

**Carlyon Beach Homeowner's Association
Board Meeting Minutes
December 15, 2020**

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

- I. **Zoom Meeting called to order at 6:04pm by Linda Bremer.**
- II. **Member Comments:** There were no members present. Linda Gift, Bookkeeper
- III. **Approval of Minutes of November 17, 2020 Board Meeting.**

Motion 1 – Sandi moved to accept the Board Meeting Minutes of November 17, 2020 as amended. Lisa seconded. Approved 7/0

IV. Treasurer's Report (see attached)

Lisa stated that the balance sheet looks pretty normal. She noted that the Sewer fund was down \$1,722. The collections are not enough to cover expenses. When looking at the General Fund Lisa noted that we are 42% through the fiscal year. We are over the projected budget for **Line 5200, Contractual Services** which includes security and vehicle repair and maintenance. **Line 5300, Parts and Supplies**, is way over what was budgeted for the entire year. This was an area that was knowingly underbudgeted to balance the end of year budget. **Line 5300, Parts and Supplies** shows spending of over half the yearly budget. It was underbudgeted so we need to keep an eye on spending in that area. Marina fund in pretty good shape. Materials to repair docks and log boom are included in **Line 5300**. Sewer Fund is struggling. We will need to keep an eye on how funds are spent, trying to consolidate and conserve where we can. We may need to reevaluate and determine if \$24 per pump enough to cover costs. There were no expenses in **Capital Funds** in the last month. Bill asked if we are being proactive or reactive regarding repairs that need to be done on day to day or ad hoc items. Linda Bremer stated that we expect Scott to submit requests for work that needs to be done. We can then approve work to be done. Lisa reminded us that due to restrictions placed on the HOA we are unable to collect finance charges and fees. \$11,000 of income was budgeted to be collected in this area. Lisa suggested that we start looking at the Reserve Study in January so we can start making plans for some of the large ticket items that need to be addressed, such as the Marina. Jeremy indicated that many things have atrophied and need to be upgraded, like the clubhouse and wanigan.

V. Committee and Board Member Reports

- a. **President's Report** – We received over 50 responses to our recruitment of the Manager. That list was culled down to 10. In review it is felt that there needs to be more balance between the management skills and the hands-on skills for the job. The postings have been cancelled for now. Starting in January we will need to relook at adding new job performance requirements.
- b. **Roads and Storm Water** – Marv reports that we may want more speed bumps after the current ones are installed. There does not seem to be any trouble with the roads or the new paving. Within a couple of years, the roads should be up to date which will save us money in the future. Marv went on to state that the increased spending in all areas may be due to identifying what has not been done in the past and is now being taken care of. Many problems have been inherited that the Board is now trying to solve.

c. Water and Wastewater – Patricia reports that we have a well shut down. A company is coming to evaluate the situation on the 18th to look at the well to get that up and running. We've had less costly work done at the Waste Water Treatment Plant that had been cited in the DOH Sanitary Survey as a deficiency.

d. Marina – Sandi reports that we have made it through many agencies regarding the marina and are doing well. The news is still not timely from the Army Corps of Engineers. Permits have been held up as rules and regulations change. Sandi will be letting boaters know that we will not be able to do any work on the docks this spring. The existing plan is OK to work on using the existing permit. The 8 on Dock B need work that cannot be held off too much longer. It may be a two-step process to get all the docks changed. The cost may be a bit higher but we will get to the right size in the right place. The pilings are causing all the headaches. Sandi is currently looking for the Engineering Report.

e. Architecture – Bill reports that there is not a lot going on. An issue that came up on SIR has been resolved. Looking at a lot of properties that are not being kept up. Languishing properties need to be identified after the first of the year.

Motion 2 – Bill moved that the fine for early occupancy be reduced from \$1000 to \$500 without admitting guilt. Sandi amended the motion to Reduce the fine from \$1000 to \$500 for early occupancy at 2519 Crestridge. Bill seconded. Passed 5/2. Jeremy and Patricia voted nay.

f. Park and Recreation – Jeremy reported that there was a Silent Auction for the kayak and canoe so those items should not be taking up room. The gates are being worked on to keep stray dogs out of the park. There is a trend these days with loose dogs around the community. Bill asked if there are ways to reduce the issues with people showing up at night drinking and urinating in the parking lot. Jeremy feels the cameras are outdated and not capturing the images we need. Sandi stated that the cameras are a help but not a deterrent. People should call 911 if they see something. Bill stated that he will write something for the Newsletter encouraging members of the community to help. Residents should call 911 and not wait a day or so to email Member Service after the fact. The reply to a letter sent to an owner about a stray dog stated that they did not have a dog. Lisa will follow up with complainant to make sure we get the correct address.

VI. New Business

a. Bill asked what flexibility the crew has to get a PO and take care of something that needed to be fixed immediately? Sandi stated that there is a process that needs to be followed. This will be discussed further in Executive Session.

b. Proposed changes to Rules and Regulations will be approved as amended then go to the community to read and correct. The charges were reviewed. Fines schedule was reviewed.

Motion 3 – Sandi moved to accept the Rules and Regulations as amended. Lisa seconded. Passed 7/0.

Lisa will contact the member who suggested the change regarding trees to let them know the Board's decision not to include the changes at this time.

Motion 4 – At 6:55 pm Lisa moved to adjourn the Regular Board session and move to Executive session to discuss personnel issues. Jeremy seconded. Passed 7/0.

Motion 5 – At 7:31pm Lisa moved to return to Regular session. Bill seconded. Passed 7/0.

Motion 6 – Jeremy moved that we approve the purchase of gift cards for the employees as discussed in Executive Session. Sandi seconded. Passed 7/0.

Motion 7 – At 7:32pm Jeremy moved to adjourn the meeting. Bill seconded. Passed 7/0.

Respectfully Submitted,

A handwritten signature in black ink that reads "Patricia Olive". The signature is written in a cursive, flowing style.

Patricia Olive

Secretary

Water and Wastewater Trustee

**Treasurer's Report
December 15, 2020**

I. Balance Sheet as of November 30, 2020

Operating Funds

General	\$333,098
Marina	\$160,695
Sewer	\$ -1,722

Total **\$492,070**

Pledged funds

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

Total **\$ 14,780**

Capital Funds (combined)

Total **\$455,972**

Total Cash **\$962,923**

II. Profit and Loss Budget vs. Actual Accrual Basis July through November 30, 2020

General Fund: We are 5 months, about 42% through the fiscal year. Looking at the right column on the profit and loss page, you can see that **Personnel Services** are within budget as is **Utilities and Fuel**. **Line 5200 Contractual Services** indicates that we are over the projected budget for the first 5 months. This section of the budget includes security, and vehicle repair and maintenance, both of which have already exceeded the amount budgeted for the year. This is something to keep an eye on. **Line 5300 Parts and Supplies** has exceeded the amount budgeted for the entire year. This is the area that we shorted in order to make the budget balance. In the last fiscal year, unaudited profit and loss for June, 2020, shows expenditures of \$28,000. In 5 months, half of that amount (\$14,455) has been spent. **Line 5400 Other Expenses** is over budget because it includes the capital gains tax. Other expenses within that section of the budget are on target.

Marina Fund: Line 5300 includes materials purchased to repair the docks and logbook.

Sewer Fund: At this time, the sewer fund expenses are not exceeding income on an accrual basis. The sewer account balance (cash) was in the hole by about \$4500 on June 30, 2020 and is still negative.

Capital funds: There were no expenses in this account in November.