

**Carlyon Beach Homeowner's Association  
Board Meeting Minutes  
April 26, 2021**

**Present:** Sandi Allen, Lisa Krupp, Patricia Olive, Jeremy Madden, Stan Harris, Bill Allen. **Absent:** Marv Harris

**I. Meeting called to order at 6:03pm by Sandi Allen.**

**II. Flag Salute**

**III. Member Comments:** There were several members in attendance via Zoom and 2 in person. The Jensen's of Island Dr. presented a packet of information related to a complaint they have about the Community Garden. They did not remain to discuss the complaint. The Board stated they would review the complaint and return their determination at a later time. Justin Cox asked when the next Architectural meeting would be held. They have questions about a septic issue and some framing in their garage on Overlook Dr. They thanked the Board and CBHA staff for the work they do. Colleen Weston, a member of the Architecture Committee, asked Mr. Cox for some clarification about the garage framing and if it was being turned into living space. Mr. Cox stated that it was not being turned into living space and that the framing was temporary. Colleen also stated that the deck had been done illegally. There was no permit through the County or through CBHA. This can be discussed further at another meeting.

**IV. Approval of Minutes of March 23, 2021 Board Meeting and the March 31, 2021 Special Meeting.**

**Motion 1 – Bill Allen moved to accept the minutes for March 23, 2021 and the minutes of March 31, 2021 as reviewed and amended. Jeremy Madden seconded. Approved 6/0.**

**Motion 2 – Patricia Olive moved to excuse Marv Harris from this meeting. Jeremy Madden seconded. Approved 6/0.**

**V. Treasurer's Report (see attached)**

Lisa reviewed the Balance Sheet as of February 28, 2021. She stated that there was not too much out of the ordinary. She did note that the sewer fund is running in the red. The profit and loss statement shows that the expenses in a number of areas is over budget. Expense 5200 – Contractual Services is over budget with 120% of the budget spent with 3 months remaining in the fiscal year. This expense includes general repair and maintenance of the facilities including buying gravel, tree pruning and removal, and the ecology blocks for the decant facility. This section also includes all the legal work and the audit that takes place. These two items are within limits. Expense line 5300 only had \$10,000 assigned to it. This was done to balance the budget, knowing that this line would go over. Water is the largest expense. Plumbing parts are expensive as are the repairs. Expense line 5400 is significantly over budget due to the Capital Gains taxes owed for selling the rental house. Our expenses average between \$42,000 and \$44,000 per month. Our monthly income of about \$41,000 does not cover that. Lisa stated she is trying to get this information out there so people understand why we have to raise the

General Fund assessment. Marina fund is doing OK. There was a big expense repairing the docks that will not show up until next month. The sewer fund is just hanging in there. Hopefully the pump out increase will help bring that in line. It is prudent to keep a balance in the General Fund to cover 3 months of expenses which in our case is currently about \$150,000. By increasing the Operating Assessment for fiscal year 2021 – 2022 we can avoid spending down the balance of the general fund so we maintain this minimal cushion.

**Motion 3 – Lisa Krupp moved to write off a pump out charge at 9830 Overlook. Stan Harris seconded. Approved. 6/0.**

**Motion 4 – Lisa Krupp moved to approve the audit prepared by DNM and Associates for the fiscal year ending June 30, 2020. Bill Allen seconded. Approved 5/1 abstention by Stan Harris.**

**Motion 5 – Lisa Krupp move to approve the 2021 Reserve Study as prepared by Reserve Consultants. Jeremy Madden seconded. Approved 6/0.**

**VI. Committee and Board Member Reports.**

**a. Roads and Stormwater –** Bill Allen reported for Marv Harris that the roads are being assessed to determine what will be repaved next year. The crew is filling pot holes and they are holding up for a period of time. Stan Harris reported that the property that backs up to 2333 Island Dr was looked at and there appears to be an abandoned concrete 12” drainage pipe of unknown ownership in the ground. It is not functioning. It does fill up with water in the winter. It does not appear that there is any easement for the Association in that area according to county records. It is suggested that the land owners work together to resolve the issue. Bill indicated that the owners may want to look into solutions other than a French or curtain drain. He feels those would not work. When building begins in the vacant lot, drainage planning will need to be done. Marv can notify the owner at 2333 Island of this information.

**b. Parks and Recreation –** Jeremy Madden reports that the parking stickers have arrived. Marcia had been busy with members picking them up at the office. Unfortunately, there are still a lot of non-members who come and use the park. The stickers are to help protect the communities park and property. We are gearing up for a beautiful summer. Stan noted that some Real Estate listings are stating that we have kayak rentals here. That should be checked out and corrected. The influx into this area is just starting and is not going away. Hopefully the parking permits will help get a handle on it because the crowds are not going to get smaller.

**c. Water and Wastewater –**Patricia Olive gave a follow up to the Jolly Drain way Project. John has been flushing the lines and looking at how Well 1 is working. He is going to bring our well people back out to inspect the pump since it was sitting idle for some time.

**d. Marina –** Sandi Allen reports that the members seem happy about the new fingers. Working to get the numbering done on the slips. The latest information from the Engineer is that if we get everything done before the end of the year, we will only have to get an extension for the permit and not have to go through the entire permit process. Bill asked if there were any surprises along the way. Sandi indicated that it was priced fairly. The cost was higher than 2018 due to the higher cost of the fiberglass grids and lumber. They worked efficiently. Stan asked for a high-level review of what the next steps are. We are about half way through replacing docks and fingers. We are on hold until we can get the permit needed for longer fingers. Our docks were built for 8’ beam boats. We need to come up with a tighter procedure for

measuring new boats coming into the marina. There is only 20' between fingers. People are not providing accurate measurements of the boats. Looking at adding 26' fingers. This is the maximum length because the footprint, over water coverage, cannot change. If we add longer fingers, we would have to remove shorter fingers. It looks like we will lose 2 to 3 - 18' fingers in the shallowest area on A Dock. The longer fingers will be in a new location because they are new fingers. There was a question about removing a smaller finger and making the slips wider and charging more for the slip? Sandi indicated that was not in the plan as the marina was not built for that type of stress. At this time, it is difficult to say how many empty spots there are. In July there would be a more accurate number as people are just now getting registered. It is very difficult to right-size for the future. As this will be Sandi's last year as Trustee of the Marina, she indicated that she is willing to help whoever takes over this position. The goal is to have all the permitting quantified by Spring so we will be able to move forward.

c. **Architecture** (see attached) – Lisa Krupp asked a question about the last thing on the minutes regarding the cul de sac being cleared and graveled (Signal Ct). Brush is piled in the center of the area. It just needs to be removed. There is a concern about the possibility of someone pulling in there and setting up camp. Other than the removal of the brush, there is no plan to gravel that area. Patricia Olive will follow up on the status of this work.

## **VII. New Business**

a. **Windstorm emergency tree removal 9822 Channel** – Sandi Allen indicated that this work was completed for just under \$1000 by South Sound Trees and Landscaping. The trees were in the right-of-way and would have hit the house if they had fallen.

**Motion 6 – Sandi moved that we pay South Sound Trees the sum not to exceed \$1000 for the removal of 7 trees. Bill seconded. Approved 6/0.**

b. **Marina Engineering Report** – Sandi Allen reports that we are still waiting for the report.

c. **9812/9818 Steamboat Island Rd tree issue with waterline** - Sandi Allen reports that she has talked to the owner to determine if it was CHBA property. Marv Harris had previously suggested that maybe the waterline could go around the stump. He will discuss this with John Krenik. It is not leaking at this time. It is suggested that we hire out the work if tree removal is necessary. Marv can discuss this with the crew.

d. **Island water drainage issue** - Bill Allen stated that the sum and substance is that we have seen no responsibility or easements that is the custody of CBHA. We will recommend that the neighbors meet to discuss a means to store and disperse the water appropriately. There was a question about the county's involvement in the determination of water issues. Sandi Allen indicated that the county did have them put in a drainage system when they built their home.

e. **Approve 2006 Peterbilt repair** - There was discussion about finding another vendor for repair work. West Coast Mobile Repair was suggested. They will come to CBHA if necessary. Patricia Olive will check into this company.

**Motion 7 – Patricia Olive moved to approve paying the bill from Olympic Truck Service in the amount of \$3212.71 for the most recent repair of the 2006 Peterbilt. Bill Allen seconded. Approved 6/0.**

Sandi Allen reports that that same truck will be getting a front-end alignment done paid for by the Griffin School District due to a bus hitting the truck tire while going through the neighborhood. This is the second reported incident. It appears that the bus travels at more

than the 20mph posted speed limit. Please keep your eyes out and report if this comes up again so it can be reported.

**f. Approve Annual Packet** – Lisa Krupp asked what the plan is if the Fire Station is closed or at 25% occupancy? Do we need to put out a notice that there could be a last-minute decision to go with an all Zoom meeting? We hope that by June things will be better. We want to use the Fire Station if we are able. We will also offer Zoom as a way to attend. Since we have had one Annual Meeting via Zoom, we should be able to do that, if necessary, in the future. We should indicate that the meeting is also available via Zoom. Lisa Krupp mentioned that there was a change to the Capital Fund. The retention pond filter replacement was added at \$40,000. This means there will be another year that there is no money to go into the Reserve Fund. The ballot should be reviewed by the Attorney to make sure the wording for passing the assessment increase and passing the budget is acceptable. It costs approximately \$1000 to print and mail out the Annual Meeting packets. Lisa will communicate with the Attorney in the next couple of days. All Board Members should receive a hard copy.

**Motion 8 – Jeremy moved to approve the Annual Meeting packet with upcoming approved changes, pending attorney comments and further proofreading. Bill Allen seconded. Approved 6/0.**

**g. Approve Ballot Committee** – The Ballot Committee for the 2021 Annual Meeting consists of Marcia Rugg, Chair, John and Nancy Eller, Ilona Munsen, and Colleen Weston.

**Motion 9 – Patricia Olive moved to accept the Ballot Committee as listed: Marcia Rugg, Chair, John and Nancy Eller, Ilona Munsen, and Colleen Weston. Jeremy Madden seconded. Approved 6/0.**

**VIII. Old Business**

**a. Bylaw proposals and Attorney comments** – Jeremy felt that he had changed his Bylaw proposal as suggested by the Attorney. It should be run by the Attorney.

**Motion 10 – At 7:23pm Lisa Krupp moved that we go into Executive Session for the purpose of discussing personnel and legal matters. Stan Harris seconded. Approved 6/0.**

**Motion 11 – At 7:55pm Lisa Krupp moved to return to regular session. Patricia Olive seconded. Approved 6/0.**

**Motion 12 – At 7:56 Jeremy Madden moved to adjourn the meeting. Bill Allen seconded. Approved 6/0.**

Respectfully Submitted,



Patricia Olive, CBHA Secretary

Water and Wastewater Trustee

**Treasurer's Report  
April 26, 2021**

**I. Balance Sheet as of March 31, 2021**

**Operating Funds**

General	\$285,956
Marina	\$109,934
Sewer	\$ -2,460
<b>Total</b>	<b>\$394,312</b>

**DNR Security Deposits**

Marina lease	\$ 13,271
Sewer outfall lease	\$ 1,510
<b>Total</b>	<b>\$ 14,782</b>

**Capital Funds (combined)**

<b>Total</b>	<b>\$527,317</b>
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**Total Cash**                **\$935,630**

**II. Profit and Loss Budget vs. Actual Accrual Basis July through March 31,2021**

**General Fund:** Through March, we are 9 months, 75%, through the fiscal year. Overall, expenses in the general fund total 88% of the budgeted amount. While personnel costs are low (62%) due to not having a manager, **5200 Contractual Services** and **5300 Parts and Supplies** are considerably over budget.

For example, section **5200 Contractual Services** includes general repair and maintenance of the facilities including buying gravel, tree pruning and removal, and ecology blocks for the decant facility. This section of the overall budget is already at 120% of the budget with 3 months left in the fiscal year.

Section **5300 Parts and Supplies** includes plumbing supplies which through March totaled over \$8,000, the largest class of expenses in this section of the budget. Through March, this section is at 238% of the budget.

The total operating budget, \$495,546 averages to about \$41,000/month. Our current expenses average about \$44,000/month. It was planned that the balance in the general fund in June would carry us through this fiscal year, knowing that the current assessment would not cover expenses. It is prudent to keep a balance in the general fund to cover about 3 months of expenses which in our case would be about \$150,000.

Thus, I feel it is wise to increase the operating assessment for fiscal year 2021-22 and avoid spending down the balance in the general fund.

**Marina Fund:** The downpayment on the current construction has been paid. The balance of the payment will come from the capital reserve fund and the marina fund.

**Sewer Fund:** Expenses have exceeded income recently, with the fund showing \$-2,834 balance. The \$3 increase to the pump-out charge beginning April 1 is necessary to get this fund out of the hole and keep it in the black.

**Capital Fund:** The two capital fund assessments total about \$220,000. It is always our intent to save money in order to increase the reserve balance. This year, unexpected repairs will not allow that to occur. Total expenditures to date are \$147,316. Repairs to the 2007 Peterbilt have exceeded \$11,000. Expenditures to come include \$50,000 for the marina repairs, \$14,000 for the Jolly Drainway water project, and \$11,000 for the shop building roof. It is likely that rather than adding to the reserve fund this year, we will be needing \$5,000-\$10,000 for the remaining projects.

The combined capital assessment will need to be increased for the next fiscal year in order to build the reserve fund as recommended.