

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, February 25, 2025
@ 6:00 PM – CBHA Clubhouse & Zoom**

Board Members Present: Kiffani Iverson, Dianne Bradford, Sandra Marsh, David Malaspino, Richard Allard

Absent: Chuck Thrap

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 restated the Board’s mission/vision statements and re-iterated the Board would like to set the tone of meetings as neighbors having conversations. **Dianne motioned to excuse Chuck from the Board Meeting. Sandy seconded; the motion passed unanimously.**

Member Comments: Owners did not have anything to report.

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

Treasurer’s Report: Kiffani presented the January financial summary. A copy of the report will be added to the website for owners to review. Kiffani discussed new graph reports to help elaborate on financial patterns and performance. An owner asked if water spending was on track with the budget and Kiffani responded with yes.

Committee Reports:

President’s Report: Kiffani reported that the Board received 143 responses on their billing feedback survey about changing the due date to the 25th of the month. The Board will be working with Vantage to take over management of the Zoom Meetings.

Architecture Report: David reported that the committee is dealing with one application for a fence.

Marina: Chuck reported that the insurance claim for the sealion damage is in process and that slip leases will need to be reviewed.

Parks & Rec: Sandy reported that the kayak reorganization has been completed and unclaimed equipment is moved to the volleyball courts temporarily. The doors on the park bathrooms and clubhouse are being reviewed and playground bark was delivered. Sandy reported the clubhouse painting has been completed and the flooring materials have been delivered.

Roads & Stormwater: David reported that more speed bumps have been ordered and the crew has been working on the kayak rack area. Crew has cleaned up the hillside of the clubhouse so the Board should review any plants to be replanted. David reported the budget for road paving for next year is in process and completed a tour of the drainage area with the insurance appointed attorney.

Water & Wastewater: Richard reported that the committee is met on the 11th of February to ratify the water use efficiency report. Richard stated the efficiency report would be submitted back to NW Water to integrate into the required WSP. **Richard motioned to approve the Water Use Efficiency Report. Barb seconded; the motion passed with 4-eyes and 2-nays.**

New Business: Dianne motioned to ratify the email vote to approve the CBHA Clubhouse flooring. Sandy seconded; the motion passed unanimously.

Barb motioned to increase the budget to finish off the clubhouse offices with the new flooring by \$3,000. Dianne seconded; the motion passed unanimously.

Dianne motioned to approve the agreement with VF Law to become the new Association attorney for collections. Sandy seconded; the motion passed unanimously.

Richard motioned to approve the proposal for tree removal from DOA for \$4,000 with 20% contingency buffer not to exceed \$5,100 from the unrestricted capital account. Dianne seconded; the motion passed unanimously.

Mike presented three bids for the Reserve Study. Kiffani asked Mike to email them to the Board to review and make his recommendations. Barb proposed purchasing a woodchipper for the Association. David suggested that would be a good idea so they should test it with a rental.

Old Business: Mike re-iterated the work being done for the insurance claim for the sealion damage is in process.

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. Sandy 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. Sandy seconded; the motion passed unanimously.**

From the Board's discussion in executive session, there were no votes or decisions made.

Adjournment: Barb motioned to adjourn the meeting at 8:04 PM. Dianne seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager