

Carlyon Beach Homeowners Association  
Board Meeting Minutes  
August 24, 2021

**Present:** Lisa Krupp, Sandi Allen, Stan Harris, Jeremy Madden, Bill Allen

**I. Meeting called to order at 6 pm by Lisa Krupp and Flag Salute lead by Stan Harris**

**Excuse absent board members**

**Motion 1:** Jeremy moved to excuse Pat Olive and Marv Harris. Bill seconded. Approved 5-0

**II. Member comments:**

No member comments at this time.

**III. Approval of Minutes for July 27, 2021**

**Motion 2:** Stan moved to approve the minutes for the July 27, 2021 Board Meeting. Bill seconded. Approved 4 – 0, Jeremy abstained since he was absent last month.

**IV. Treasurer's Report**

Bill gave the highlights of his report, mentioning it's the new fiscal year and it's an accrual system. The paving was budgeted and is being done. He handed over a copy of his report to be included with the minutes. Parts for vehicles appear high, as most maintenance took place in the summer. This is the beginning of the fiscal year, so we've already used 33% of the parts & supplies budget. See attached Treasurer's Report.

**V. Trustee Reports**

**a. President's Report**

Our volunteers have saved CBHA thousands of dollars by offering to help with small projects, large projects, and whatever they see needs doing. Our launch dock needed a lot of work, all done by volunteer labor. The clubhouse door needed repair and more stain before winter, also done with volunteer labor. The speedbumps have been getting painted, and stop signs were cleaned by volunteers. Volunteers offered to attach new numbering signs in the marina and that work is ongoing. Others have offered to clean up the flowerbeds at the Island Entrance. If you see something that you would be willing to do to help CBHA, speak up!

Lisa reported that Gary Edwards, county commissioner, called to say that the county is selling two CBHA slide lots on what used to be called Bowline for the price of back taxes. He didn't know much else about the transaction. He said call County Treasurer office (Jeff Gadman) for more info. The parcel numbers are #39120305900 and #39120306000.

**b. Roads and Stormwater**

Paving is on-going and will be done soon.

**c. Parks & Recreation**

Stan helped in Jeremy's absence by getting an Engineer to look at the Wanigan. That engineer said to shut it down and rebuild it. Members with structural skills came forward and will meet with interested board members on Thursday at 4 p.m. to discuss the possibility of strategic repairs that will allow the Wanigan to continue to be used safely by members, while a plan is made to move forward.

**d. Water and Wastewater**

In Pat's absence her report was read by Lisa, and the motion Pat requested was read for action. See attached report.

**Motion 3:** Lisa moved to approve funds in the amount not to exceed \$10,000 to have a **Water Capacity study completed on our wells and water system. The selection of a company will be decided when all bids are in. Bill seconded. Approved, 4-0, Jeremy abstained**

We need a backup CDL driver, as our pump drivers must work a lot of overtime to cover if one of them has time off. Jeremy suggested we consider having 2 back-up's, if advertising finds more than 1 viable candidate. Maybe someone in the neighborhood might have the right CDL license and could be on-call.

Bill said he agrees, as we are cutting things so close with the current staffing that we'd be in trouble if both drivers were gone at the same time for any reason. An ad will be placed.

**e. Marina**

Sandi reported the US Army Corps had given the okay yesterday (after DNR, WDFW, & Thurston County also gave the okay), so the same dock builder, Float Services NW, has been engaged to build 12 more fingers and the walkways for B Dock, as was approved by the board last month. The modification of the permit to allow longer fingers is still not completely approved, so this is replacing with the same sizes.

Volunteers are about to begin putting the new number signs on the new docks. They are Blue with White Lettering.

**f. Architecture**

Bill reported a fence went up on a slide lot without the proper permit. Slide lots are not to be cleared and have other restrictions because they are slide lots. A fine will be issued. Another issue was a deck built without a permit. And a bio-swale was filled in without permitting or even a culvert for the water flow. There will be fines in these cases also.

Carol S. asked if the architecture meeting agendas could be posted on the door and on the website a day or two in advance for members that may wish to attend.

**g. Compliance**

Stan reported he contacted 30 members about long grass and other fire hazards visible in their yards. 28 complied with mowing and clearing just from that contact. 2 did not comply, so letters went out to them to begin the process that ends with ever increasing fines until the yard is cleaned up. Some problems are because of life-changing issues for the member, and some volunteers have stepped up to be ready to help with yard work for those whose health no longer allows them to do their own.

**VI. New Business**

**a. Wanigan Repairs**

Jeremy said the plan was to repair the Wanigan in the fall, and he thanked Stan for bringing the engineer for a look at it while Jeremy was gone. After hearing that the engineer's opinion was it was dangerous in its current condition, he and Stan decided while conferring with other board members, out of an abundance of caution, to immediately shut it down and block it off. We will be putting together a plan on how to move forward.

**VII. Old Business**

**a. Clubhouse Repair**

Stan reported the engineer deemed the laminated beams that had been added to the old pillars were a proper fix since the termite problem was rectified. The scope of work is to remove and replace up to 2 rows of siding on the north face of the building where a piece of siding is buckled, replace rotten siding, substrate, and framing as necessary on the northeast corner, install positive tie between 2 pillars in the center of the building and the floor system, install approximately 120 hurricane clips on floor joists, paint repaired area.

**Motion 4:** Stan moved we accept the bid from Steamboat Island Construction to complete these repairs for an amount not to exceed \$3000. Bill seconded. Approved 5-0

**b. Employee Handbook**

The updated Employee Handbook was distributed to the board before the meeting. Flex time was re-written to ensure it was equitable for all employees. Also added was the line: "Installation of unauthorized equipment in CBHA vehicles" to the list of things that could result in disciplinary action. Minor word changes for clarification were added, while some were deleted.

**Motion 5:** Bill moved we accept the updated Employee Handbook. Jeremy seconded. Approved 3-2, Jeremy and Stan against.

**c. Community Garden**

The board had discussed in executive session an issue raised by a member last spring about the planter box materials in the Community Garden. We had sent a letter saying we were not opposed to the planter boxes that were rebuilt due to rot of the old, raised beds in the garden. It was then pointed out we didn't put it in a motion when we returned to active session. We are correcting that here.

**Motion 6:** Bill moved to allow the Community Garden to go forward as they always have as the board does not see any inconsistency with continuing the garden group's use of the garden space that was approved back in 2012. Jeremy seconded. Approved 5-0

Just before the vote Carol S., a member in attendance, asked if the garden group was approved about the same time as the dog park. Lisa said yes, that once those groups were approved, they went about raising the money and gathering the materials to make those improvements to the areas granted to them, and to do the maintenance themselves. Neither group has come back to the board for financial help, as they are not a sub-committee of the board, as are the Marina & Architecture Committees. The Events Group, The Garden Group, and the Dog Park Group are volunteer run and funded.

**d. Rules and Regulations Changes and Updates**

The Rules & Regs draft was distributed to the board before the meeting. We want to send them out to the community so they can make their suggestions for additions/deletions/changes before September 17<sup>th</sup>. Lisa pointed out the changes to those in attendance.

**Motion 7:** Jeremy moved to send out the latest approved draft of the Rules & Regulations to the members by website and newsletter, asking them to send their comments by September 17. Bill seconded. Approved 5-0

Carol S. would like the architecture meetings posted with an agenda in advance, especially for changes, in case members wish to attend. Bill said he'd pass that on to the architecture committee.

**e. Truck Replacement**

We've previously agreed on the replacement of a truck, and the annual budget was approved with money for a replacement, but not firmed up authorization of a board member to pursue a good late model used truck. Also, the green GMC truck still needs more work to remain in service due to a blown head gasket.

**Motion 8:** Stan moved to spend up to \$2,000 to fix the green GMC truck. Jeremy seconded. Approved 5-0

**VIII. Unfinished Business**

There was no unfinished business items tonight, so Lisa asked if there were member comments at this time.

**a. Member Comments**

Doug and Marty B. asked to be allowed to fix up the planter at Island and Steamboat Island Rd., as it's been neglected this summer. The board said yes and thanked them for

volunteering. Lisa noted beautifying the neighborhood is always good.

- b. Carol S. had kind words about Jimini, the asphalt company, and their employees. Bob and Wendy H. also volunteered to help with the yard clean-up for shut-ins. Stan said he'd like a list of those willing so when he contacts members and someone fits this need, he could just let the volunteer know. Stan was asked to write up the criteria for activating volunteers.

**Motion 9:** Jeremy moved we go into executive session to discuss personnel matters. Bill seconded. Approved 5-0

**Motion 10:** Jeremy moved to return to open session. Stan seconded. Approved 5-0

**Motion 11:** Jeremy moved to adjourn. Stan seconded. Approved 5-0

Respectfully submitted,



Sandi Allen  
CBHA Secretary and Marina Trustee

**Carlyon Beach Homeowners Association**  
**Treasurer Report**

**August 24, 2021**

**To: Homeowners and Trustees**

**Highlights:**

- 1. We are beginning the first month of the fiscal year so P and L numbers will show MTD against budget for YTD. Last month showed the total for the fiscal year.**
- 2. There are minor changes made to adjust the fiscal year totals are documented on a separate note from our bookkeeper.**
- 3. Our expenses with our IT company for internet and web services will increase substantially after the end of the 2021 calendar year. This will be the first financial increase since 2015 and appears totally justified.**

**Balance sheet as of July 31, 2021:**

**ASSETS:**

<b>Operating Funds</b>	<b>\$607,598.17</b>
<b>DNR Security Deposits</b>	
<b>Marina lease</b>	<b>\$ 13,273.28</b>
<b>Sewer outfall lease</b>	<b>1,511.19</b>
<b>Total</b>	<b>\$ 14,784.41</b>
<b>Capital Funds (combined)</b>	<b>\$ 524,429.34</b>
<b>Total Liquid Assets (Cash)</b>	<b>\$1,146,911.92</b>
<b>Total Current Assets (A/R etc)</b>	<b>\$1,760,964.01</b>
<b>Total Assets:</b>	<b><u>\$2,791,214.31</u></b>

**LIABILITIES AND EQUITY:**

<b>Liabilities:</b>	<b>\$ 170,948.75</b>
<b>Equity: (General, Marina, Sewer)</b>	<b>\$ 2,620,265.56</b>
<b>Total Liabilities and Equity:</b>	<b><u>\$ 2,791,214.31</u></b>

**Profit and Loss July 31, 2021: (Accrual basis)**

**General Fund: \$484,437.72 vs. Budget \$523,824.00 (on track per our fee increases)**

**Expenses: Wages: \$29,691 mtd vs Annual Budget \$347,885**  
**Contractual Services \$6,282 mtd vs. 105,250 Annual Budget**  
**Utility and Fuel \$4030.62 mtd vs. \$36,500 Annual Budget 11% of**  
**Budget**  
**Parts and Supplies mtd \$4920 va. \$14,250 Annual Budget**

**Respectfully,**

**William A Allen**