

Carlyon Beach Homeowners Association

Board Meeting Minutes

November 21st, 2023

Present: Destiny Hagest, Mike Haskett, Pat Olive, Richard Allard, Marv Harris, Dianne Bradford, Stan Harris

Absent: Barb Quick and Dianne Bradford

- I. Call to order: 6:01pm
- II. Flag Salute
- III. Board Meeting Protocol – Patricia Olive
- IV. Approve absences

[6:03] Motion 1: Pat moves to excuse Barb and Dianne's absences. Seconded by Stan. Unanimous. No discussion.

- V. Member Comments - Members are given 3 minutes to address the Board, then others should be allowed to speak
 - a. Concerns over deer in poor health, member reports that fish and wildlife says it's CBHA's responsibility
- VI. Approve Minutes of October 24, 2023 – Destiny Hagest

[6:07] Motion 2: Destiny moves to approve board meeting minutes for October 24th, 2023. Stan seconds. Unanimous. No discussion.

- VII. Treasurer's Report – Mike Haskett, Vantage Communities
 - a. Highlights: employment expenses significantly under budget due to staffing shortages, vehicle repairs came from unrestricted capital. If we were fully staffed, we would be over budget
- VIII. Board Member, Committee, and Management Reports
 - a. President's Report – Patricia Olive
 - i. Employment Needs
 - 1. Two maintenance staff have left CBHA (one due to relocation, the other found a job closer to home)
 - 2. One of our remaining maintenance people has taken a new position and is in training to be a pump truck driver/acquire their CDL
 - 3. Randy has been a driver for many years here and is stepping into the foreman position in the CBHA shop
 - a. This position is probationary, allowing for either party to revert to the way things were if things are not a good fit

4. We're looking for a part-time office staff member to assist with reception and general office duties. Flexible hours, around 20 hours per week. Great job for parents/locals with office skills
- ii. Accounts Receivable
 1. Giving a list to the compliance committee to begin making phone calls to collect on delinquent balances
 2. Does it make sense to pay down the balance of our loan with the paid in full water assessment fees to lower our interest? We want to give members time to catch up with the billing changes/reduce our accounts receivables on this before we move forward with a large lump sum payment
- iii. Inclement Weather Plan – volunteers needed to put this together
 1. Staffing preparedness, how to make sure our staff is safe and able to get to work, Stan and Richard to work on this
- b. Management Report – Mike Haskett, Vantage Communities
- c. Architecture – Destiny Hagest
 - i. Concern over yellow home on Lookout Loop with vandalism and unsavory behavior
 1. Pat to coordinate with Architecture Committee on next steps for this property
- d. Communications – Destiny Hagest
 - i. Blog to foster more robust updates and communication from the board
 - ii. SMS updates on water meter installation, please be patient
- e. Compliance – Pat Olive for Dianne Bradford
 - i. The appeals process part of the compliance packet has been approved by the attorney
 - ii. Now we're determining how our rules and regs fall into the covenants and whether any of that language needs to be updated
- f. HR Topics – Richard for Barb Quick
 - i. Please send your referrals to us for maintenance and office positions
- g. Marina – Stan Harris
 - i. Starting a marina committee for first part of January to assess and evaluate safety concerns and maintenance
- h. Parks and Rec – Pat for Barb Quick & Dianne Bradford
 - i. Wanagan update
 1. We received a bid, confirmation of the work is pending a contract amendment request from CBHA
 2. We were supposed to find a contract template for this type of work, we'll need to follow up with Barb on this to make sure we have a legally sound agreement in place
 - ii. Memory Garden Update
 1. Things are quieting down with the weather turning
 2. Stump removal – we have not had the bandwidth to tackle this yet, and the weather has been uncooperative. We may just cut them down below ground level.
- i. Roads and Stormwater – Marv Harris

- i. There's some work needed on the parking lot, some areas are crumbling and starting to look like the patch that was just repaired.
 - 1. Discussion about possibly restricting the movement of large CBHA trucks
- ii. Swale update: bioswale between Whitecap and SIR, they opened up the high spot and have found where the houses on either side of the bioswale have thrown their garbage over the fence and into this. It's been a slow, difficult effort because of this refuse.
- j. Water & Wastewater – Richard Allard
 - i. Wastewater: Putting in the new undissolved oxygen unit, it's working really well. They're also looking at some wiring that needs to be worked on
 - ii. Water Distribution System Update: We had a meeting with Mike Brewer today and learned a lot. The wells are in, water looks great, may be another month to get the results back from the lab, same aquifer as before. Twenty meters installed so far. A new valve was discovered that cut off water unexpectedly to a few houses on SIR. When you turn off the water, all of the pressure drops and the sediment settles, so when you turn the water back on, make sure you run it for a while until it's clear (not down the drains) in order to flush the system. Booster pump work is starting next week. Telemetry is installed, and working, but the board needs to be trained in how to read those reports. Currently they are being monitored by Mike Brewer.
 - iii. Determining how to handle homes that are one lot with two connections
 - 1. One consideration is that we have the lot owner pay for the extra meter, or move the water line.
 - 2. Uncertainty around how many lots like this exist, need a final count to truly determine the best path forward
 - iv. Mike told us that we have to have the water connections mapped out in order to move forward with installation. This has been a very difficult process, John has been witching to find those lines. This has been especially challenging given the staffing shortages. Mike proposed having a special company come out to help us complete this process all at once, so that his company can put together a plan and schedule for all of these meters.
 - v. The expectation was that CBHA puts together a map of where the meters/connections are before the meter installation schedule is made
 - 1. Richard says we could try to locate the meters on our own, and then have this other company come in and fill in the gaps.
 - vi. F-150 truck repair – vote needed
 - 1. Waiting for transmission to show up. Estimated cost is near \$6,000. We should approve 20% over.

[7:32] Motion 3: Pat moves that we make up to \$7,250 available for repairs on the F-150 truck, to come from the unrestricted capital fund. Richard seconds. Unanimous. No discussion.

IX. New Business

- a. No new business

[7:36] Motion 4: Pat moves that we go into executive session to discuss personnel and legal matters. Seconded by Stan. Unanimous. No discussion.

X. Executive Session

[8:10] Motion 5: Pat moves that we return to regular session to vote on matters discussed. Seconded by Richard. Unanimous. No discussion.

[8:10] Motion 6: Pat moves that we provide holiday bonuses to our staff as discussed in executive session. Seconded by Richard. Unanimous. No discussion.

[8:10] Motion 7: Pat moves to adjourn. Seconded by Marv. Unanimous. No discussion.

XI. Adjournment