

Palmer Lake Beach Club Inc.

**Board Meeting Minutes,
2020-09-25, 7:00pm,
South Beach Offices**

1. Call to Order: 7:03pm
2. Roll Call: Jada French, Board Alternate; Dolores Starr, Treasurer; Jeffery Prestage, 1st VP; Robert Perry, President; Rosa Velder, Member/Operations Manager; Tanya Stevens, Member; Jerry Shiflett, Member; Russell Engdahl, Member; Kimberly DeSoto, Member; Sarah Watkins, Secretary; Kim Hunsaker (arrived at 7:45pm)
3. President Comments/Action:
 - a. Jada French is filling in for Kim Hunsaker until her arrival at 7:45pm.
 - b. Agenda reviewed and asked for changes. Member Tanya Stevens asked for a review of the lien process.
 - c. Discussion of Inslee's Proclamations Regarding HOA.
4. Secretary/Operations Manager:
 - a. Approval of 8-27-20 Board Meeting Minutes. Dolores Starr made a motion that the minutes be approved. Jeffery Prestage seconded the motion. There was no discussion, and the motion passed by unanimous vote of the Board.
 - b. Discussions of general correspondence and communications. There were no unusual communications or correspondence. Typical billing questions. Most email and voicemails were returned in 24 hours, a few in 48 hours.
5. Treasurer/Rosa Velder:
 - a. Financial Report. Dolores Starr reviewed the financial report. Robert Perry added additional commentary. There were several routine questions from the members, which were discussed regarding the collection of late fees, level of the late fees, and how do other HOA's handle late fees. There were no questions or comments regarding the propriety or accuracy of the financial report.
 - b. Jeffery Prestage made a motion that the financial report be approved. Sarah Watkins seconded the motion. There was no further discussion, and the motion passed by unanimous vote of the Board.
6. Lake Drainage Update: Robert Perry provided an update – project is essentially complete, and we were waiting for wood chips to be spread in one area, and final inspector sign-off. Tanya Stevens asked about the overall project cost, and Robert Perry commented about \$45,000.
7. General Membership Meeting: Robert Perry reviewed the plan of record for the fall General Membership meeting for confirmation, along with the agenda and notification process. Plan of record is October 31, 2020, from 10:00~12:00 noon at the Long Branch Improvement Club. In person attendance will be limited, but Zoom will also be used. We will send out postcards and emails as appropriate to all members by Wednesday, September 30th, 2020.
 - a. Basic Agenda:
 - Roll call.
 - Pledge of Allegiance
 - Review of process and agenda.
 - Financial Report
 - Impact of COVID on HOA operations
 - Volunteers for Budget Committee

- Volunteers for Audit Committee
- Motion on Reserve Accounting
- Motion on Independent Audit
- Volunteers for Community Investment Committee
- Lake Drainage
- Community Events – Christmas Lights contest.....
- Crime & Security Discussion

After discussion, Kim Hunsaker made a motion that the plan be approved. Dolores Starr seconded the motion. Robert Perry abstained from voting, since the plan of record included rental of the Long Branch Improvement Club foyer, and he is a Board member of the Club. There was no further discussion, and the motion passed by unanimous vote of the remaining Board members.

8. Lien Process: At the request of a member, the existing process for filing liens was reviewed, and questions answered.
9. Office Location Signs: It was noted that finding our office was difficult. Robert Perry noted that in previous session, we agreed to put a sign on the building, which is in process.
10. Non-Compliant Property Status: The Board moved to executive session. During the session, the following properties were discussed, and decisions were reached:
 - a. Tanya Stevens: The member had requested documents from our files regarding the fine, and they will be sent.
 - b. HPA Borrower: The member paid their fine but did not correct the non-compliance. We will send a new letter of non-compliance and fine. Same amount and cure period as first fine.
 - c. Fengel: Member has not corrected the non-compliance and will be sent a new non-compliance letter and fine.
 - d. Robertson: Member has not corrected the non-compliance and will be sent a new non-compliance letter and fine.
 - e. Nimrick: The Board discussed that the non-compliance was corrected (removal of excavator), and the fine will be rescinded, reflecting the Board's objective to correct non-compliance – and the collection of funds is not the objective – it's just the incentive to reach compliance.
 - f. Stensvold: Member appeal is denied since they do not agree to correct the non-compliance. A new letter of non-compliance will be sent with the same fine.
 - g. Rosium: Member has not corrected the non-compliance and will be sent a new non-compliance letter and fine. Fine was increased to \$2,000.
 - h. Bourland: Member has not corrected the non-compliance, appeal is denied and will be sent a new non-compliance letter and fine.
 - i. Dillon: Member has not corrected the non-compliance and will be sent a new non-compliance letter and fine. Fine increased to \$3,000.
 - j. Lund: Member has not corrected the non-compliance and will be sent a new non-compliance letter and fine.
 - k. Wach: Member has not corrected the non-compliance and will be sent a new non-compliance letter and fine.
 - l. Robert Perry agreed to drive by each property and update the compliance status. If a property was in compliance, the action above would not be adopted, and the property discussed in the next board meeting or via email with Board members.

- m. Following the review of the above properties Jeffery Prestage made a motion that above noted action regarding the properties and drive by be taken. Kim Hunsaker seconded the motion. There was no further discussion, and the motion passed by unanimous vote of the Board with the exception of Lund, where Dolores Starr abstained.
11. Next Board Meeting – Thursday, October 29, 2020.
 12. Adjourn: Meeting was adjourned at 9:00pm.