



**PARADISE LAKES COUNTRY CLUB  
MINUTES OF THE BOARD MEETING HELD AT THE MAIN HALL ON  
SATURDAY, August 31, 2019 – 11:30AM**

**IN ATTENDANCE:**

Sandra Wade – President  
Darryl Stushnoff – Secretary  
Brad Smith – Trustee  
Corey Thomas – Vice-President  
Lisa Thompson – Treasurer  
Kim Harden - Trustee

**ABSENT:**

Ross Kennedy – Trustee

**1. CALL TO ORDER / QUORUM CALL**

There being a quorum present, the meeting was officially called to order at 11:35 AM.

**2. APPROVAL OF AGENDA WITH THE POWER TO AMMEND**

After reviewing the agenda, it was **MOVED** by Brad Smith, **SECONDED** by Darryl Stushnoff, **VOTED** and **CARRIED** to accept the agenda with the power to amend.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

The Board Members reviewed the Board Minutes of June 15<sup>th</sup>, 2019

There being no errors or omissions, it was **MOVED** by Brad Smith, **SECONDED** by Lisa Thompson, **VOTED** and **CARRIED** to approve the Board Minutes as presented.

**4. MEMBER APPEALS/INQUIRIES/CORRESPONDENCE**

Lot #2083 – Owner appeal over fine for illegal dumping.

Lot #1144 – Owner appeal over fine for illegal dumping.

## **5. OPERATIONS/OFFICE REPORT**

Duties/tasks completed in the office/maintenance since last meeting:	Septic Inspections/Pumping, 3 <sup>rd</sup> Quarter Billing, Maintenance Lots, Vendor Show.
Members in arrears and arrangements made:	1-30 days – 21 (late charges occurred August 15th). 31-60 days – 1 (2 <sup>nd</sup> set of late charges \$10.00 on 9/15/2019) 61-90 days – 0 90 days – 4 lien/foreclosure 1 payment plan
Lot Maintenance Notices	1 lot maintenance letters out. 30 days from date on PLCC letter to maintain lot
Illegal/Warning Infractions Letters Sent	1 Warning 4 Illegal infractions
Upcoming items to prepare for:	AGM, Slow down/closure of pool (look at maintenance) road work, playground equipment and gazebo, fall trees, finish box blading cul-de-sacs..
Lot numbers sold since last meeting:	20 lots have been sold in 2019. There are currently 20 lots on the market as August 29th ,2019.
Overtime occurred during month and reason (office and maintenance):	Office Jackie (July): 7 hrs. vendor day, pool closure (August): 6.5 hrs. pool closure Maintenance – Jay (July): .25 min. finished job (August): 0  Maintenance – Don (July): 0 (August): .30 min. finish job
Feedback from membership:	Vendor show was a success! Many positive comments on the maintenance staff. How things have changed/how well they work together now. Positive/negative feedback on infractions, fines.
Questions/requests to Board:	Would like to request an end of the summer lunch for PLCC staff for an amazing job everyone has done and is doing. Huge changes in the beginning for staff and the hard work and positive attitudes have been amazing. PLCC working as a team has turned a lot around for the park. Would like to reward them for job well done.
Tree reports:	Quote sent into board for tree falling. Start date would be September 30 <sup>th</sup> if approved by board.
Purchases made:	Gate cards/fobs, shower keys, rental of tiller/tractor for box blading, material for small repairs, AGM material,
Notes:	Talk about going back to 4:30pm closure of office for just winter months so not driving in harsh weather in the dark.

After discussion, it was **MOVED** by Darryl Stushnoff, **SECONDED** by Brad Smith, **VOTED** and **CARRIED** to approve the Office Report.

## **6. SOCIAL COMMITTEE**

No active committee exists. No report received.

## **7. FIREWISE COMMITTEE**

No reports received.

## **8. FINANCIAL REPORT**

The Treasurer's report for the period ending June 11<sup>th</sup>, 2019:

- The Checking balance as of June 11, 2019 was \$56,694.07.
- The Savings balance as of June 11, 2019 was \$153,038.40.
- The Reserve Fund balance as of March 8, 2019 was \$301,391.82.

After discussion, it was **MOVED** by Brad Smith, **SECONDED** by Corey Thomas **VOTED** and **CARRIED** to approve the Treasurer's Financial Report.

#### **9. UNFINISHED BUSINESS**

- a) **New Playground Equipment** – The Board received several options which will be presented at the October 19<sup>th</sup> AGM.
- b) **Septic Inspections** – Septic inspections were completed on all tanks. Remediation and tank pumping were completed as required. One third of the tanks will be inspected annually on an ongoing basis.
- c) **Garbage/Dumping** – Illegal dumping of household and other items continues to occur, although the frequency has lessened. Owners are reminded to ensure that items are dumped/placed in the correct bins or identified areas. Signs have been posted throughout the garbage area regarding what is acceptable, and several notifications have been communicated via PLCC Newsletters and Board Minutes. Illegal dumping carries a PLCC fine.

#### **10. NEW BUSINESS**

- a) **Trustee Resignation/Appointment** – Karen McBurnie resigned July 2019. Kim Harden was appointed to the Board July 2019.
- b) **Pool Closure/Repair** – Several pool repairs have been identified that require attention. This requires draining of the pool. This work will begin sometime after the Labor Day weekend.
- c) **Increased Cost of Washroom Keys** – The costs of cutting washroom keys has increased. The cost to issue a new key to Owners will be \$17 USD effective immediately.
- d) **Risk Register** – A Risk Register will be created within Smartsheet. This document will track risks and issues associated with PLCC operations and assets, along with prioritization and approximate budgets to address each risk.
- e) **Updated/Improved First Aid supplies for office** – Due to a recent incident in the park, the office staff have requested additional first aid supplies for the office.
- f) **Puget Sound Energy Project** – The PSE project to relocate power poles, build a new path, and remove trees along the PLCC perimeter, on Kendall Road, has been cancelled. PLCC has been reimbursed for legal expenses associated with this project.

#### **11. TRUSTEE COMMITTEE EXPENSES**

None

#### **12. QUESTION PERIOD**

A question was asked regarding the USPS Postal boxes located outside of the Office in the main entrance. PLCC is looking to remove the postal boxes from the property, however are in discussions with USPS regarding the ownership of those postal boxes.

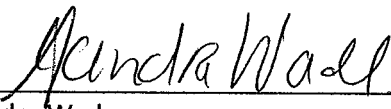
**13. NEXT BOARD MEETING**

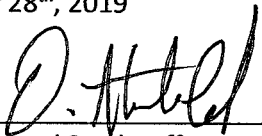
The next regular meeting of the Board is the scheduled for September 28<sup>th</sup>, 2019.

**14. TERMINATION OF MEETING**

There being no further business to discuss, it was **MOVED** by Lisa Thompson, **SECONDED** by K Kim Harden, **VOTED** and **CARRIED** to terminate the meeting at 12:41pm.

Respectfully Submitted and Signed on September 28<sup>th</sup>, 2019

  
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Sandra Wade  
President

  
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Darryl Stushnoff  
Secretary

**Owners are encouraged to write to the Board Members on any PLCC related matter (suggestions, concerns, etc.). Correspondence can be left at the Main Office or send an email to the Board at: [plccboard@comcast.net](mailto:plccboard@comcast.net)**