

**Carlyon Beach Homeowners Association
Board Meeting Minutes
November 19, 2019**

Present: Matt Barnhart, Sandi Allen, Bill Allen, Jeremy Madden, Dick Morton, Lisa Krupp

I. Call to order at 7:00 by Matt Barnhart

II. Flag salute

III. Member Comments

- a. Rick Smith wanted to discuss the timeline for installing CBHA water meters and the benefits of charging for water. This would discourage waste and provide revenue to maintain the water system. Research will be done on the federal requirements for managing our water system. Matt and Jeremy agreed to meet with Rick to discuss this topic. Carol Skinner asked if homeowners' right to water was in the covenants or bylaws. There is a sentence in the bylaws regarding the right to water.

IV. Approval of Minutes

Motion #1. Bill moved to approve the minutes of the October 22, 2019 Board meeting. Seconded by Sandi. Approved 6-0.

V. Treasurer's Report

(attached)

Motion #2. Lisa moved that the information in the draft audit prepared for the fiscal year ending June 30, 2019 is accurate. Seconded by Dick. Approved 6-0.

VI. Committee Reports

- a. **President's report:** A member contacted Matt to explain that adding speed bumps had been voted against by the members at some point. Before installing the new speed bumps, the board will look into this claim.
- b. **Roads and stormwater:** Chris Williams commented that a steel ring around a monitoring device that is in the pavement on Lookout may need some attention. It seems to be loose. Dick will take a look with Marv.
- c. **Water and wastewater:** Discussed earlier in the meeting. "Flushed that out already".
- d. **Marina:** DNR accepts the choice of materials to be used in the marina repairs but a formal plan is needed incorporating the new pilings prior to permitting.

- e. **Architecture:** The committee voted to deny a variance request on Westwind. A letter will be sent to the owner advising him of this decision and notifying him that he may appeal the decision to the Board.
- f. **Parks:** No report.

VII. New Business

- a. **December meeting dates** will be December 4 and December 10.
- b. **Westwind Variance request:** discussed earlier
- c. **Tree quotes:** An additional quote was received for the work needed near the treatment plant. More information is needed regarding taking down trees in the critical habitat area. Lisa will get information prior to the December meetings regarding caring for the trees in the park.
- d. **Employee medical benefits:** Lisa explained the options for medical benefits as prepared by the insurance agency.

Motion #3. Lisa moved to increase the monthly allotment for health insurance by \$100/month for each employee. Seconded by Dick. Approved 6-0

Motion #4. Lisa moved to provide the Regency Gold PPO 2000/20% medical plan to CBHA employees. Seconded by Dick. Approved 6-0.

- e. **Office and shop phones:** Sandi explained that there are issues with the office phones and the shop phones. She gathered bids to update the system and replace the phones.

Motion #5. Sandi moved to contract with Comcast Business to upgrade the system which will be an increase of about \$54/month over the current plan. Seconded by Bill. Approved 6-0.

VIII. Unfinished Business

- a. **Rentals:** Matt will be contacting an attorney to gather information on restrictions we can legally place on rentals. Jeremy is looking at what other neighborhood associations have in place.
- b. **Meeting with sheriff:** Jeremy is contacting the sheriff and hopes to have someone for the December 4 workshop.
- c. **Cross connections:** no new information
- d. **Approve rules and regulations:** Discussion on the addition of 2 new rules.

Motion #6. Dick moved to add "Persons causing injury or damage to CBHA holdings must provide full restitution to the Capital Reserve Fund as determined by the CBHA President." This will be listed as #8 in the General Section. Seconded by Bill. Approved 6-0.

Motion #7. Bill moved to add “Multi-story structures: All buildings or structures are to be one story in height, not counting the below grade basement. No Two (2) story structures are allowed. Height variance for the roof line that might exceed the 16’ foot height limit will be reviewed by the Architecture Committee before a permit is issued or construction begins.” Seconded by Sandi. (no vote)

After discussion of the covenants, it was determined that this motion should be withdrawn until legal advice has been received on whether or not this contradicts with the covenants.

Motion #8. Sandi moved to accept the Rules and Regulations as amended. Seconded by Dick. Approved 4-2. Jeremy and Dick opposed.

e. Manager replacement plan: Matt explained that he has received about a half dozen responses sharing ideas for the manager position. Members present at the meeting asked how the current staff is managing without a manager. A discussion followed with board members sharing thoughts.

IX. Executive Session

Motion #9. (9:30) Lisa moved to go into executive session for the purpose of discussing personnel issues. Seconded by Sandi. Approved 6-0.

Motion #10. (9:50) Bill moved to return to open session. Seconded by Jeremy. Approved 6-0.

Motion #11. Sandi moved to offer Dallas the status of permanent employee with a salary increase to \$15/hour effective at the beginning of the next pay period. Seconded by Bill. Approved 6-0.

Motion #12. Sandi moved to adjourn at 9:50. Seconded by Jeremy. Approved 6-0.

Submitted by:



Lisa Krupp
CBHA Secretary/Treasurer

Treasurer's Report

November 19, 2019

I. Balance Sheet as of October 31, 2019

Operating Funds

General	\$265,128
Marina	\$121,054
Sewer	\$ 8,945

Total	\$395,128
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Pledged funds

Total	\$ 62,515
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Capital Funds (combined)

Total	\$443,111
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Total cash checking/savings \$900,855

II. Profit and Loss Budget vs. Actual Accrual Basis October 2019

Operating Funds: Expenditures in all operating funds are within reason for the fourth month of the fiscal year. Percentages in the right hand column of the profit and loss statements are expected to be in the 30-35% range, keeping in mind that expenditures don't occur equally throughout the year. Total expenses in the General Fund are 32% of budget through October. Total expenses in the Sewer Fund are 31% of budget. Expenses in the Marina Fund are at 5%.

Capital Funds: Through October, capital expenditures total \$124,953. This includes paving, outfall repair, and tree removal work.

III. Audit for fiscal year ending June 30, 2019

A draft of the audit has been completed by McSwain and Company. The audit finds no irregularities and appropriate accounting and bookkeeping practices. The three operating funds ended the year with revenue exceeding expenses.

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