



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

IN ATTENDANCE:

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

ABSENT:

1. CALL TO ORDER / QUORUM CALL

There being a quorum present, the meeting was officially called to order at 11:31 AM.

2. APPROVAL OF AGENDA WITH THE POWER TO AMMEND

After reviewing the agenda, it was **MOVED** by Lisa Thompson, **SECONDED** by Corey Thomas, **VOTED** and **CARRIED** to accept the agenda with the power to amend.

The Agenda was updated to include a PSE Update.

3. APPROVAL OF PREVIOUS MEETING MINUTES

The Board Members reviewed the Board Minutes of March 9th, 2019

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

4. MEMBER APPEALS/INQUIRIES/CORRESPONDENCE

There were no member appeals/inquiries/correspondence.

5. OFFICE REPORT

Office duties/tasks completed in the office since last meeting:	Vendor appointments, Billing/collection on arrears, overseeing maintenance department (ongoing). Septic job ready for inspections. Equipment maintenance.
Members in arrears and arrangements made (30 days, 60 days, 90 days):	1-30 days – 68 (late charges occur May 15th). Notice have been sent out. 31-60 days – 0 61-90 days – 1 (paying this weekend) 90 days – 2 (payment plans) 1 lien/foreclosure
Upcoming items to prepare for:	Septic Tank Inspections/pumping, Late charges on accounts, proposals for board to review, continue fixing equipment, cleanup of park, opening of pool.
Lot numbers sold since last meeting:	9 lots have been sold in 2019. There are currently 18 lots on the market as May 10th ,2019.
Overtime incurred during Month and reason (office and maintenance):	Office – Jackie: 11 hours, Washroom Wizard (3), Don Meeting (2), library/park clean-up (6) for April/May. Maintenance – Jay: 3 hours truck breakdown/towed (April).
Feedback from membership:	Park is starting to look in order. How well PLCC staff is helping members out right away when needed, Office staff always friendly/courteous.
Questions/requests to Board:	Repaint the library area (Suzie).
Tree reports:	SR for trees in green space. Marked and put on removal map ones that maintenance can't do. Nothing immediate.
Purchases made:	Red mulch for PLCC ground areas, hall tv items, office camera/computer (Ross), pool heaters. Small items for maintenance/office.
Notes:	Will be hiring a custodian/maintenance person to start work end of June till September for pool closing/park maintenance 4:30-9:30 (30 hrs. week)

After discussion, it was MOVED by Lisa Thompson, SECONDED by Darryl Stushnoff, VOTED and CARRIED to approve the Office Report.

6. MAINTENANCE DEPARTMENT REPORT

No reports received.

7. SOCIAL COMMITTEE

No reports received.

8. FIREWISE COMMITTEE

No reports received.

9. FINANCIAL REPORT

The Treasurer's report for the period ending May 6th, 2019:

- The Checking balance as of March 8, 2019 was \$87,378.33.
- The Savings balance as of March 8, 2019 was \$152,782.85.
- The Reserve Fund balance as of March 8, 2019 was \$285,315.71.

After discussion, it was MOVED by Karen MacBurnie, SECONDED by Darryl Stushnoff VOTED and CARRIED to approve the Treasurer's Financial Report.

10. UNFINISHED BUSINESS

- a) **New Playground Equipment** –The Board is exploring options to replace the playground equipment. Quotes are being received to dismantle and remove the existing equipment and replace the equipment and improve the surrounding grounds.

11. NEW BUSINESS

- a) **Septic Inspections/Pumping** – The maintenance department is currently creating a septic system inspection plan and entering the activities into the Smartsheet tracking application. One third of the tanks and septic fields will be inspected annually and pumped as required. Quotations are currently being accepted for these services.
- b) **Major Equipment Repairs** – A mobile mechanic (BRIM) has been hired to inspect and setup regular maintenance for the major maintenance equipment (backhoe, excavator, etc.) Repairs will be completed as required.
- c) **Staff Changes** – A performance improve plan has been instituted for PLCC employees. This includes annual performance reviews. Jackie continues to act as Manager/Dispatch, overseeing overall PLCC activities. Junior and Senior Maintenance positions have been created and PLCC continues to supplement maintenance and office services where it is financially beneficial to PLCC.
- d) **Landscape Contract Renewal** – PLCC has renewed the landscaping contract with Baker Landscaping. The contract has been enhanced to include snow/removal services if required. A contract for washroom cleaning services has also been established.
- e) **Pool Heaters** – The three pool heat exchangers have corroded and are continually plugging up. All three heaters will be replaced in preparation for the May 18th weekend pool opening.
- f) **Brush Pile (PLCC Roadways)** – It was previously communicated that members should create brush piles along the roadways for pickup. This instruction was communicated in error. Members should not be creating brush piles but burn brush and tree limbs instead.
- g) **Gate Maintenance** – Gateway Controls has inspected the Main Gate for maintenance purposes. PLCC is reviewing a quotation that includes several recommendations for improvements and an ongoing preventative maintenance plan.

- h) **Puget Sound Energy Update** – PSE has provided official notification to retract their proposal. PLCC is engaged with legal counsel to recoup approximately \$7000 in legal fees incurred during the negotiation process with PSE.

12. TRUSTEE COMMITTEE EXPENSES

None

13. QUESTION PERIOD

A question from a member was raised regarding the state of the gravel in their cul-de-sac. PLCC will add a regular maintenance task to include cul-de-sac inspections and explore box-blading services as required.


14. NEXT BOARD MEETING

The next regular meeting of the Board is the scheduled for June 15th, 2019.


15. TERMINATION OF MEETING

There being no further business to discuss, it was **MOVED** by Lisa Thompson, **SECONDED** by Corey Thomas, **VOTED** and **CARRIED** to terminate the meeting at 12:41 PM.

Respectfully Submitted and Signed on June 15th, 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