

**Carlyon Beach Homeowners Association
Board Meeting Minutes
May 23, 2023**

Present: Bill Allen, Stan Harris, Dianne Bradford, Marvin Harris, Lisa Krupp
Absent: Barb Quick, approved

I. The meeting was called to order at 6:10.

II. Member Comments

a. A question was asked about the procedure for mowing bio-swales. Marv explained that the crew will be mowing the bio-swales but have gotten behind schedule due to a staffing shortage. People may mow their own but the grass at the bottom of the swale should be about 4 inches tall. Landscape rocks and plants other than grass should not be put in the swale.

III. Approval of minutes

Motion 1. Dianne moved to approve the minutes of April 25, 2023. Seconded by Marv. Approved.

IV. Treasurer's Report

Dianne read the balances in the operating funds. See attached report.

V. Manager's Report

Mike Haskett reported that the transition is going well. The database has been loaded and account numbers assigned. Balance forward for each account has been completed. The accounting team at Vantage is up and running. Mike also shared many legislative updates which may impact CBHA in the future.

VI. Trustee Reports

- a. **President:** Bill reminded people of the June 10 annual meeting.
- b. **Roads and Stormwater:** Marv reiterated that it has been a challenge to keep the bio-swales mowed, especially according to the rules as explained by Colton Kerns, Thurston County. The riding mower is still in the shop with mechanical difficulties in the steering mechanism. The hydraulic parts are expensive. Marv reported that he has received a paving bid from Jimini for the parking lot and 375 ft of Windward. The proposal is \$139,000 total. After the annual meeting, the board can decide how to proceed with this at the June board meeting.
- c. **Parks:** People renting the clubhouse have not been following the rules. In at least one instance, more people were in the building than should have been and the children did not appear to be supervised on the dock or around the kayak racks. The

deposit for using the clubhouse may be raised and the fire marshal may be invited out to look at the building to determine if the occupancy should be lowered. A contract is in place to repair the wanigan in July. It will be fenced off while under construction.

- d. **Water and Architecture:** There are permits pending for a couple of new houses. Permits are in progress for a number of fences and decks and almost completed houses. The telemetry installation should be completed this week on Friday. The electrical updates to well #2 may be completed in the next week or two. Well #2 is providing adequate water but until the telemetry is installed, homes on Lookout may experience lower pressure in the mornings due to more water usage on long, hot days.
- e. **Marina:** Volunteers worked to shore up the gates to the docks. The permitting is in progress to replace the remaining finger piers. The pilings for the docks and log boom need to be surveyed.

Motion 2. Stan moved to contract with Dave's Diving Service to survey the pilings for a cost not to exceed \$2500 from the marina fund. Seconded by Dianne. Approved.

g. Compliance: Dianne explained that the compliance committee is still looking for members. She would like to have members from different parts of the community. She proposes sending out a letter to all homes reminding everyone of the property maintenance expectations, the dog rules, and some additional rules. This letter might be ready to be sent with the June statements.

VII. New Business

- a. **Cleaning Service:** Dianne is pursuing bids from 4 companies to clean the facility. The current service does not seem to be doing a thorough job.
- b. **Crestridge Reservoir roof repair:** Three bids were received ranging from \$6,000-10,000. More research needs to be done on the condition of the building. Move this item to the June agenda.
- c. **Whitecap Bio-swale bid:** One company has turned in a bid to remove the plant debris from the bio-swale for \$13,835. Marv would like to let the crew continue cleaning the debris and then revisit the situation during the summer when the water has mostly dried up. Andrea Carlson is willing to let the crew access the bio-swale through her property with a guarantee that the landscape will be returned to its previous condition. She will be sent a letter with photos showing the current condition.
- d. **First draft of the special assessment and loan options:** Lisa explained that the best loan option is a Community Association Bank loan through First Citizens bank. No down payment is required. The board discussed the pros and cons of borrowing the full amount needed, \$840,000, vs using available cash to lower the loan amount. The consensus was that taking out the full amount makes more sense. The goal would be to keep monthly payments under \$30 with a 5 year loan if necessary, though 3-4 years to pay off would be better to reduce the amount of interest paid.

More info on the loan will be provided. Lisa read the first draft of the statement explaining why a special assessment is needed. A proposed calendar to keep us on track to get this loan approved in time for July well drilling was shared.

VIII. Unfinished Business

- a. Memorial Garden:** Dianne shared a drawing and description of the proposed improvements to the memory garden area. The plan includes enlarging the planting bed at the entrance, building a retaining wall, adding soil and plants. The cost is estimated to be \$6,000 but all expenses and work will be done by volunteers.

Motion 3. Lisa moved to allow volunteers to renovate the memorial garden with no cost to the association. Seconded by Bill. Approved.

Motion 4. At 8:40, Dianne moved to enter into executive session for the purpose of discussing personnel issues. Seconded by Marv. Approved.

Motion 5. At 9:20, Lisa moved to return to open session. Seconded by Dianne. Approved.

Motion 6. Lisa moved to approve the personnel decisions as discussed in executive session regarding employee salary increases effective July 1. Seconded by Dianne. Approved.

Motion 7. Lisa moved to adjourn at 9:22. Seconded by Dianne. Approved.