



**PARADISE LAKES COUNTRY CLUB [PLCC]
MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD: **January 15, 2022**
** All times noted are PST***

IN ATTENDANCE:

Dave Riley – President
Kyle Halverson – Vice President
Ross Kennedy - Treasurer
Kathy Feist – Secretary
Karl Koslowsky - Trustee
Holly Layport – Trustee (newly elected)
Mellonnie Altona, General Manager

ABSENT:

1. CALL TO ORDER / QUORUM CALL

There being a full quorum present, the meeting commenced at 11:05AM.

2. APPROVAL OF AGENDA

After reviewing the agenda, it was MOVED by Holly Layport, SECONDED by Karl Koslowsky, VOTED and CARRIED to accept the agenda with the power to amend.

3. APPROVAL OF PREVIOUS MEETING MINUTES

It was MOVED by Kyle Halverson, SECONDED by Karl Koslowsky, VOTED and CARRIED to approve the previous Regular Session meeting minutes of December 4, 2021, and Executive Session meeting minutes of December 8, 2021.

4. MEMBER APPEALS/INQUIRIES/CORRESPONDENCE

Trustee Position Candidates (recategorized from New Business section of Agenda):

Three members have put forth their name for consideration in regard to the remaining open Board of Trustees position (a one-year term). Candidates shall be asked to provide information regarding their interest and goals as a Board member. Membership will be provided this information along with a ballot so as to submit a vote for their preferred candidate.

5. REPORTS:

Operations Report

- The cold weather has made a few things challenging at PLCC regarding frozen pipes and water issues.
- The kitchen will continue to be available for members to fill water containers as needed during office hours.
- The field washrooms are closed for the winter as the pipes are not insulated and froze.
- Valley Plumbing and Electric was out to locate power issues in some cul-de-sacs. The frozen ground made locating the power lines difficult, they will try again to locate when the ground warms up.
- The pool project is progressing. The pool deck is not included in the repairs. With everything getting a facelift, it would make things look a lot better if the deck was repainted as well. The current paint is not holding up to the chemicals and it shows.

- The furnaces to the pool building, main hall and office had the yearly service done, everything is in working order.
- Maintenance is working hard to keep the roads clear, clearing the fence line, and helping with member requests.
- The website currently reflects 7 lots for sale in Division 1; 1 lot in Division 2; and 1 lot in Division 3. Five lots sold during the month of December.
- Member billing for first quarter dues has gone out; payments are due by January 31st.
 - We currently have 1 member 30 – 60 days delinquent, 28 members who are 60 – 90 days delinquent, 10 members over 90 days delinquent. One lot in the foreclosure process. Three members are on a payment plan.
- During the month of December, we had 10 contractors sign in along with five potential buyers.

After discussion, it was **MOVED** by Ross Kennedy, **SECONDED** by Kathy Feist, **VOTED** and **CARRIED** to approve the General Managers' Operations Report.

Financial Report

- Treasurer relays that as of January 15, 2021, the bank account balances were:

Checking balance	\$ 92,612.00
Savings balance	\$ 116,476.00
Reserve balance	<u>\$ 388,173.00</u>
Total	<u>\$ 597,261.00</u>

- Research will be done regarding better return options on our Money Market account, understanding that based on Board policy we can invest in less risky bonds if the Board approves.
- Noted was a breakdown in the automated process that had been set up to transfer \$25 from each member's quarterly dues from Checking to Reserve. Treasurer manually moved the appropriate funds from one account to the other for last quarter.
- Treasurer continues to communicate with bank regarding ongoing need for appropriate authority access to accounts, which should be resolved shortly once bank is provided with approved minutes from December reflecting 2022 Board and positions.

After discussion, it was **MOVED** by Karl Koslowsky, **SECONDED** by Holly Layport, **VOTED** and **CARRIED** to approve the Treasurer's Financial Report.

Committee Reports/Updates:

- No committees formed at this time.

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

Trustee position candidates (*see Member Appeals*)

Laundry Facilities:

- Request received to add laundry facilities at PLCC. Board shall research anticipated costs involved, to include any licensing or legal barriers.
- Further discussion will be needed to determine any other barriers (septic system barriers, water line issues, etc.) and budget impact.

Pool Deck Repainting:

- General Manager research cost to repaint pool deck and to install sound baffling.

Washroom Insulation

- Kitchen facility access: Board will investigate feasibility to use Alder washroom as a water access station for members as this washroom is heated with electrical supply and accessible to members year round. Suggestion made to better insulate pipes in all washrooms and perhaps winterize the one near the playground for year-round access.

Pool Reopen Date

- Anticipate that pool will open again by the end of February.
- Discussion held regarding history of hot tub and removal. Board will review historical data and further review cost, feasibility, and member interest to install another hot tub.

8. TRUSTEE OR COMMITTEE EXPENSES

- Board approved reimbursement to Kathy Feist in the amount of \$328.94 for the purchase of 3 gift certificates for staff and \$549.60 for payment of fees relating to QuickBooks software license renewal.
- Board approved reimbursement to Ross Kennedy for funding computer hardware purchases for the office (approximately \$350) will be offset against Ross' quarterly dues once dollar amount is confirmed.
- No other trustee expenses brought forward.

9. ACTIONABLE ITEMS FROM PRIOR MEETING(S)

- 12/5 Regular Meeting: No tasks assigned.
- 12/8 Executive Session: Actionable items addressed

10. NEXT BOARD MEETING

Tuesday, February 22nd. Time: 8pm PST (Executive Session at 7pm PST)

11. ADJOURNMENT OF MEETING

Motion to close the meeting was **MOVED** by Ross Kennedy, **SECONDED** by Holly, **VOTED** and **CARRIED** to approve.

Meeting concluded at 11:50am.

Respectfully Submitted and Signed:

DocuSigned by:

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Dave Riley, President

Date: 3/1/2022

DocuSigned by:

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Kathy Feist, Secretary

Date: 3/1/2022