

Carlyon Beach Homeowners Association  
Board Meeting Minutes  
June 22, 2021

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

I. **Meeting called to order at 6:05pm by Lisa Krupp**

II. **Flag Salute lead by Stan Harris**

III. ***Election of Officers***

**Motion 1:** Stan moved to approve the election of the following officers: Lisa Krupp, President – Patricia Olive, Vice President – Bill Allen, Treasurer – Sandi Allen, Secretary. Bill seconded the motion. Approved 6-0 (Jeremy was not yet there for the vote)

Lisa announced assignments: Patricia Olive, Water & Wastewater – Stan Harris, Compliance – Marv Harris, Roads & Stormwater – Bill Allen, Architecture – Jeremy Madden, Parks & Recreation – Sandi Allen, Marina

IV. ***Member comments:***

Via Zoom Stacy Yarbrough requested that Signal Court be weed-whacked and dry brush be picked up that is located on the cul-de-sac portion of this unpopulated gravel roadway that is being taken over by weeds due to non-use.

V. **Approval of minutes for May 25, 2021 Board Meeting**

**MOTION 2:** Marv moved to approve the minutes from May 25, 2021. Sandi seconded. Approved 7-0

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

Bill reported that there were no anomalies as he studied the records. He also commented that our record-keeping and report structure was much better than his old HOA.

VII. **Committee and Board Member Reports**

a. **Roads and Stormwater** – Marv reported that Jimini gave us a price of \$3.00 per square foot for our neighborhood roads. Marv has identified 3 areas of concern for this year's paving budget: 17,064 sq ft on Whitecap, 9,648 sq ft on Overlook, and 6,948 sq ft on Crestridge. This would amount to \$134,000 and since the budget is only \$100,000 he will work with Jimini to see what covers the worst areas for this year. It was brought up we have potholes on other roads to see if Jimini could fill them, but since the budget can only stretch so far, it will be taken under consideration pending costs. Our crew puts cold patch in the potholes, but heavy rains break them down again quickly. When the Jimini work is scheduled we will let the members know in case they wish to also schedule work with Jimini for their driveway or walkways. It can sometimes be a better price for members if the equipment is already in the neighborhood.

**b. Parks and Recreation** – Jeremy reported there is a need for volunteers for parking lot duty to spot check for parking passes. So far, the permits have really helped cut the crowds and problems at the park and beach. Members have had April, May, and June to arrange to get their parking passes, so on July 4<sup>th</sup> weekend parking passes will be required to park in the parking lot.

**c. Water and Wastewater** – (See attached) Pat has Labor & Industries' latest employee requirements, along with her Water and Wastewater report in the attachment.

**d. Marina** – Sandi reported that a log came partially loose in the log boom and our crew was able to reattach it. Our employees are much appreciated! Also, Stan Harris and Chuck Thrap are researching ways to secure the A Dock and B Dock for less money with their volunteer labor. Note, as reported before, of 3 professional fence builders contacted only 1 returned a bid at a remarkably high price due to the heavy wear of people climbing on the fences to get in where they do not belong, the saltwater corrosion, and limited attachment options. Another company just said no because it would be a trouble spot that would make their warranty hard to meet. And the 3<sup>rd</sup> was only interested in bidding if he could have a membership (without ownership) to use all the facilities.

**e. Architecture** – Bill reported Properties in work at this time are 2037 Island for both New Home Construction and a fence, 2717 Westwind for a Garage/Shop, 2632 Westwind for a Fence, 10104 Overlook for a deck issue.

**f. Compliance** – Stan reported he and Bill did a drive to take notes on the worst properties, separating out those that just need to mow. Letters will be prepared where needed. It is time to mow your lots as we approach fire season.

## **VIII. New Business**

**a. Engagement with CPA to do Audit and Financial Statements for Fiscal Year 2021**

**Motion 3:** Bill moved to proceed with the audit and financial statements with DNM for an amount not to exceed \$12,000. Pat seconded. Approved, 7-0

**b. Approve Language on Passed By-Laws**

**Motion 4:** Stan moved to approve By-Laws as revised as approved by members. Bill seconded. Approved, 7-0

**c. Employee Wage Increase**

**Motion 5:** Patricia moved to approve the wage increases for CBHA employees as discussed during the Executive Session on June 15, 2021. Marv seconded. Approved 7-0

**IX. Old Business**

a. **4<sup>th</sup> of July** – Parking Permits will be mandatory. Make sure you have pre-arranged any guest passes in advance. Gate at Westwind will be closed from Saturday 5 pm on July 3 through Monday 5 pm on July 5. Hired guards on duty all 3 days at the main parking lot. On the 4<sup>th</sup> there will also be a guard in the guard shack on Island, and one at the boat launch. Make sure you have your parking permit for the launch, too. Remember, no single vehicles in the launch parking lot on weekends or holidays, no boat trailers in the upper parking lot.

**Motion 6:** Bill moved to hire security for the 4<sup>th</sup> of July weekend for \$3200 from Pierce County Security. Jeremy seconded. Approved 7-0

b. **Accident Repair to Filter Pond and Fencing replacements** – The insurance company has cut the check for the repairs/replacements and the work is being scheduled.

c. Stan suggested using a code lock instead of the key locks at the marina, suggested moving fencing to the top of the pier instead of on A Dock and B Dock, or adding code locks at all 3 locations.

**X. Unfinished Business**

a. **Motion 7:** At 7:50 pm Jeremy moved to adjourn to Executive Session for the purpose of discussion of potential legal issues. Sandi seconded. Approved 7-0

b. **Motion 8:** Marv moved to return to regular session. Bill seconded. Approved 7-0

c. **Motion 9:** Patricia moved to adjourn at 8:05 pm. Jeremy seconded. Approved 7-0

Respectfully submitted,



Sandra J Allen

Secretary, CBHA

**Treasurer's Report  
June 22, 2021**

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

**Operating Funds**

General	\$262,915
Marina	\$107,741
Sewer	\$ -2,418
<b>Total</b>	<b>\$368,238</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>\$496,577</b>
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**Total Cash                \$879,698**

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

**General Fund:** Total expenses: \$515,418

This puts the net income into negative status \$-29,457, but keep in mind that the corporate taxes on the sale of the rental house were \$55,000 which was not included in the budget.

**Marina Fund:** Total expenses: \$20,267.

**Sewer Fund:** Total expenses: \$249,500 showing a net income of \$6,515

**Capital Fund:** Total expenses: \$174,944 (This does not reflect the transfer of \$50,000 from Capital for the marina repairs.)

Board Meeting of June 22, 2021

Patricia Olive

**Vice President Report**

Mask and Distancing Requirements changed June 14, 2021.

- Review handout from Washington State Department of Labor & Industries (June 14, 2021)

**Water and Wastewater Trustee Report**

Water –

- (News Release for Washington State Department of Health)  
DOH informed water purveyors that there is a chlorine supply interruption in the west due to an electrical failure at Westlake Chemical based in Longview, WA. They are the major supplier of chlorine for water and wastewater utilities in Washington, Oregon, Idaho, and Northern California. We have approximately 2-55 gal barrels on hand and 2 more that should be delivered Thursday of this week. This is estimated to last us 3 - 4 weeks.
- Morke will be back to do a thorough evaluation of the pump at Well #1 on June 26, 2021.
  - John reports that the pump that was installed prior to his employment at CBHA appears to be the incorrect size. Morke will do a further study as well as some sounding in the pipe to see if there is damage.
- Alignment for the 2018 Peterbilt is scheduled for June 24, 2021.

Wastewater –

- The 4/10-hour work schedule for pump truck drivers is working. Brian Gibson reports that he is seeing a difference in the processing of the effluence following this change. At this time the 4/10-hour work schedule will continue.
- Brian is hoping to hire a part time assistant WWTP operator. He asked if CBHA might be able to hire this person for 20 hours a week to make up the difference in hours worked. Depending on who he considers for this position, it might be a way to have additional assistance for John in his water duties, or for general maintenance.
- It would be advantageous to have a backup driver to cover for vacations and any other absences that could arise with our drivers.
- 6 Tires for the older truck have been replaced. The final cost was \$3118.27. The approved spending limit was \$7000 when we thought we might need to replace all 10 tires.
- We have had a question from a Realtor about CBHA's responsibility for requiring solids pumping at the time a house is sold. My goal is to explain this information and state CBHA's position in this matter as clearly as possible to the Realtor.
  - Thurston County Department of Environmental Health does not require a Time of Transfer Application, which is an Evaluation of Existing Septic Systems, for homes in CBHA that have the two tank, closed septic systems.

- According to Thurston County Department of Environmental Health a Time of Transfer Application is only necessary prior to the sale of homes with septic systems that have a drain field. There are approximately 20 of these septic systems still functioning in the community.
- New members are given Safe Septic Use information in writing during their orientation indicating that they are responsible for their own septic system.
- CBHA does not regulate or monitor private septic systems in the community.
- At this time we are not planning on changing our Rules and Regulations to include our monitoring of personal septic systems in CBHA. Those changes could be addressed when we next update our R & R's.