

**Carlyon Beach Homeowners Association
Annual Board Meeting Minutes
June 12, 2021**

Present: Sandi Allen, Patricia Olive, Lisa Krupp, Marv Harris, Bill Allen, Jeremy Madden

1. The Annual Meeting was called to order at 10:01 am by Sandi Allen

2. Flag Salute

3. Introduction of Board of Trustees

Sandi Allen, Vice President, Marina
Lisa Krupp, Treasurer
Patricia Olive, Secretary, Water and Wastewater
Bill Allen, Architecture
Jeremy Madden, Parks and Recreation
Stan Harris

4. Introduction of Invited Guests

Skip Houser, Attorney
Corey Rux, Griffin Fire Chief

5. Approval of 2020 Annual Meeting Minutes

Motion 1 – Corey moved that the Minutes of the Annual Meeting of November 7, 2020 be approved. Dave Shinar seconded. Approved unanimously.

6. Introduction of and comments from candidates for Board of Trustees

Jeremy Madden
Lisa Krupp
Bill Allen
Dianne Bradford
Barbara Quick

7. Sandi Allen called for nominations for Board of Trustees from the floor. There were no nominations from the floor.

8. Treasurers Report (report attached)

Lisa Krupp reports that assessment income is lower than our expenses. Personnel costs remain under budget as we do not have a year-round manager. Contractual Services and Parts and Supplies are over budget. Other Expenses is over budget due to capital

gains taxes on the sale of the rental house. Our Reserve Study indicates that we are 44% funded and at a moderate risk of a Special Assessment in the future. We need to build the Reserve Fund for large projects or emergencies.

There was a suggestion from the floor to form a volunteer committee to work on some projects around the neighborhood.

9. **Water and Wastewater** (report attached) – Our water system has not been sited for any issues in the past year. Repairs are ongoing on our aging system. Our Water Technician continues to update our mapping system. There will be some major work at the water tower this year. Our Wastewater Treatment Plant continues to run efficiently and once again received an award for our community. This being said, the system is aging and some items and systems could use some updating.

10. **Washington State Mandatory Cross Connection Survey** was explained by Trustee Patricia Olive. All owners that have water connections should return the survey that is in the Annual Meeting Packet. It helps us ensure that our water system is safe and sanitary.

11. **Proposed Bylaw changes**

Proposal 1 Lisa Krupp stated that there is a need to increase the general operating fund assessment by \$5 per month for a single lot. This will generate about an additional \$42,000. This helps pay for maintenance of the parks, roads, water lines, our employee salaries, utilities, and contractual services like insurance, IT, and legal support.

Proposal 2 requests an increase to the capital reserve fund assessment by \$5 per month. This will generate an additional \$42,000. This fund is used for capital improvements, the purchase of new equipment and to save for future needs.

Proposal 3 requests increasing the slide lot assessments to \$100 annually. This increase will go towards administrative costs and services. Lisa explained that this is for lots that are determined yearly to be materially affected. Skip Houser indicated that materially affected lots cannot be built upon and that there is a 10,00-year building moratorium as set by the County. These owners can use the facilities.

Jeremy Madden explained **Proposal 4** – Clarifying the process whereby a board member discloses a conflict of interest. Sandi Allen clarified that she and board member Bill Allen are not related nor are Marv Harris and Stan Harris.

12. Final Call for Ballot Collection

- Skip Houser confirmed that we have a quorum with returned ballots exceeding 12% of the members entitled to vote.

A 10-minute recess was called

13. Board of Trustee Reports:

Sandi Allen, Marina – The moorage rates are standardized across all sizes in the upcoming renewal for 2021 – 2022. There are open slots for 18-foot slips and 1 slot for 26 foot slips. There are currently no 22-foot slips available. There will be some major upgrades at the marina. Capital Funds and slip fees contribute to this work. We are almost at the half way point, with 26 of the 52 fingers replaced. Permits are required when work is done in the marina. Obtaining the permits slows the process down. Fencing is needed for A Dock and the B Dock. People are entering the docks by swinging around the gates. This has caused damage that requires refashioning the fence system.

Marv Harris, Roads and Storm Water – Channel was finished this year and Whitecap is on the agenda for this year. The winter wasn't too bad on the roads. The parking lot at the clubhouse is being looked at as well as other bad spots throughout the neighborhood. The storm drains and bio-swales are an important part of our filtering system. It is important not to park in or otherwise damage those ditches. We have to follow regulations by the state to keep them maintained properly. Please respect our stop signs and speed limits. Please enjoy and help protect our community.

Jeremy Madden, Parks and Recreation – We continue to have issues with unwanted guests using our park. There have been instances of people becoming aggressive toward our members when told they are in a private community. Discussion has started about increasing security in the big park. There have been multiple loose dogs entering the park and have been observed chasing children. The gates will be worked on to hopefully allow them to close fully. The wanagan is in need of some rehab. Due to Covid this project has been pushed back.

Bill Allen, Architecture – 9 new homes in 2020 and 7 new homes have been approved for 2021. Many more properties are being occupied full time than in the past. The nature of Carlyon Beach is changing to a residential community. This will put pressure on the bylaws and the board would be remiss if we didn't factor this change into our strategic planning.

Stan Harris – Will be working to reinforce the fencing on the dock. Will be working on some of the compliance issues that arise by setting up some processes to track and enforce.

14. Election Results There were 158 voters

Candidates

William Allen – 91
Dianne Bradford – 56
Lisa Krupp – 109
Jeremy Madden – 84
Barbara Quick – 73

Write in candidates

Ted Erickson – 1
Nathan Bowman – 1
Seth Shade – 1
Donald Trump (not a member)

Bylaw proposals

Proposal 1 – 115 for, 37 against
Proposal 2 – 106 for, 44 against
Proposal 3 – 133 for, 19 against
Proposal 4 – 143 for, 6 against

Budget proposals

Proposal 1, 2021-2022 Operating Budget – 105 for, 39 against
Proposal 2, 2021-2022 Capital Fund Budget – 101 for, 43 against

The results will be posted at the clubhouse and online immediately following this meeting.

15. Member Comments

- Status of hiring a manager
 - The Board is working on a new job description for the manager that better matches skills to the job. A member of the maintenance has been elevated to manage projects. These changes should help streamline the process.
- There was a request to have evening office hours.
 - This is something to consider for the future. Perhaps a Saturday morning or one evening as needed.

Motion 2 – At 12:27, Dianne Bradford moved to adjourn the Annual Meeting. Mindy seconded. Approved unanimously.

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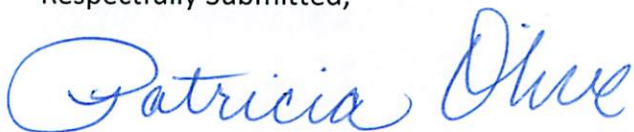
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Respectfully Submitted,



Patricia Olive
CBHA Vice President
Water/Wastewater Trustee