

**Carlyon Beach Homeowners Association  
Board Meeting Minutes  
February 25, 2020**

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

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

**II. Flag salute**

**III. Member Comments:**

- a. Sharon Harris explained that the Events Committee would like permission to install 4 more LED lights in the clubhouse. They will pay for the electrician, Tumwater electric.

**Motion 1. Sandi moved to approve the Event Committee's proposed project to install 4 lights. Seconded by Jeremy. Approved 5-0**

- b. Sharon Harris described the bookshelves that the Events Committee would like to install in the entry to replace the current shelves. They will be purchasing the shelves from Ikea.

**Motion 2. Sandi moved to approve the installation of the new bookshelves provided by the Events Committee. Seconded by Jeremy. Approved 5-0**

- c. Marv Harris questioned what preparations we should be considering with regards to the corona virus. If /when the virus becomes evident in our area, we will follow the recommendations of the local health authority.

**IV. Approval of Minutes**

**Motion 3. Sandi moved to approve the minutes of January 28, 2020. Seconded by Jeremy. Approved 5-0**

**V. Treasurer's report**

**(see attached)**

**VI. Committee and Board Member Reports**

- a. **President's report:** Matt worked with Randy on the septic pump-out fittings one day and discussed with homeowners improvements that are needed on some pump outs to make them easier and safer to access. He worked with Bill on compliance issues

and contacted homeowners. Also discussing new WWTP requirements with Dept of Ecology.

- b. **Roads and Stormwater:** Dick asked Marv to report on any current issues. Marv suggested another drive around to prioritize roads in need of paving. As expected, the winter rains caused more road damage. Marv suggests that we consider paving Barnacle Court. They will try to contact Jimini and get bids in March.
- c. **Water and Wastewater:** Jeremy has been discussing with Brian the plan to activate the second SBR tank and also trying to get more info from Brian on a permitting process for the new WWTP regulations that are coming.
- d. **Marina:** Sandi reported that there are no permits yet.
- e. **Architecture:** No report
- f. **Parks and Recreation:** Some trees in the park have been pruned to allow better site lines for the security cameras.

## **VII. New Business**

- a. **Launch gate keys:** Sandi explained the need to purchase an additional set of boat ramp keys.

**Motion 4. Sandi moved to order a new set of ramp keys to be paid from General Fund. Seconded by Lisa. Approved 5-0**

- b. **Constant pump changing issue:** Matt brought up a concern that the frequency with which people are calling and asking for a change to their pump out could create a problem in the future. The drivers have a full schedule and are not always able to accommodate changes. As more families move into the neighborhood, we may need to consider stricter rules regarding requests to change the schedule.
- c. **New Park Equipment:** Jeremy explained that a swing on the wooden play structure in the main park came loose and his daughter crashed to the ground. (Fortunately not seriously hurt.) The play structure should be repaired for now and then probably replaced by this summer. Jeremy will begin looking for options for new equipment.

## **VIII. Unfinished Business**

- a. **Tree quotes**

**Motion 5. Lisa moved to employ Diversitree Company to prune the elm trees in the park at a cost not to exceed \$3,000. Seconded by Sandi. Approved 5-0**

- b. **Pledge funds:** take this up next month
- c. **Entrance Areas:** Regarding the damaged gate at the Westwind entrance, Jeremy is gathering two quotes and has photos to send to the perpetrator's insurance company so we may be reimbursed for the repair work. Jeremy will continue to look into options for putting security cameras at each entrance. We also need to discuss with Thurston County the options for traffic calming devices at the entrances. The guard shack will be put back up on Island Drive. Perhaps a guard shack can be built to put at the Westwind entrance.
- d. **Bylaw change proposals:** A couple of anonymous suggestions for bylaw changes were submitted, but it was agreed that anonymous proposals are not acceptable.

**Motion 6. Sandi moved to adjourn at 8:35. Seconded by Jeremy. Approved 5-0**

**Submitted by:**



**Lisa Krupp  
CBHA Secretary/Treasurer**

**Treasurer's Report  
February 25, 2020**

**I. Balance Sheet as of January 31, 2020**

**Operating Funds**

General	\$236,562
Marina	\$128,696
Sewer	\$ 5,384

**Total**                               **\$370,644**

**Pledged funds**

Emergency H2O	\$ 11,112
Marina DNR	\$13,267
Squaxin outfall	\$ 1,510
Filter replacement	\$36,629

**Total**                               **\$ 62,520**

**Capital Funds (combined)**

**Total**                               **\$498,579**

**Total cash checking/savings**   **\$931,843**

**II. Profit and Loss Budget vs. Actual Accrual Basis January, 2020**

**Operating Funds:** Expenditures in all operating funds are within reason for the seventh month of the fiscal year. Percentages in the right hand column of the profit and loss statements are expected to be in the 55-60% range, keeping in mind that expenditures don't occur equally throughout the year. Total expenses in the **General Fund** are 54% of budget through January. Total expenses in the **Sewer Fund** are 56% of budget. Expenses in the **Marina Fund** are at 6%.

**Capital Funds:** Through January, 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 January.