

## Palmer Lake Beach Club Inc. (PLBC)

### Board Meeting Minutes, 2019-02-28, 7:00pm, Sunnyside Offices

1. **Call to Order.** The meeting was called to order at 7:09pm by Robert Perry, President.
2. **Roll Call & Welcome Visitors.** Board members present were Kim Hunsaker, Dee Starr, Jeffery Prestage, Anthony Higginson, constituting a quorum. Visitors present were Sharon Keefer, Rich Goad.
3. **President's Comments.**
  - a. The agenda was reviewed and updated.
  - b. Robert Perry talked about the improvements in the office and infrastructure systems – transition to Wave Cable, Vonage phone service, both resulting in roughly \$100 per month savings and improved capability. Also the use of [www.box.com](http://www.box.com) to store electronic records, as well as Microsoft OneDrive to back-up office PC files.
4. **Secretary:**
  - a. Anthony Higginson commented on the emails that were responded to by Robert Perry and the access to the new systems which Robert Perry will provide.
  - b. Robert Perry noted that the Board should determine systems access for board members, as well as the need to change passwords after people transition off the board and into different roles to ensure data and financial security.
  - c. It was agreed that Board Member access would be discussed at a future meeting.
5. **Treasurer (vacant position).** Contract Bookkeeper Sharon Keefer Reviewed Financials. Robert Perry motioned that Dee Starr, Board Alternate be appointed to become Treasurer. Anthony Higginson seconded the motion. There was no discussion, vote was taken, and motion was unanimously carried/carried.
6. **New Business/Agenda Items.**
  - a. **Lake Drainage Project.** Robert Perry updated the Board on a recent discussion with Contour Engineering, noting that we may have the report and a construction quote in time for the general member meeting which will allow us to more accurately explain the costs for member approval.
  - b. **Update on the upcoming general member meeting:**
    - i. Robert Perry thanked everyone who came to the notification mail stuffing at Robert's house, and noted that only 14 letters have been returned thus far - 7 for no postage, 7 due to address changes problems. All are being corrected and remailed.
    - ii. Robert Perry reviewed the Mar 23, 2019 general member meeting agenda as follows and asked for Board Members to provide input and comments prior to the next board meeting.
      1. Welcome
      2. Bob Perry: Overview of the HOA structure and operations.
      3. Report of the Audit Committee and member vote to accept.
      4. Report of the Budget Committee, and member vote to accept.
      5. Review of the proposed bylaw changes, discussion and member vote to accept (if vote is close, then "by name" count).
      6. Nominations for board seats.
      7. Introduction and comments from nominees.

8. Vote for nominees (if vote is close, then “by name” count)
  9. Review of the lake drainage project.
  10. Discuss collecting member emails to save cost of mailings.
- c. **Records Retention Policy Review and Approval.** Robert Perry discussed the draft records retention policy that was previously circulated. Anthony Higginson motioned we approve the policy, there was no discussion, Dee Starr seconded the motion and the motion was unanimously carried.
  - d. **Past Due Dues and Audits.** Robert Perry updated the Board on the progress so far on the collection and planned audits of the past due accounts, noting that we have received a lot of payments, and that the roughly \$112,000 of past dues, when collected will provide funds for projects which the membership may approve, such as play equipment on the south beach, etc., without using our reserve funds. Robert also noted after the planned audits of remaining past due accounts, we may need to commence foreclosure on some seriously delinquent accounts.
  - e. **Continuation of paid police patrols April - May 2019.** After some general discussion, which all positively commented on the value of the enhanced police presence, Dee Starr make the motion that we continue the “summer level” of paid police patrols through 6-30-19 at which time we will review. Anthony Higginson seconded the motion, there was no discussion and the motion was unanimously passed.
  - f. **Property clean-up and PLBC enforcement.** Robert Perry commented on the draft form letter that he created for Linda Niles after he met with her. The Board had no comments on the draft form letter, and Robert noted he was still waiting to hear from Linda for her comments on the draft form letter.
  - g. **Hiring of New Bookkeeper.** Jeffery Prestage made the motion that the Board hire Brandi Alvarez as the new bookkeeper, using a draft offer letter that was previously circulated. Robert Perry commented that since he was abstaining from the vote and hiring decisions due to a conflict, the Board should consider if they want to use the draft offer letter or create/edit it. Dee Starr noted that it seemed to be a good letter and protected the PLBC. Kim Hunsaker seconded the motion, all Board Members voted to carry the motion, with Robert Perry abstaining. Jeffery Prestage agreed that he would send the offer letter as a DocuSign document to Brandi Alvarez the next day.
  - h. **Role, Responsibility and Financial Transparency Policy for New Bookkeeper.** Jeffery Prestage made the motion that the draft policy be adopted. Dee Starr seconded the motion. It was noted in discussion that the Board was free to modify or reissue the policy at its discretion in the future. all Board Members voted to carry the motion, with Robert Perry abstaining.
  - i. **New PLBC website.** Robert Perry updated the Board on the issues from the previous webmaster, the problems in getting access to our website due to a lack of response from the webmaster, and the transition in hosting to GoDaddy. Robert Perry demonstrated the new website which he created and reviewed the content with the Board. The Board asked that we create a “Current Topics” section and update with board input. Robert asked the Board to provide feedback on the topics and he would update the site.
  - j. **Email address collection.** Robert Perry noted that we should solicit member email addresses at the next board meeting and get an authorization so that future notices do not need to be sent via US mail, which is expensive. The Board concurred, and Robert will prepare the necessary documents to allow members to provide their email and authorization.

7. **Next Board Meeting.** It was agreed that the next board meeting would be on March 21<sup>st</sup>, 2019 at 7:00pm at the Sunnyside offices. The primary focus of that Board Meeting would be preparation/finalization of the General Member Meeting content & presentation.
8. **Adjourn.** The meeting was adjourned at 9:00pm.