

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, August 27, 2024
@ 6:00 PM – CBHA Clubhouse & Zoom**

Board Members Present: Kiffani Iverson, Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Chuck Thrap, Richard Allard

Absent: None

Vantage Management: Mike Haskett

Call to Order: Kiffani called the meeting to order at 6:00 PM.

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

Opening Remarks: Kiffani reported on the Board's efforts to reduce paper-use and announced the new slideshow that will accompany Board Meetings. The Board would like to set the tone of meetings as neighbors having conversations. Kiffani announced that the Bylaw project under new business would be delayed to next month's Board Meeting.

Member Comments: An owner requested the Parks Committee consider moving the new swing set closer to the play area in the main park. The Board reported that due to setback requirements and liability issues, the swing set could be replaced but not moved from its current location.

The owner also requested consideration for adding additional stop signs and creating 3 way stops in the community and improving communication by sending the meeting zoom link out in text reminders. The Board will consider both recommendations.

An owner reported they are having issues with their neighbor regarding compliance. The Board re-iterated their compliance process and having to provide owners with a due process procedure.

Meeting Minutes: The Board reviewed the July Minutes. **Barb motioned to approve the minutes with no corrections. Dianne seconded; the motion passed unanimously.**

Treasurer's Report: Dianne presented the July financial summary. A change added to this report was information summarizing collections efforts made by Carlyon Beach on outstanding assessments. A copy of the report will be added to the website for owners to review. An owner suggested the Board consider a 30-60-90 day aging report on future financial reports.

Committee Reports:

President's Report: Kiffani reported that compliance monitoring is ongoing and that policies have been approved so now the Board will be focusing on operational improvements. Office staff meetings will now be held weekly to assist in those developments. Kiffani reported that sign up options for texts and emails is now on the CBHA website. The Chili Cook Off event will be held on September 21 at 4pm with more information to go out in the newsletter.

Architecture Report: David reported that the committee is anticipating an application for a prefab carport and they are meeting with an owner regarding a drainage issue on a new build.

Marina: Chuck reported that the committee has formed a punch list and is working through those items. The boat trailer and CBHA owned watercraft have had their registrations renewed and the boat trailer was rebuilt to be functional. Chuck tested launching the watercraft into the water and was successful. Chuck reported that dock ladders and signage have been ordered. An extinguisher on the marina is missing so it was requested that the owner who borrowed the extinguisher please return it to CBHA.

Parks & Rec: Barb and Sandy reported that the four new picnic tables were ordered and installed. Two more tables are being considered. A potluck will be held on 9/7/24 at 1pm at the clubhouse to thank Sharon and Marv Harris for all of their volunteer work and time they have dedicated to the community. David will assist Parks with volunteers offering to help work on the bulkhead.

Roads & Stormwater: David reported the retention pond filter replacement has been completed. A speed bump on Mariner will be removed after receiving homeowner feedback. Signs will be added to a couple of key intersections and David mentioned that intersection auditing and cleanup would be a focus for next year. Speeding is an ongoing issue but with school starting owners were asked to please slow down and watch for children and pedestrians. David reported the curbs in the parking lot are being cleaned and repainted and invasive plants are being removed from bioswales as needed.

Water & Wastewater: Richard reported that the site visit with the County was completed and a list of eleven (11) items to correct was received. The list is currently in process in order to obtain the proper permits and approvals. There are two concurrent processes right now: the site inspection approval and the water system plan approval. Richard reported that a meeting would be scheduled with Brian who runs the sewer treatment plant on needed upgrades for future budget analysis and a new receiving dock for deliveries to the treatment plant was being worked on.

Kiffani announced that Carlyon beach had been recognized and awarded for their treatment plant in 2023. Richard will follow-up on receiving the award plaque for the clubhouse.

New Business: Kiffani reported that Mike would be assisting the Board in updating the Bylaws from the last two years annual meetings to ensure a current copy can be notarized and signed by the Board. This is scheduled for vote at the September Board Meeting.

Executive Session: The Board thanked everyone for attending and announced they would proceed into executive session to discuss any sensitive legal, financial, or HR matters. **Dianne motioned to move from regular session into executive session. Chuck seconded; the motion passed unanimously.**

The Board finished their discussion in executive session. **Dianne motioned to close executive session and move back into regular session. Barb seconded; the motion passed unanimously.**

From the Board's discussion in executive session, there was a vote needed to move payroll services from vantage to a third-party company. **Dianne motioned to contract payroll services with Genie Payroll effective 4th Quarter 2024. Barb seconded; the motion passed unanimously.**

Adjournment: Dianne motioned to adjourn the meeting at 8:25 PM. Barb seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager