

Minutes

Carlyon Beach Homeowners Association

Regular Board Meeting March 26, 2019

Attending Board Members: Margaret DesRochers, Lisa Krupp, Sandi Allen, Dick Morton

Lars Swartling not in attendance.

- I. Call to order – Margaret DesRochers – 7 pm
- II. Flag Salute – Margaret DesRochers
 - a. Excuse absence of Lars – **Sandi moved and Lisa seconded to excuse Lars from the meeting.** Passed 4-0
- III. Election of new secretary – **Lisa moved and Dick seconded to appoint Sandi interim secretary.** Passed 4-0
- IV. Member Comments – There was discussion of a dog issue, on-going. Another neighbor corroborated the issue with a story of another situation. This issue was already on the agenda, under New Business. This pleased the attending members.
- V. Approval of the February 26, 2019 board meeting minutes. **Sandi moved and Lisa seconded to approve February 26, 2019 board meeting minutes.** Passed 4-0
Dick moved and Lisa seconded that Margaret, Lisa, & Sandi be the designated check signers now that Sandi has accepted the Secretary position. Passed 4-0
- VI. Treasurer's Report – Lisa Krupp stated that expenses are in line with the budget for the year to date and presented her report. See attached report.
- VII. Committee Reports
 - a. President's Report – Wood chips are being procured at no cost for the gardeners to use in the CBHA garden area. A member has requested permission to help the Boy Scouts

launch kayaks from the launch area for a trip to Hope Island. With a member accompanying them, access is appropriate as his invited guests. No rigs may be left in the launch area, but must be moved to the clubhouse parking lot after kayaks are launched. All CBHA rules must be followed. **Lisa moved and Dick seconded to allow a member to host a Boy Scout kayak outing. Passed 4-0.** Bio-swale cleanout is needed. A notice will be placed in the Newsletter for members so the summer help will be able to do the weed-eating. Summer Help should be hired by the end of April. Bert Bertell is taking inventory in the shop to help out, along with some organizing supplies for the crew. Volunteers are greatly appreciated, so when Bert offered, that offer was accepted and put into action!

- b. Roads and Stormwater – Marv Harris offered the Roads report, prioritizing projects based on the amount of money available for paving. Lisa brought up possible speed bumps due to excessive speed problems. A Black Honda has been reported by multiple people, but so far, they have not been able to get the license plate numbers because it flies by so fast.
- c. Water and Wastewater – Dick will continue to gather the latest information on the upcoming maintenance/repairs on the WWTP outfall, as some changes have caused rework to the paperwork before the actual water work begins.
- d. Marina – Sandi reported she was ordering more supplies for the log boom maintenance, and was working on a multi-year plan for marina upgrades. DNR had suggested a multi-year plan would show the total changes and simplify the permitting process. DNR also stated it would smooth the lease renewal if they could see the overview ahead of time.
- e. Architecture – Dave Malaspino has stepped in to continue what was in work before Rick’s death. Margaret will attend the meetings as the board representative, but Dave will be the focal. He reported on several builds that are moving towards completion, and talked about a lot on the edge of the slide area that had originally been 2 lots, but might have been combined before the slide. The claim is one lot is a slide lot and the other side may be buildable. There are questions that need answering and Dave will work on tracking down the facts before anyone can assume it is buildable.
- f. Parks & Recreation – Lisa reported the kayak racks have been renumbered, so the numbers now run chronologically starting from the bridge end of the launch area (North), down the shoreline and wrapping around to the new racks at the park.

VIII. New Business

- a. Rick Gamas’s passing was untimely and he will be missed. He did much volunteer work for the neighborhood, both on and off the board. He was serving as Secretary and Architecture chair at the time of his death.

Mike Cooper resigned due to increased time demands in his personal life. He served as Vice President, Road and Stormwater, and Manager Search Committee chair. We wish him well in his next endeavors. **Sandi moved and Lisa seconded to accept Mike's resignation.** Passed 4-0.

- b. **Dick moved we not fill the 2 open positions because we are so close to the Annual Elections that the neighborhood can choose from applicants.** Passed 4-0.
- c. Lisa reported that an employee had taken on more responsibility transitioning to our freshwater care focal, thereby ending the need for the extra month-to-month contract we had been paying our WWTP person. For that cost savings and for stepping up, she proposed a raise for this employee that was hired at a lower wage even with his water certifications until such time he was ready to take over the freshwater. **Lisa moved and Dick seconded to increase this employee's hourly amount by \$2.** Passed 4-0.
- d. The crew had to shut water off to a portion of the neighborhood for a repair. A member left their water off until the Saturday after the work was complete and then had an issue that required a call to a plumber for silt filled water. She asked for reimbursement for the plumber because our staff was not on duty. The board agreed to this with the caveat that the water needs to be tested while the crew is still here wherever possible. Leaving it off until the weekend isn't the proper way to handle this if one is home. **Lisa moved and Dick seconded to reimburse the \$209 plumber's fee.** Passed 4-0.
- e. **Dick moved and Lisa seconded that Sandi will chair the Manager Search Committee.** Passed 4-0
- f. Jenny Kim owes \$1300 in back HOA fees on a slide lot on Bowline. She is willing to Quit Claim the property to CBHA. The board stipulated that back taxes must first be paid. **Lisa moved and Sandi seconded to accept Jenny Kim's proposal to Quit Claim the lot on Bowline to CBHA in lieu of delinquent dues, once she has paid the back taxes.** Passed 4-0.
- g. Research is being done to determine if the property is a slide lot or buildable.
- h. Brian asked for a commercial power washer for the WWTP, but the shop has an almost new lighter duty power washer. John will talk with Brian to see if the current one could be shared, or why a commercial power washer would be necessary.
- i. A loose dog in the neighborhood bit another dog, resulting in a vet visit. Thurston County is the final authority for dog problems, but our Rules & Regulations authorize the board to follow up with a letter and fine at this point. The board also wants to call our insurance agent to make sure the follow-up protects CBHA.

IX. Unfinished Business

- a. Margaret reported the flooring replacement for the rental house has been cancelled per the renters' request.
- b. Lisa reported bids are arriving as the search for a new audit firm continues.
- c. Margaret reported that the Outfall WWTP Repair and Dive Quote was reopened for bids due to a change in business status for the selected company.
- d. New signage orders for the Launch area, Parks, and other CBHA areas are being prepared by Lisa, Lars, & Sandi.
- e. The By-Laws Proposed Changes were discussed and voted on one by one.
 - i. **Lisa moved and Dick seconded to recommend approval of Proposal #1.**
Passed 4-0.
 - ii. **Lisa moved and Dick seconded to recommend approval of Proposal #2.**
Passed 4-0.
 - iii. **Lisa moved and Dick seconded to recommend approval of Proposal #3.**
Passed 4-0
 - iv. **Lisa moved and Dick seconded to recommend approval of Proposal #4.**
Passed 4-0
 - v. **Lisa moved and Sandi seconded to recommend approval of Proposal #5.**
Passed 4-0
 - vi. **Lisa moved and Sandi seconded to recommend approval of Proposal #6.**
Passed 4-0
 - vii. **Lisa moved and Sandi seconded to recommend approval of Proposal #7 as amended.** Passed 4-0
 - viii. **Lisa moved and Dick seconded to recommend approval of Proposal #8.**
Passed 4-0
 - ix. **Lisa moved and Sandi seconded to not support this Proposal #9, with amended analysis and comment.** Passed 4-0

x. **Lisa moved and Dick seconded to not support this Proposal #10.**
Passed 4-0

xi. **Lisa moved and Dick seconded to not support this Proposal #11.**
Passed 4-0

f. A member has continued to drag out the correction of a too tall non-native tree. The Board agreed that if the work is not completed by March 31, the member will receive a letter stating fines will be assessed in accordance with the Rules & Regulations until such time this tree issue is corrected.

X. Sandi moved and Lisa seconded to adjourn the meeting at 9:23 pm. Passed 4-0.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Sandi Allen".

Sandi Allen

CBHA Secretary

**Treasurer's Report
March 26, 2019**

I. Balance Sheet as of February 28, 2019

Operating Funds

General	\$181,381
Marina	\$ 91,225
Sewer	\$ 5,056

Total **\$277,663**

Pledged Funds

Total **\$ 62,499**

Capital Funds (combined)

Total **\$168,708**

Total Cash **\$508,971**

II. Profit and Loss Budget vs. Actual Accrual Basis July through February 28, 2019

General fund: We are now 8 months, or 67%, through the fiscal year. Total expenses in the general fund are \$303,314, which is 61.7% of the budgeted amount. The two largest categories in the general fund, Personnel Services and Contractual Services are within budget.

Marina Fund: Total expenses in the marina fund are \$4,155. Major repair projects will occur in the spring or summer.

Sewer Fund: Total expenses in the sewer fund are \$166,999, 66.6% of budget.

Capital Funds (Combined): There have been no expenditures from the capital fund in the previous month. The balance in the capital fund (combined) has increased from \$150,251 to \$168,708.

III. 2019-2020 budget

The budgets for the next fiscal year are being formulated and will be ready for discussion at the April workshop. No increases in assessments are being considered.