

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, September 22, 2026
CBHA Clubhouse**

Board Members Present: Chris Williams, Lisa Krupp Kim James, Shannon Soto, Gary Jensen

Absent: Barbara Quick

Vantage Management: Mike Haskett

Call to Order: Chris called the meeting to order at 6:00 PM. A motion was made by Gary to excuse Barbara Quick from the meeting. It was seconded by Rich and carried unanimously.

Flag Salute: The Board led those in attendance to recite the flag salute.

Homeowners Forum: Homeowners in attendance were asked if they had any questions or concerns:

- Josh Croften requested that he be able to separate his combined lot into two separate properties. He said that this had been approved by the county. One lot with a house has a buyer and is due to close on October 12th. The other lot has an interested buyer. The prior owner combined the lots. There is a water meter on the lot without a house. Josh was advised that this would be discussed during the executive session and he would be contacted with the decision.

Administrative Motions:

- A motion was made by Gary to approve the August 25, 2026 meeting minutes. The motion was seconded by Rich and carried unanimously.
- A motion was made by Rich to approve the edited and amended Interest Group Policy. The motion was seconded by Gary and was unanimously approved.
- A motion was made by Chris to approve the Meter Box Policy and the cost to replace the meter boxes. The motion was seconded by Rich and was approved unanimously.

Trustee/Committee/Interest Groups/Management Reports

President's Report: None.

Treasurer's Report: A motion was made to approve the Treasurer's Report by Gary and seconded by Kim. The motion carried unanimously.

Architecture Committee Report: Several septic permits were requested. 10131 Mariner needed a septic replacement. 1828 Island Dr septic permit was approved.

Marina Report: The Marina Open House was successful. There was a potluck dinner for guests, and a fact sheet was given out. There are currently nine slips available. One family may be interested. The prototype for the railing system will be installed soon.

Parks & Rec Report: There was no meeting for the month of August.

Roads & Stormwater Report: The speed bumps at the Westwind entrance will be monitored for speeding issues. The gaps in the low-speed bumps will be filled in with material from the moveable speed bumps. The space that was left in the low, asphalt speed bumps were for pedestrians and bicycles.

Water & Wastewater Report:

- There was a chlorine leak in Well #2. There is a need for a chlorine alarm in the wells.
- Randy reported that vendor VN&B requested that CBHA complete a credit application for payments. The board stated that purchases need to be made using the association's credit card.
- There was a motion to approve the tree canopy cleanup on Steamboat Island Rd. A formal bid is still needed. A motion was made by Rich to approve up to \$3500.00. The motion was seconded by Shannon and passed unanimously.
- There was a motion to approve the influent valve repair of \$7,209.35 made by Rich. The motion was seconded by Shannon and passed unanimously.
- Leaking water meters were reported to FutureClear. They have already been cleaned up by the maintenance crew.

Memorial Garden/Events Groups: No report.

Management Report:

- Newsletter – The newsletter be distributed between the monthly Board Workshop and the Board Meeting cover the end of one month and the beginning of the preceding month.
- Accounting software update – There have been problems with the software's website vendor. Zigo payments were not going through as of September 23, 2026. There will be a Town Hall meeting at CBHOA in November consisting in a Q & A session and helping residents set up their accounts. This software will also allow residents to set up Clubhouse reservations. An instructional email or letter will be sent out on October 1st.

Old Business: The board agreed to use a free e-ballot/survey program to increase voter participation in the annual meeting and to query the membership interest on various topics throughout the year.

At 7:05 the board voted to close the regular session to move into Executive Session. The motion was made by Shannon, seconded by Lisa, and passed unanimously.

Adjournment: At 8:11 PM the board returned to regular session. The board meeting adjourned at 8:11 PM by unanimous vote.

NOTE: Executive session minutes are recorded on a separate document.

Respectfully submitted,

Kim M. James, Secretary
Carlyon Homeowners Association