

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, January 29, 2025
@ 6:00 PM – CBHA Clubhouse & Zoom**

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

Absent: Barbara Quick

Vantage Management: Mike Haskett

Call to Order: Kiffani called the meeting to order at 6:05 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.

Member Comments: An owner wanted to follow up on a complaint submitted in July. Vantage who assists the Board in complaint processing will research and respond on the complaint status. The owner asked the Board to consider notifying owners in the future of such process changes. The Board will take those comments under advisement.

An owner suggested archiving older articles on the website which the Board announced was already being considered and looked into.

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

Treasurer's Report: Dianne presented the December financial summary. A copy of the report will be added to the website for owners to review.

Committee Reports:

President's Report: Kiffani reported that a lawsuit recap will be in the February Newsletter along with updates on the kayak racks. Kiffani announced she will be moving to Washington DC in March for work and will be working on remote capabilities to assist her remaining on the Board for the time being.

Architecture Report: David reported that the committee will meet on the first Friday of the month at 10am. Items the committee are discussing include septic tank installations, climate change impacts and a pending fence project.

Marina: Chuck reported that the committee will meet on the second Wednesday of the month at 6pm. Signs are being researched to see if Carlyon Beach can improve information at the marina. The insurance claim on sealion damage has been submitted to the Association's insurance. A monthly inspection report is in process and Kiffani asked for a redline version of the report once completed.

Parks & Rec: Sandy reported that the kayak reorganization meeting is scheduled for February 19th. The process will be to consider feedback and potentially start cleaning on the 20th. Sandy reported a survey on future plans would be drafted and sent to homeowners.

Roads & Stormwater: David reported that signs and safety cones have been purchased to help protect the crew. David will also be looking into safety vests and truck mounted security cameras to help identify vehicles endangering the Association's employees. David is meeting with a homeowner on Sand Dollar regarding a slope failure and provided a list of unsafe pump outs that will need to have advisory letters sent. The Board will be setting up additional speed bumps to address speeding vehicles around the community.

Water & Wastewater: Richard reported that the item checklist from the State to obtain source approval review is being worked on. Carlyon beach has mostly finished its responsible items and is waiting for confirmation from vendors on their needed components. Vendors are estimating once the checklist is approved and submitted, that we are 3-4 months out. Richard reported seven additional water meters have been installed and an additional 14-15 have been delayed due to issues in locating the physical meters. An owner asked who should be contacted if runoff is noticed to be flooding their water meter. The Board relayed to contact them directly in those instances.

New Business: Mike gave the Board a rough draft timeline on completion of the draft budget and the annual meeting mailing packet. The suggested deadlines were to have the draft budget completed by the March Board Meeting and the mailing packets available for pickup by May 1st.

Richard stated that a vote on the coliform testing station be delayed due to the vendor re-looking at the pricing.

Old Business: Kiffani tasked Mike with following up on the sealion insurance claim and announced the new Rules & Regulations have been edited and will be signed and posted on the website.

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: Dianne motioned to adjourn the meeting at 8:10 PM. Sandy seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager