

**Carlyon Beach Homeowners Association**  
**Minutes of the Board Meeting**  
**Tuesday, June 25, 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.

**Board Meeting Protocol:** Kiffani re-iterated protocols of how owners could submit agenda items a week prior to the meeting. The Board welcomes member feedback and comments during the meeting and would prefer not to use the gavel.

**Special Business:** Kiffani recited the election results from the Annual Meeting: Kiffani Iverson, David Malaspino, Sandy Marsh, and Dianne Bradford were elected by homeowners to serve on the Board.

**Correction:** One candidate running for election was disqualified due to not being a member in good standing at the time.

Kiffani announced the assigned officer positions and committee assignments as required by Bylaws IV.5:

- Kiffani – President
- Barbara – Vice President/Parks & Rec/HR
- Dianne – Treasurer/Compliance/Volunteer Coordinator
- Sandra – Secretary/Parks & Rec
- David – ACC/Roads/Stormwater
- Chuck – Marina
- Richard – Water/Sewer

Kiffani recited the voting results from the Annual Meeting on the bylaw proposals. Proposals 2 & 3 passed and will be updated in the Master Bylaws.

Kiffani explained the budget ratification process as outlined in RCW 64.90.525. The proposed budget was ratified in accordance with state law with the associated fee increases.

**Member Comments:** An owner asked if the HOA would slow down new building to address aging infrastructure. The Board will focus on an explicit workshop to address this issue.

An owner asked for news on the pump truck driver hiring. Barb explained that would be in her trustee report later in the agenda.

Colleen with the Events committee asked the Board to attend the 4<sup>th</sup> of July neighborhood event. The committee will be setting up a welcome wagon for new owners and renters. The committee is considering using committee funds to purchase picnic tables.

An owner requested action be taken on signs showing up in the rights of way in violation of the rules. The Board will address the signs through Compliance.

An owner expressed concerns about the speed of vehicles on Steamboat Island Road and offered to allow the HOA to move the slow down sign near the entrance onto his property for better visibility.

An owner asked if parking in rights of way on the 4<sup>th</sup> of July would be addressed. The Board confirmed they addressed the parking issue in a flyer that would go out via statements and eblast.

An owner asked if recordings of the meetings would be available like in the past. The Board confirmed they would be working on adding minutes and meeting recordings to the website for public access.

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

The Board will review the draft annual meeting minutes for next year and will consider workshop notes and motion logs as supplementary information to the minutes at meetings.

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

**Committee Reports:**

**President's Report:** Kiffani reported the Board is in discussion to complete their strategic plan. She announced a 2-month time box on the WUCIOA analysis for upcoming legislative changes.

**Architecture Report:** David reported the committee is scheduled to meet soon and plan to work on paperwork for Type 1A projects.

**Compliance:** Dianne reported a compliance related letter would go out in the upcoming billing statements. Letters planned for the summer season include shrub pruning and mowing long grass. The committee is building on the process established last year and will analyze working

with Vantage to help support administration. An owner mentioned a motorcycle issue with noise and safety. Dianne will update the newsletter and reader board to communicate the issue.

**Marina:** Chuck presented the work plan for the Marina and reported a number of volunteers have joined the committee. Pilings are still being assessed for repairs/solutions.

**HR Topics:** Barb reported that CBHA has hired a pump truck driver and they are in training. CBHA is fully staffed at this time.

**Parks & Rec:** Barb reported the water in the wanigan works but there is a known drainage issue that is being investigated. 3 bids have been received for the park sings that will be reviewed by the committee before presenting to the Board. An owner requested consideration the swings be moved closer to the play toy. Barb reported the employee appreciation luncheon is held monthly on the last Wednesday of the month. Owners are welcome to attend and advertising will be sent out to the community. Volunteers for picnic tables will be discussed.

Barb reported the security guard contract for the 4<sup>th</sup> has been secured and there will be three security guards present from 12pm to 12am. Gates in the back will be closed the night before to prepare for the event. Barb reported a kayak was stolen and cameras would be checked. Kiffani mentioned a 4<sup>th</sup> of July flyer would be included in the bills and emailed to owners. The flyer addresses FAQ questions and parking information. An owner addressed fire safety concerns from fireworks and the Board will purchase and hook up hoses at the wanigan to be used in case of emergency.

**Roads & Stormwater:** David reported the parking lot paving project is on track for August. Pavement repairs to deal with water line crossings was recommended to be out of the water fund. Owners volunteered to help Dave with patching and filling potholes.

**Water & Wastewater:** Richard reported that the application for the on-site well inspection has been submitted and CBHA is awaiting the counties response. Richard has scheduled a meeting with Brian to discuss stress tests on the sewer treatment plant. Kiffani read out the 2022 award for water system and sewer system management from the Department of Natural Resources.

**New Business:** Kiffani asked if the Board had any questions about the proposed Policy and Procedure framework and the four policies proposed. The Board did not have any questions.

**Dianne motioned to approve the Policy Procedure Framework and four new policies as presented. Sandra seconded; the motion passed unanimously.**

Richard presented a bid from Boston Harbor to address the required retention pond maintenance in the park. **Richard motioned to approve the bid from Boston Harbor for \$21,486.60 to be paid from the Unrestricted Capital Fund. Dianne seconded; the motion passed unanimously.**

The Board discussed the bid and need for transducers for wells 2 & 3 to monitor water levels as required by state regulations. The Board tabled the bid for further research. Richard was asked to provide a summary of outstanding project costs for the Board to analyze and to invite the water committee to the Board workshop.

Dianne presented the Board with options for purchasing a new camera for Zoom meetings. The options will help make the user experience more efficient and improve visibility. **Barb motioned to accept the bid for a new Zoom camera for \$195 plus shipping and taxes. Sandra seconded; the motion passed unanimously.**

**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. **Barb motioned to move from regular session into executive session. Dianne 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 were no votes held nor formal decisions made.

**Adjournment: Dianne motioned to adjourn the meeting at 8:51 PM. Richard seconded; motion passed unanimously.**

Respectfully submitted,  
Mike Haskett, Association Manager