take immediate action on extreme situations, while ensuring a “super-majority” of the Board is required to take action, as well as review appeals and finalize decisions to safeguard members.
- Without this detailed authority, very little can change.