

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

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

- I. **Meeting called to order at 6:03pm by Sandi Allen**
- II. **Flag Salute**
- II. **Member Comments via Zoom: None**
- III. **Approval of Minutes for December 15, 2020 Board Meeting and January 5, 2021 Special Board Meeting.**

**Motion 1 – Marv moved to accept the Board Meeting Minutes of December 15, 2020 and the Special Board Meeting. Bill seconded. Approved 6 - 0**

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

Lisa reports that there is nothing out of the ordinary to report. Pamela Callea, our new Bookkeeper, is learning how we do things. There were no Capital Fund purchases made. There have been a number unexpected expenses in Contractual Services for maintenance and repair. Line 5300 Parts and Supplies is over budget. Our current assessments do not meet all our needs so we plan to use Carry Over funds. Line 5400 over budget due to Capital Gains taxes paid on the sale of the rental house. Sewer fund is having difficulty staying afloat. Bill indicated that we need to start preparing the community for the changes and upgrades that will be coming. Sandi indicated that she was looking for the material from the last study that was done.

**V. Committee and Board Member Reports**

**a. Roads and Storm Water** – With the rainy weather came some pot holes. There is still some good cold patch that can be used to fill the pot holes. Marv will go over the proper procedure with the crew so the patches will last. We will get more cold patch if needed. We have had a lot of water but not too much freezing. Some pot holes were covered but they have been deteriorating. Marv will let the crew know where the speed bumps go. Maybe speed bumps would help get people to stop at stop signs. Slowing down traffic is a safety concern. There was discussion about a drainage issue at 2333 Island. Bill, Sandi, and Marv will follow up when it is raining.

**b. Parks and Recreation** – Still trying to get the upper gate to the park working. Switched the hinge so gate has to be pulled open, but now it hits the asphalt. Working on the spring tension. There is one other gate that needs to be addressed. May want to add signs to remind folks to close gate behind them. There have been many reports of loose dogs and dog attacks in the neighborhood. Add to reader board - No loose dogs. Zero Tolerance

c. **Water and Wastewater** – There is one more bid coming in for the Jolly Way project. Older pump truck is in the shop. The estimate is now up to \$8300 - \$8400, including tax. Work will be done by Olympic Truck Service. Will set up a routine maintenance schedule for both trucks. Drivers will need to use caution going over the new speed bumps. Drivers are working 4/10 hour days to try to spread out the amount of matter dumped into each cycle at the WWTP. Brian will be presenting his findings at a future meeting. There may be a need to raise the standard pump out fees. Brian keeps up on what is happening in the State regarding funding availability. Lisa will check to see if Roy Evans has previous information. John is taking some training in February to get credits to maintain his Water Certification. Marv wants to make sure that the crew gets a set of wrenches and sockets. They need to submit the request and get it approved.

d. **Marina** – The fingers will not be lengthened at this time. The deteriorating section on Dock B will be replaced. It will take another year to get the approval to get the fingers rearranged.

**Motion 2 – Sandi moved to authorize up to and not to exceed \$125,000 to repair A Dock and B Dock. \$75,000 to come from the Marina Fund and \$50,000 to come from Capital Fund, which was approved last June as part of the budget. Lisa seconded. Discussion around funding from Marina Fund vs. Capital Fund. Time frame for allowable work discussed. All pertinent governmental parties have approved the work to be done. Passed 5 – 0 with 1 abstention, JM.**

e. **Architecture** – There was a meeting last week. Early move in letter stating reduced fine was sent out. There are 2 lots that are going to be built on. Preliminary plans approved. Languishing properties are still an issue. Letters need to be standardized so all required wording is always included.

## **VI. New Business**

a. **Jolly Way Flushing Station.** It appears that John has done a good job developing a plan for this project. Waiting for second bid. There is a possibility that it will take 2 business days to complete the work. Community will be notified if there is any disruption to the road. There will not be any water disruption.

b. **Shop roof repair.** There has been one bid and there is another roofing company that has been contacted to provide a bid. Only the main roof section will be repaired.

c. **Shop sink status.** A number of options that fit the requirements have been given to John for selection and then will be ordered.

## **VII. Old Business**

**Motion 3 – Lisa moved that the draft of the three changes to the Rules and Regulation that were sent to the community be approved. Bill seconded. Discussion to verify that voting on all three at once is acceptable. Jeremy noted that he is not opposed to two story homes. Passed 5 – 0 with 1 abstention, JM.**

## **VIII. Unfinished Business**

a. Lisa will send a letter to the owner of the pit bull notifying of the new rules regarding loose dogs.

b. February Newsletter should include a call for Members to run for the Board and any suggestions for By Law changes.

**Motion 4 – At 7:22pm Lisa moved that we enter Executive Session to discuss personnel issues and other issues related to the Board. Marv seconded. Passed 6 – 0.**

**Motion 5 – At 8:13pm Lisa moved that we return to regular session. Marv seconded. Passed 6 – 0.**

**Motion 6 – At 8:14pm Jeremy moved to adjourn. Marv seconded. Passed 6 – 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  
January 26, 2021**

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

**Operating Funds**

General	\$321,061
Marina	\$163,057
Sewer	\$ -1,084

**Total**                    **\$482,314**

**DNR Security Deposits**

Marina lease	\$13,271
Sewer outfall lease	\$ 1,510

**Total**                    **\$ 14,782**

**Capital Funds (combined)**

**Total**                    **\$474,398**

**Total Cash**            **\$971,595**

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

**General fund:** Expenses in this fund are in line with the budget. We are 50% through the fiscal year, so one could use that to evaluate how expenses are matching up with the budget.

**Line 5100 Personnel Services** is within budget.

**Line 5200 Contractual Services** is a little ahead of budget due to unexpected repairs and maintenance to vehicles.

**Line 5300 Parts and Supplies** has gone over budget. This is not surprising. As stated in previous Treasurer Reports, in order to balance the budget with the current assessment, some areas were intentionally limited knowing that carry over funds would make up the gap.

A reminder that **Line 5400 Other Expenses** is over budget because it includes our corporate taxes and property taxes. In September, we paid \$55,000 in capital gains tax for the sale of the rental house.

**Marina fund:** No significant expense in the past month. Saving for major repairs.

**Sewer fund:** This fund is struggling to stay afloat. Currently, it appears that expenses are not exceeding income but major upcoming repairs to the older pump truck will be an impact.

**Capital funds:** There have been no expenditures from this fund after paying for the roads and playground equipment.