



**PARADISE LAKES COUNTRY CLUB
MINUTES OF THE BOARD MEETING HELD AT THE MAIN HALL ON
SATURDAY, March 9, 2019 – 11:30AM**

IN ATTENDANCE:

Sandra Wade – President
Darryl Stushnoff – Secretary
Brad Smith – Trustee
Karen MacBurnie - Trustee
Corey Thomas – Vice-President
Ross Kennedy – Trustee

ABSENT:

Lisa Thompson - Treasurer

1. CALL TO ORDER / QUORUM CALL

There being a quorum present, the meeting was officially called to order at 11:29 AM.

2. APPROVAL OF AGENDA WITH THE POWER TO AMMEND

After reviewing the agenda, it was **MOVED** by Karen MacBurnie, **SECONDED** by Brad Smith, **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 January 26, 2019

There being no errors or omissions, it was **MOVED** by Darryl Stushnoff, **SECONDED** by Karen MacBurnie, **VOTED** and **CARRIED** to approve the Board Minutes as presented.

4. MEMBER APPEALS/INQUIRIES/CORRESPONDENCE

Jan Wyatt – 1139 – **RE:** Icy Conditions Around Restrooms

Doug and Lonnie Hall – 1143 – **RE:** Private Contractor

5. OFFICE REPORT

Office duties/tasks completed in the office since last meeting:	Vendor quotes for repairs, collection on arrears, meeting minutes overseeing maintenance department (ongoing).
Members in arrears and arrangements made (30 days, 60 days, 90 days):	1-30 days – 20 (these are \$10.00 late charges). 31-60 days – 19 (notices out) 61-90 days – 0 90 days – 1 (payment plan) 3 lien/foreclosure (sent to lawyer to file)
Upcoming items to prepare for:	Repairs for water tank, fencing. PLCC park clean-up “new wood area”. Completion of septic tank review. 2 nd quarter billing.
Lot numbers sold since last meeting:	3 lots have been sold in 2019. There are currently 13 lots on the market as March 8th, 2019.
Overtime incurred during Month and reason (office and maintenance):	Office – Jackie: 2 hours, waiting for security/show he what is expected 3/01/2019 Maintenance – Jay: .45 minutes maintenance job per Brad 2/03/2019
Feedback from membership:	Members sent emails that expressed how satisfied they were on PLCC having security after break-ins.
Questions/requests to Board:	Clean up shop area in and out, sell unused equipment
Tree reports:	Western Star working in the park taking down trees. New wood area for milled, chipped, firewood to be held.
Purchases made:	Materials to fix leak in kitchen, pallet salt for PLCC grounds
Notes:	Maintenance and office staff are coming together with ideas to improve the park and be more efficient.

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

6. MAINTENANCE DEPARTMENT REPORT

The maintenance department continues re-invest and monitor tree/forest maintenance. The SmartSheet collaboration and work management systems continues to assist with managing work orders and regular maintenance activities. Key activities in the past month included snow removal/clearing, tree maintenance and fence repairs.

After discussion, it was **MOVED** by Darryl Stushnoff, **SECONDED** by Karen MacBurnie, **VOTED** and **CARRIED** to approve the Maintenance Supervisor’s report.

7. SOCIAL COMMITTEE

No reports received.

8. FIREWISE COMMITTEE

No reports received

9. FINANCIAL REPORT

The Treasurer's report for the period ending March 8, 2019:

- The Checking balance as of March 8, 2019 was \$91,745.57.
- The Savings balance as of March 8, 2019 was \$152,659.42.
- The Reserve Fund balance as of March 8, 2019 was \$269,497.81.

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

10. UNFINISHED BUSINESS

- a) **PSE Easement Project Update** – Currently on hold. No updates
- b) **New Playground Equipment** –The Board has made several attempts to source a supplier to purchase/install new playground equipment. Although a number of organizations have been contacted, PLCC has not received a response from any of the suppliers.
- c) **Alder Washroom Update** – The washroom exterior received damage in recent wind storms. The repair work is substantially complete with only minor work remaining.

11. NEW BUSINESS

- a) **Guests: Denise Easton (PLCC Bookkeeper) and Bethany Andrew** – attended an Executive session prior to the Board meeting to discuss PLCC's financial health. Overall the financials are in good shape. There was a recommendation to re-allocate funds to reduce the operating budget while increasing our reserve budget.
- b) **Fence Repairs** – There are several (4) breaches in the perimeter fence which require repairs. Northwest Fence will complete the repairs in the coming weeks.
- c) **Break In Activity/Security** – There were 2 security incidents that affected two lots. As a result, the Board hired an external security company to patrol the park over several days to display a security presence. Fence repairs will also be completed to address unauthorized access into the park.
- d) **Community Safety/Vendor Day** – A Community Safety/ Vendor Day is being planned for in May. This would include inviting many local vendors and retailers and providing food and beverages.
- e) **DVR/File Server for office cameras and phone systems** –A quote was reviewed to upgrade the technology in the office to support the storage of electronic office files, PLCC camera data, and other office technology storage.
- f) **Main Hall TV/Audio System Repairs** – A quote was reviewed to repair/replace the main hall TV audio system.

12. TRUSTEE COMMITTEE EXPENSES

None

13. QUESTION PERIOD

A question was received regarding the opening of the pool for the season.

14. NEXT BOARD MEETING

The next regular meeting of the Board is the scheduled for April 27, 2019.

15. TERMINATION OF MEETING

There being no further business to discuss, it was **MOVED** by Ross Kennedy, **SECONDED** by Karen MacBurnie, **VOTED** and **CARRIED** to terminate the meeting at 12:30 PM.

Respectfully Submitted and Signed on April 27, 2019



Sandra Wade
President



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