

**Carlyon Beach Homeowners Association
Board Meeting Minutes
January 28, 2020**

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

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

II. Flag salute

III. Member Comments: none

IV. Approval of Minutes

Motion 1. Sandi moved to approve the minutes of the December 10, 2020 Board meeting. Seconded by Bill. Approved 4 yes, 1 abstained

V. Treasurer Report

Motion 2. Lisa moved to drop the finance charges (\$292.31) due on 10121 Whitecap and only require the new owners to pay the remaining balance. Seconded by Matt. Approved 5-0

(See attached)

VI. Committee and Board Reports

- a. President:** Matt mentioned that he is still waiting to resolve with the county the issue of taking down the trees by the treatment plant that are in a critical habitat area.
- b. Roads and stormwater:** Matt commented that the crew will be scraping grass off the edges of the pavement which is causing stormwater to run the down the roads rather than the bioswale. This saturates the roads especially in areas that are already "alligatored".
- c. Water and Stormwater:** Jeremy talked with Brian, WWTP operator, about current issues with the operation of the plant. Some changes may be coming from the Department of Ecology that could effect our permit and require changes. He also discussed using the second SBR tank to resolve some of the issues with the number of pumps. Jeremy will talk to John and consider hiring an engineer to get the second tank operational.
- d. Marina:** Sandi reported that the permitting process continues for marina repairs. There was a situation recently when a boater had run an extension cord to his boat and left it plugged in. Just a reminder that the outlets are for use while at your boat.

- e. **Architecture:** Not much going on right now. Quiet meeting.
- f. **Parks and Recreation:** No report. Jeremy mentioned that he is willing to help with this and investigate updating the playground equipment.

VII. New Business

- a. **New A/C for Treatment Plant:** John provided an estimate for a new air conditioner that is needed to maintain required temperature.

Motion 3. Lisa moved to allow the purchase of an air conditioner for the treatment plant not to exceed \$4500 to be paid from the sewer fund. Seconded by Bill. Approved 5-0

- b. **Gravel for access road below treatment plant:** John provided an estimate of the cost for the minimum amount of gravel needed for 1200' of road.

Motion 4. Sandi moved to allow the purchase of gravel not to exceed \$3,000 for road maintenance. Seconded by Bill. Approved 5-0

- c. **Water Usage Threshold Billing:** This is a topic for ongoing discussion. A priority is to educate the community on saving water for the sake of the treatment plant in addition to good environmental practice. Research will be done to determine what is a reasonable amount of water consumption.

- d. **Bylaw Change Proposals:** A reminder to the board and the community that proposals are due March 5.

- e. **Slide lots:** Discussion of the needs of members who own lots that would require expensive engineering in order to build on. Should these members be required to pay the full annual assessments? More discussion needed.

- f. **Planting Rhodes in CBHA Property in front of 9947 Mariner:** The owner of the home had enquired about planting the right of way in front of her house. The Board is concerned about setting a precedent, and the problems that could potentially arise in the future if the property changes hands or the plantings require maintenance from the CBHA staff.

Motion 5. Jeremy moved to approve the planting at 9947 Mariner. Seconded by Sandi. Motion fails. 1 in favor, 3 opposed, 1 abstained

- g. **Employee Handbook:** no action taken. More discussion needed on possible revisions to the handbook.

VIII. Unfinished Business

- a. **Tree Quotes for Park maintenance:** Lisa will try to get another quote.
- b. **Pledge Funds:** Keep on the agenda for the next meeting
- c. **Entrance Areas:** Jeremy will follow up with PSE on the feasibility of using one of the existing power poles for mounting security cameras. The speed bumps that were purchased will not be installed until there is an opportunity to review previous ballots to determine if the community had voted to ban speed bumps some years ago.

Motion 6. Sandi moved to excuse Dick Morton from this meeting. Seconded by Bill. Approved 5-0

Motion 7. Sandi moved to adjourn at 8:04. Seconded by Bill. Approved 5-0

Submitted by:



**Lisa Krupp
CBHA Secretary/Treasurer**

**Mid-year Treasurer's Report
January 28, 2020**

I. Balance Sheet as of December 31, 2019

General Fund	\$245,888
Marina Fund	\$126,510
Sewer Fund	\$ 6,652
Total Operating Funds	\$379,051
Pledged Funds	\$ 62,518
Capital Funds	\$480,080
(combined reserve and unrestricted accounts)	
Total in checking and savings	\$921,751

II. Profit and Loss Budget vs. Actual Accrual Basis July through December, 2020

Now that we are halfway through the fiscal year, we can study the **Profit and Loss** statements to determine if we have spent about **50%** of the budgeted amount. This gives us a rough estimate of our spending, keeping in mind that not all expenses occur equally throughout the year.

General Fund: Total expenses in the general fund are \$236,500, about 46% of the budgeted amount. The largest area of the budget is personnel services. In that area 46% of the budgeted amount has been spent. We have not had a manager for a few months, which obviously saves on personnel costs, but we did continue a summer employee through the Fall, so we have had 7 full time employees through January.

Marina Fund: Expenses in the marina fund have been minimal in the first 6 months of the fiscal year, only \$3,421. A continuation of the major dock repairs and replacement are expected as soon as the permitting process is completed.

Sewer Fund: Total expenses in the Sewer Fund are at 47.3% of budget. Personnel is also the largest expense in this fund and thus far the budget is on target at 46%.

Capital Fund: Through December, expenses in the two capital funds total \$124,953. These expenses include \$22,875 for the wastewater treatment plant outfall repair and inspection as well as \$96,640 for paving. Remaining projects for this fiscal year may include termite repairs to the clubhouse and marina repairs.