

**Carlyon Beach Homeowners Association
Board Meeting Minutes
December 10, 2019**

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

I. Call to order at 7:07 by Matt Barnhart

II. Flag salute

Motion 1. Sandi moved to excuse Dick Morton from this meeting. Seconded by Jeremy. Approved 5-0

III. Member Comments

- a. Marv Harris commented on a property on Channel that is getting cleaned up.
- b. Chris Williams commented on a property on Lookout that has been unoccupied for many years. There is a concern about children playing at the property. Matt agreed to speak with the owner about her plans for the property.

IV. Approval of Minutes

Motion 2. Sandi moved to approve the minutes of November 19, 2019 Board meeting. Seconded by Bill. Approved 5-0

V. Treasurer's Report

(attached)

VI. Committee and Board Reports

- a. **President's report:** Matt noted that ideas are still coming in for the manager's position. He added that the Board has no intention of deceiving the community or violating bylaws. The Board is trying to determine the best options to pursue.
- b. **Roads:** Marv brought up some ideas for fixing a hole around a slide monitoring device in the road on Lookout. Suggestions include covering the hole with cold patch and marking the cover.
- c. **Water and Wastewater:** A lack of good bacteria in the WWTP continues to be a problem. Jeremy will talk to Brian about possible solutions. Is it possible for homeowners to be proactive and add bacteria to the home septic system? What would be required (grinder?) to add raw sewage to the treatment plant which could improve the bacteria issue?
- d. **Marina:** The permit process is plugging along. Sandi will pursue including piling replacement in the process.

- e. **Architecture:** No new permit applications. The person whose variance was denied for construction on Westwind has not responded yet in writing.
- f. **Parks:** no report

VII. New Business

- a. **Pledge funds:** This will be moved to the January meeting
- b. **Historic photos:** More information is needed so this will be moved to the January meeting.
- c. **Employee gift cards:**

Motion 3: Lisa moved to provide a \$100 gift card to each CBHA full time employee. Seconded by Bill. Approved 5-0

VIII. Unfinished Business

- a. **Tree quotes:** At the WWTP there is a concern about where to drop the trees in order to not impact neighboring properties and shoreline. Matt is working on this situation. Lisa will get at least one additional quote for pruning the elm trees in the park near the kayak racks.
- b. **Rentals:** Attorney Skip Houser has been contacted and asked to provide advice on CBHA's ability to limit rental properties and require tenant screening. More information is needed regarding LLCs owning property in CBHA.
- c. **Entrance:** Sandi will question our usual security camera contractor about the feasibility of adding cameras to each entrance to CBHA. Matt will contact the appropriate person at Thurston County to get some initial input on how we can modify the entrances to slow traffic and make it obvious that this is a private community with security cameras and 20mph speed limits.

IX. Executive Session

Motion 4. (8:05) Jeremy moved to adjourn into executive session to consider legal matters. Seconded by Bill. Approved 5-0.

Motion 5. Jeremy moved to adjourn the executive session. Seconded by Bill. Approved 5-0

Motion 6. (8:10) Sandi moved to adjourn. Seconded by Jeremy. Approved 5-0

Submitted by:



**Lisa Krupp
CBHA Secretary/Treasurer**

**Treasurer's Report
December 10, 2019**

I. Balance Sheet as of November 30, 2019

Operating Funds

General	\$255,210
Marina	\$123,607
Sewer	\$ 8,966

Total **\$387,784**

Pledged funds

Emergency H2O	\$ 11,111
Marina DNR	\$13,266
Squaxin outfall	\$ 1,510
Filter replacement	\$36,627

Total **\$ 62,516**

Capital Funds (combined)

Total **\$461,584**

Total cash checking/savings **\$911,985**

II. Profit and Loss Budget vs. Actual Accrual Basis November, 2019

Operating Funds: Expenditures in all operating funds are within reason for the fifth month of the fiscal year. Percentages in the right hand column of the profit and loss statements are expected to be in the 40-45% range, keeping in mind that expenditures don't occur equally throughout the year. Total expenses in the General Fund are 39% of budget through November. Total expenses in the Sewer Fund are 39% of budget. Expenses in the Marina Fund are at 5%.

Capital Funds: Through November, capital expenditures total \$124,953. This includes paving, outfall repair, and tree removal work. There were no expenditures from capital funds in the month of November.

*****Thank you, Lynda, for hustling to get the financial documents ready for this early -in - the -month meeting!*****