

**Carlyon Beach Homeowners Association
Board Meeting Minutes
September 22, 2020**

**Present: Linda Bremer, Sandi Allen, Patricia Olive, Lisa Krupp, Marv Harris, Bill Allen,
Jeremy Madden**

I. Call to order at 7:00pm by Linda Bremer

II. Flag Salute

III. Member Comments –

Seth Schade

Mike & Sherry Gardner of 2148 Island Dr. regarding property maintenance at 2202 Island Dr. per R & R IV. Property Maintenance 2.

Be free of all undergrowth, including scrub alders, blackberries, etc.

Be free of dead trees or trees that have been identified as hazardous by an arborist.

They have talked to the neighbor but have not gotten any resolution. There are dead trees that are a safety issue. Passed around a folder with pictures.

Bill Allen will go up there and take a look at it. Architecture committee will get back to him about it.

Also wanted to bring up that they are adding deck project that is not permitted.

-Linda Bremer stated that we owe a lot to our volunteers. We are grateful to our employees for all they do and everyone that steps up.

IV. Approval of Minutes

Motion 1. Sandi Moved to approve the Minutes of the August 25, 2020 Board Meeting. Bill Seconded. Approved 7 – 0.

V. Treasurer's Report (see attached report)

VI. Committee Reports

a. **President's Report:** Linda Bremer stated that this was her first month as President and appreciates everyone that helped bring her up to speed. Her background is in infrastructure and projects like the State Capital campus and state facilities. Has been looking at what all the teams and employees have on their plates and setting priorities. The top 3 are in the works.

-Bill indicated that he appreciates the organization, structure, and Professionalism that Linda has brought to the table.

b. **Roads and Stormwater:** Marv Harris reports that the roads a just about completed. There are 2 places that need further attention and need an estimate. He has started marking some bad spots that need some fill. Cold patch is pretty sad looking. May need a couple of tons of fresh cold patch. Marv stated that he spoke with John about the best process to make a long-lasting patch. A big list for next year's road repairs has been started. Is there anything that can be done about the speed bumps that have been neutralized after the paving? Can speed bumps be rolled into the scope of the job next year? Marv will see if one set of speed bumps will solve the problem on Channel. We will see how the work on Crestridge bioswale works with the rain that is coming. There is one person that continues to park in the bioswale. - **Seth Schade** completed the water runoff project between Lookout and Crestridge. The

previous system and materials had deteriorated. The original designs, from 20 some years ago, were not completed because they could not get easement. It was decided with previous President Barnhart that it should be restored to the original Department of Ecology of Thurston County plans to run the water from Lookout down through pipes to the bioswales on Crestridge. Marv indicated that it was done well and Seth states that now the water goes where it's supposed to go.

-Lisa asked what will happen with the water on Barnacle Court now that it has been paved. Patricia indicated that the bioswale to the holding pond had been rerouted and that Jimini made some ridges in the asphalt to help route the water to the bioswale.

- c. **Water/Wastewater** Patricia Olive joined in the Department of Ecology Drinking Water Survey along with John Krenik. Deficiencies will be reported in four categories from the most urgent to least urgent in need of attention. There were several things that need immediate attention, but some of those are small items. The biggest thing that came to light is that none of our staff are able to climb the 80-foot ladder to check the hatch and seal that keep contaminants from entering our drinking water and get the pictures required by the Department of Ecology. A proposal from Liqui-Vision was submitted by John Krenik in the amount of \$3495 for a new seal and other work. It was unclear if a dive was included in this estimate. Patricia will ask John to clarify the scope of work and when it will be scheduled to be completed. It was noted that the ladder to reach the top of the tower may not be to code. That is an issue for later. Jeremy asked if there was a lock on the hatch. There is a locking gate at the bottom of the ladder. Patricia will find out if there is a lock on the hatch itself. The crew has had to attend to a number of leaks in the system. It was noted that John was commended on his record keeping and the drawings that accompany his reports. The frustration that was noted in conversations with John is that he just can't attend to job of working on keeping our drinking water safe because he is pulled away so often to do other maintenance work. There was a question about the results of the analysis from Dragon Analytical. Patricia will follow up on what the results mean to us. Sandi hopes that the sludge from the retaining pond is compostable. Linda will add putting a retaining wall to the retention pond catch basin to the work list.
- d. **Marina** – Sandi reports that the permitting with the DNR, Fish and Wildlife, and the County is done. The paperwork has been sent to the Army Corps of Engineers, been received and will be forwarded to the appropriate Project Manager. It is not a fast-moving process. Sandi will be getting with some of the boat owners to make a plan. Will need to make some tough choices due to budget issues. The JARPA lease renewal is \$25. This is just to renew the lease. It is much less than the thousands of dollars they charged 3 years ago.
- e. **Architecture** – Early move in issue. Bill will still write a letter to the owner. How we handle the application of it is always open to discussion. Sandi asked if the owner has a County occupancy permit. There was no prior communication with the new owner. There has not been an Architecture Committee meeting since late June. There was a question about the status of the owner on Lookout who punched a driveway through other people's property to gain access to do work in the back yard of their own property. One of the owners was finally contacted by the owner doing the work who had removed the property stakes to gain access to their property. It is not known if the other property owners were contacted. Sandi forwarded maps of what has been observed and forwarded them to Colleen and cc'd Bill. Bill will follow up with Colleen.
- f. **Parks** – Jeremy reports that the new playground equipment is constantly being used. He thanked everyone for getting it done. Lisa indicated that she appreciated Jeremy getting stuff done. Jeremy wonders how bad the wanigan is? He will contact Seth to see if he would be willing to evaluate it. There are others on the architecture committee with construction background that may be able to help.

VII. New Business

- a. Halloween – Sandi is posting information stating that we are following the Governor’s proclamation and cannot sponsor, support or endorse Halloween Gatherings.

VIII. Unfinished Business

- a. Parking tags, locks, and security. Group size for park and commercial trips. Jeremy reports no new information about group size and commercial trips. He went on to say that we have been working on Parking Stickers for some time. Vinyl stickers that go on the inside windshield will be customized and numbered. Cost is \$382 for 1600. Visitor hang tags are \$340.20 for 600. They are printed one sided and numbered. 10-12” X 18” signs are \$217.50 and 2-24” X 24” signs to place at each drive into the parking lot are \$80 plus tax is about \$1100. This is a cost-effective way to start the process. There were many questions about the distribution process. Would the member need to present their car registration? Jeremy felt that Marcia could distribute the stickers and hang tags and noting what numbers they got. Jeremy hoped we could work on the honor system. There were questions about groups and enforcement. Members could get temporary passes if they were having a group event at the park. Sandi stated that hearing a member state that we should move forward made her more accepting of the stickers as a cost-effective method. Bill was ready to call for the question. He feels that the community has heard about this for months if they follow the board meetings. Linda states that from a safety perspective we have a responsibility to the community to do this. Sandi stated that she checked with the County and the launch fence could go up to 8’ in height. There are no eyes at that end. Non-members have been observed putting their kayak’s over the fence. We need to make sure we have language about responsibility.

Motion 2. Bill Allen moved to engage the first stage of the parking permit process per Jeremy’s outline with an authorization for expenditure of up to \$1500 to include stickers, hang tags, and signs. Jeremy Madden seconded. Discussion – This is for stickers, hang tags, and signs. 10 small signs and two large signs for parking lot entrances. Once we have the signs, they wouldn’t have to be purchased every year. Approved 4 to 3. Descending votes – Sandi Allen, Patricia Olive, Lisa Krupp.

-Sandi stated that she does support the idea and will help moving forward.

-Patricia stated she is for the idea but feels that this issue should have gone before the membership.

-Lisa asked if the Rules and Regulations needed to be changed to include the basics of what we expect. We may get feedback when presented to the membership. She feels we should get something in writing as soon as possible. There was a question about renters getting passes. There are a lot of little things that need to be worked out.

- b. By-Law changes – There is a meeting to review By-Laws and approve the packet for the Annual Meeting. Linda would like someone to join her when talking to the Lawyer. There was continued conversation about a By-Law that could restrict LLC’s from owning multiple rentals. “Limit owners from owning multiple rentals under the mask of the LLC”. It is felt that current language in Article II Section 1 regarding one rental per lot covered this issue. Can we obtain the names of all the members of an LLC? Jeremy wanted to make sure the Lawyer also got the Bylaw about commercial loggers from outside the HOA not being able to use CBHA roads to gain access to county roads. Another proposed Bylaw reads “Properties owned by an LLC must provide the HOA a list of all Directors, Officers, and Members within 10 days of ownership. Any person listed as a member of an LLC may not own additional rental property.” Linda would like to delegate Lisa and Pat to speak with the Lawyer regarding Bylaw changes. She will write a note to that effect.

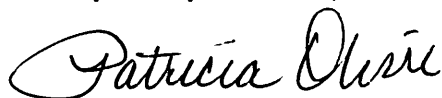
- c. Rules & Regulations – Lisa is interested in making sure that landscaping is completed on new homes built. She will check with other neighborhoods to see how they address this issue. She asked if this would be stepping on the Architecture Committee’s toes. Bylaws will be completed then we will address the Rules & Regulations.
- d. Annual Meeting – Need to decide how we are going to hold the Annual Meeting? If there are still limits on the number of people that can gather w will have to come up with an alternative. Jeremy asked if we could hold the annual meeting via Zoom. Linda described what meetings she has attended are like using Zoom. Sandi mentioned that the main reason we have the Annual Meeting is to discuss the issues going on, and count the votes. This time there won’t be a new Board to vote on. If the Governor extends the proclamation, we should cancel the meeting and plan a Zoom meeting and have all mail-in ballots.
 - We could also hold a Town Hall meeting in the spring, if we are able to gather at that time.
 - Jeremy stated that the community could be petitioned through the Newsletter for suggestions about the Rules & Regulations. He will contact Marcia regarding this.
 - In October we should be working on the Rules & Regulations assuming we are done with the Bylaws.
 - Jeremy reminded the groups that we still have the canoe and kayak the we need to put up for silent auction, or something. This is on Hold until a later date as it is not an urgent matter.
- e. Project Plans and Priorities – Linda would like to get a couple of people to review the project list and set our priorities. Then to meet with staff to get their priorities. Items from the Reserve study need to be added to the list as well.
 - Sandi asked the cost of purchasing Zoom. Linda said she would check on that information.
 - Lisa indicated that we need to decide what our agenda will be ASAP. We will come up with a draft before the meeting on the 30th.
 - Jeremy wanted to know if there were restrictions from the Governor about holding meetings. Proclamation 20-51-7 Community Associations Meetings and Late Fees.
Plan is to:
 1. Create an agenda
 2. Marcia will print up a draft
 3. Lisa and Pat will talk to the Lawyer
 4. Mail packet by October 7th

Motion 3. At 9:07pm Linda moved that we move to Executive Session to discuss personnel matters. Sandi seconded. Approved 7-0.

Motion 4. At 9:39 Marv moved to adjourn the Executive session. Bill seconded. Approved 7 – 0.

Motion 5. At 9:40 Sandi moved to adjourn the Board Meeting. Pat seconded. Approved 7 – 0

Respectfully submitted,



**Patricia Olive
Secretary
Water and Wastewater Trustee**

**Treasurer's Report
September 22, 2020**

I. Balance Sheet as of March 31, 2020

Operating Funds

General	\$325,711
Marina	\$158,511
Sewer	\$ 851

Total **\$485,074**

Pledged funds

Marina lease	\$13,269
Sewer outfall lease	\$ 1,510

Total **\$ 14,780**

Capital Funds (combined)

Total **\$486,277**

Total Cash **\$986,232**

II. Profit and Loss Budget vs. Actual Accrual Basis July through August 31, 2020

General Fund: It is early in the fiscal year to be putting too much emphasis on the percent spent in relation to the budget. In other words, 2 months into the fiscal year is about 16% through the year. We can look at the column on the left that indicates % of budget to keep track of overall expenses. Line 5300 Parts and Supplies appears to be well over the budgeted amount for the year. There are a couple of reasons for this. This section is broken down into 4 sub-sections, including Office Supplies (5302), other Supplies (5303) and Equipment and Tools (5304). There have been two relatively large expenses in this section. An upgrade to Quickbooks cost over \$2,000 and replacing the AED machine cost over \$1100. In addition, parts for the wells and water repairs (\$3388) are in this section.

Marina Fund: Line 5200 Contractual Services shows expenditures of \$2,384. This includes materials to repair the boat launch and the purchase of the moorage tube for collecting overnight guest fees.

Sewer Fund: Expenses in this fund are within budget and income is exceeding expenses.

Capital Fund: Expenditures of \$135,652 from the Reserve account include the paving project and the new playground equipment.