Park Royal Mutual Water Company

Board of Directors Meeting

November 6, 2019

Minutes

Meeting called to order: 6:05 p.m.

Present: Mary Criquet, Erin Fender, Mark Heydon, Judy Texiera, Keith & Janet Roark, Kristen Tantarelli

**Approval of minutes from 8/24/19**

* Motion of approval: Keith R.
	+ Second: Mark H.
	+ Vote: Motion approved

**Bylaw revision**

* New lawyer, Martin Hirsch, $100 less per hour than previous lawyer
* Park Royal Mutual Water Co. is in retainer agreement with Hirsch’s firm
* Hirsch reviewed current and proposed bylaws
	+ Hirsch comments indicate proposed bylaws reiterate laws, making the bylaws too dense.
	+ Action: Hirsch crafting official memo with proposed changes, suggests executive session for board to review. Memo will include “best practices” and “law”
* Topics for discussion with Hirsch
	+ Lot vs. connection
	+ Meters (from 9.1 of proposed bylaws) “shall vs. “can”
	+ Point system for households/lots. Example: sqft lawn, pool, ADUs, etc.
	+ Bylaw revision requires 50% member approval
* Committee request: Mark H., Mary C. & Erin F. are committee Meeting Nov. 15 @ 3 p.m.

**Invoice language**

* Member suggestions:
	+ statements instead of invoices
	+ Reduce size of late warning, simplify language
	+ Reference state legislation regarding shutoff laws (SB998)
	+ Add monthly cost ($85)
	+ Add invoice schedule

**Committee Updates**

**Well Repair: Mark H. Keith R. & Brad**

* Estimates: compressor & check valve $1,000 | New Building $3,000-5,000
* Standard is to have duplicity of systems
* Our system is 60 years old
* Weeks’ estimate for a new, modern system $110,000-$120,000
* Mark H. suggests capital improvements
	+ Revenue Discussion
* Defining purpose of committee
	+ Identify 5 highest priority repairs and their cost
	+ Report due in February

**Treasurer’s report**

* Comment: “transfers to reserve” should be listed as expenses in Quickbooks
* General discussion regarding overdue members.
	+ Proposed action to remedy overdue: phone calls
	+ Statements sent at 60 days past due
* Motion of approval: Mark H.
	+ Second: Keith R.
	+ Vote: Motion approved

**Open Discussion**

* Request to add “public comment” section to future meetings in accordance with Brown Act
* Next meeting proposed, Wednesday, February 19

Meeting Adjourned: 7:29 p.m.

Added 2/19/20:

Corrected spelling of Martin Hirsch (Hirsch instead of Hurst)

These minutes were approved at the 2/18/20 meeting.

**“Approval of minutes from 11/6/19**

* Motion of approval: Erin F.
	+ Second: Keith R..
	+ Vote: Motion approved”