

Carlyon Beach Homeowners Association
Board Meeting Minutes
November 16, 2021

Present: Lisa Krupp, Sandi Allen, Stan Harris, Marv Harris,

I. **Meeting called to order at 6:00 pm by Lisa Krupp with the Flag Salute**

Motion 1: Sandi moved to excuse Pat, Bill, and Barb from the meeting. Stan seconded. Approved 4-0

II. **Member Comments**

Julie Frick mentioned RV limit of living in as 120 days and wondered if there were different rules for someone building a house? The question that requires follow-up is: Can a person live in an RV for more than 120 days while building a home on the lot?

III. **Approval of Minutes for October 26, 2021**

Motion 2: Stan moved to approve the minutes from the meeting on October 26, 2021. Marv seconded. Approved 4-0

IV. **Treasurer's Report**

Financials are attached.

V. **Trustee Reports**

a. **President**

Lisa said things were going smoothly right now, so she'd leave it at that to get on with the business of this meeting.

b. **Roads and Storm Water**

Marv reported that the heavy rain and winds had caused issues. People are still parking in bio-swales and causing damage. Potholes are getting bigger in some locations and when there is some dry weather the crew can use cold patch to fill them.

c. **Parks and Recreation**

In Barb's absence Stan reported on the latest work Ted Cohen is doing to research the best structural way forward on re-enforcing the Wanigan to extend its useful life. Retrofitting with metal beams and posts is looking like the best idea for a permanent fix, but pricing is still in work.

d. **Water and Wastewater**

Lisa mentioned the highlights of Pat's work, such as the F350 starter that the crew replaced. Dallas and John got the wells talking again over the weekend to get the tower to keep filling.

e. Marina

Sandi reported Boaters have been making plans to move their boats during the work window for B Dock replacement fingers and walkway. When the work starts it will take approximately 2 weeks to complete. The marina dock updates will be 75% done by Christmas! Still to come in the future will be the 14 remaining fingers on A Dock and the commiserate walkway, longer fingers on B Dock, the piling replacements, electrical updates, and whatever else the Department of Natural Resources stipulates in future leases. The lease that ended in August 2021 is still not settled. We sent in our lease-renewal paperwork in summer of 2020. This delay in renewing is due to DNR issues with staffing and back-logs, not a reflection on Carlyon Beach in any way.

f. Architecture

Lisa reported Bill had addressed the one outstanding issue of an over-height fence with a discussion with the owner, and the fine will lessen if the fence is taken down to the appropriate front yard height. The owner has agreed, and once the fence is compliant the fine will be lowered.

This is the season of rain and the board has the right to limit heavy equipment if conditions warrant the action.

g. Compliance

Stan wants to start a compliance committee to help with gathering information and deciding which properties are getting out of hand. He wants to make sure those on the committee realize Carlyon Beach was not a planned community of identical properties and can keep that in mind when deciding which properties require more intervention.

VI. New Business

a. 2007 Peterbilt Repair

Motion 3: Sandi moved to approve \$5600 to repair the 2007 Peterbilt, to be paid from the Capital Unrestricted fund. Marv seconded. Approved 4-0

b. WWTP Tank Cleaning

Motion 4: Sandi moved to approve \$7612 to use ProVac for tank cleaning at the WWTP, to be paid from the Capital Unrestricted fund. Stan seconded. Approved 4-0

c. Pump House Project

Motion 5: Lisa moved to approve the Pump House Project at Well 1, not to exceed \$6,000, to come from the Unrestricted Capital Fund. Marv seconded. Approved 4-0

d. Parking Permits

Motion 6: Sandi moved to approve reordering Parking Permit stickers for 2022, not to exceed \$1500 from the Capital fund. Stan seconded. Approved 4-0

VII. Unfinished Business

a. Finalize Rules and Regulations Changes and Updates

Motion 7: Stan moved to approve the October 26, 2021 version of the Rules and Regulations as amended. Marv seconded. Approved 4-0

VIII. Executive Session

Motion 8: Stan moved the board enter executive session at 6:55 pm. Marv seconded. Approved 4-0

IX. Returned to Open Session at 7:28 pm.

Motion 9: Lisa moved to approve BIAW insurance Option 2 with Employer paying 95% of the insurance premium and 100% of vision and dental, renewing the current dental plan, while vision care will now be through Principal VSP Choice Option 2. Marv seconded. Approved 4-0

X. **Motion 10:** Sandi moved to adjourn the meeting at 7:30. Marv seconded. Approved 4-0

Respectfully submitted,



Sandi Allen

CBHA Secretary and Marina Trustee

Carlyon Beach Homeowners Association

Balance Sheet

As of October 31, 2021

11/08/21

Accrual Basis

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1100 - Operating Funds	
1105 - 1st Citizens Bank-General Op	
1105.1 - 1st Citizens-Operatng Acct 3104	46,655.23
1105.2 - 1st Citizens - CC Deposit 4238	11,787.63
1105.3 - 1st Citizens - MM Acct 5327	231,967.93
1160 - Timberland Bank General - 1681	100,701.83
Total 1105 - 1st Citizens Bank-General Op	391,112.62
1107 - Timberland Bank Marina -19594	87,366.36
1108 - Timberland Bank Sewer -19586	10,663.47
Total 1100 - Operating Funds	489,142.45
1140 - DNR Security Deposits	
1142 - 1st Citizens- Marina DNR 1385	13,273.22
1143 - 1st Citizens-Squax Outfall 1335	1,511.19
Total 1140 - DNR Security Deposits	14,784.41
1150 - Capital Funds	
1151 - Olympia Fed Svgs-Capital Fund	
1151.4 - Oly Fed Money Market Acct 2017	
1151.41 - Oly Fed Money Mkt - Res Study	193,363.79
1151.42 - Oly Fed Money Mkt- Unrestricted	25,750.51
Total 1151.4 - Oly Fed Money Market Acct 2017	219,114.30
Total 1151 - Olympia Fed Svgs-Capital Fund	219,114.30
1153 - Timberland - Capital Fund	
1153.1 - Timberland - 11 Mo CD 4071 - RS	127,529.83
1153.2 - Timberland - 23 Mo CD 4089 - RS	129,887.52
Total 1153 - Timberland - Capital Fund	257,417.35
Total 1150 - Capital Funds	476,531.65
1175 - Petty Cash	100.00
Total 1000 - Cash	980,558.51
Total Checking/Savings	980,558.51
Accounts Receivable	
1300 - Accounts Receivable	
1310 - A/R - General	330,637.93
1320 - A/R - Marina	29,612.56
1330 - A/R - Sewer	25,006.54
Total 1300 - Accounts Receivable	385,257.03
Total Accounts Receivable	385,257.03
Other Current Assets	
1350 - Sent to Collections	17,112.55
1351 - Sent to Collections - offset	-17,112.55
1397 - Allow. for Doubtful Assesments	-18,957.33
1398 - Allowance for Doubtful*	-7,749.84
1400 - Prepaid Accounts	
1405 - Prepaid Insurance	33,626.25
1420 - Prepaid Squaxin Nwd Outfall	815.70
1430 - Prepaid DNR Marina Lease	6,586.19
Total 1400 - Prepaid Accounts	41,028.14
1439 - Receivable from D. Hendrickson	29,600.00
Total Other Current Assets	43,920.97
Total Current Assets	1,409,736.51

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Carlyon Beach Homeowners Association

Balance Sheet

As of October 31, 2021

11/08/21

Accrual Basis

	Oct 31, 21
Fixed Assets	
1600 · Fixed Assets	4,099,451.03
1795 · Accumulated Depreciation	-3,069,200.73
Total Fixed Assets	1,030,250.30
TOTAL ASSETS	2,439,986.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	33,602.91
Total Accounts Payable	33,602.91
Credit Cards	
2140 · 1st Citizens CC	-205.97
Total Credit Cards	-205.97
Other Current Liabilities	
2400 · Payroll Liabilities	
2410 · 941- Fed W/H, FICA & Med PR Tax	2,944.18
2430 · WA SUI PR Tax	593.05
2435 · L & I - WA Workers' Comp Tax	778.01
2440 · Family & Medical Leave	66.05
Total 2400 · Payroll Liabilities	4,381.29
2490 · B&O Tax Payable	320.00
2500 · Accrued Expenses	
2510 · Accrued Vacation and Sick Leave	12,342.97
2515 · Accrued Corporate Income Tax	52,667.00
2520 · Accrued Accounting Fees	1,874.03
Total 2500 · Accrued Expenses	66,884.00
2599 · Prepaid Member Payments	37,981.67
2600 · Deposits	
2610 · Building Permit Deposits	21,875.00
Total 2600 · Deposits	21,875.00
Total Other Current Liabilities	131,421.96
Total Current Liabilities	164,818.90
Total Liabilities	164,818.90
Equity	
3400 · Designated - General	442,986.46
3600 · Designated-Marina	154,097.67
3700 · Designated-Sewer	640,690.14
3900 · Unrestricted Net Assets	583,316.06
Net Income	454,077.58
Total Equity	2,275,167.91
TOTAL LIABILITIES & EQUITY	2,439,986.81

Carlyon Beach Homeowners Association

General Fund Profit & Loss Budget vs. Actual Accrual Basis

11/08/21
Accrual Basis

July through October 2021

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4100 · General Fund Income	508,974.43	523,824.00	-14,849.57	97.2%
Total Income	<u>508,974.43</u>	<u>523,824.00</u>	<u>-14,849.57</u>	<u>97.2%</u>
Gross Profit	508,974.43	523,824.00	-14,849.57	97.2%
Expense				
5100 · Personnel Services	99,816.48	347,885.00	-248,068.52	28.7%
5200 · Contractual Services	40,286.66	105,250.00	-64,963.34	38.3%
5300 · Parts & Supplies	16,605.40	14,250.00	2,355.40	116.5%
5400 · Other Expense	10,947.64	19,939.00	-8,991.36	54.9%
5800 · Utilities & Fuel	14,662.78	36,500.00	-21,837.22	40.2%
Total Expense	<u>182,318.96</u>	<u>523,824.00</u>	<u>-341,505.04</u>	<u>34.8%</u>
Net Ordinary Income	<u>326,655.47</u>	<u>0.00</u>	<u>326,655.47</u>	<u>100.0%</u>
Net Income	<u><u>326,655.47</u></u>	<u><u>0.00</u></u>	<u><u>326,655.47</u></u>	<u><u>100.0%</u></u>

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11/05/21

Accrual Basis

Carlyon Beach Homeowners Association
Marina Fund Profit & Loss Budget vs. Actual Accrual Basis
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · General Fund Income	550.00	500.00	50.00	110.0%
4500 · Marina Fund Income	57,196.30	59,146.00	-1,949.70	96.7%
Total Income	<u>57,746.30</u>	<u>59,646.00</u>	<u>-1,899.70</u>	<u>96.8%</u>
Gross Profit	57,746.30	59,646.00	-1,899.70	96.8%
Expense				
5100 · Personnel Services	1,984.58	11,746.00	-9,761.42	16.9%
5200 · Contractual Services	1,267.04	23,045.00	-21,777.96	5.5%
5300 · Parts & Supplies	1,892.02	24,700.00	-22,807.98	7.7%
5400 · Other Expense	0.00	30.00	-30.00	0.0%
5800 · Utilities & Fuel	0.00	125.00	-125.00	0.0%
Total Expense	<u>5,143.64</u>	<u>59,646.00</u>	<u>-54,502.36</u>	<u>8.6%</u>
Net Ordinary Income	<u>52,602.66</u>	<u>0.00</u>	<u>52,602.66</u>	<u>100.0%</u>
Net Income	<u><u>52,602.66</u></u>	<u><u>0.00</u></u>	<u><u>52,602.66</u></u>	<u><u>100.0%</u></u>

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11/08/21

Accrual Basis

Carlyon Beach Homeowners Association
Sewer Fund Profit & Loss Budget vs. Actual Accrual Basis
July through October 2021

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4600 · Sewer Fund Income	102,592.00	287,500.00	-184,908.00	35.7%
Total Income	<u>102,592.00</u>	<u>287,500.00</u>	<u>-184,908.00</u>	<u>35.7%</u>
Gross Profit	102,592.00	287,500.00	-184,908.00	35.7%
Expense				
5100 · Personnel Services	44,383.35	124,570.00	-80,186.65	35.6%
5200 · Contractual Services	38,183.33	114,580.00	-76,396.67	33.3%
5300 · Parts & Supplies	4,154.20	14,400.00	-10,245.80	28.8%
5400 · Other Expense	1,813.07	4,000.00	-2,186.93	45.3%
5800 · Utilities & Fuel	10,634.02	29,950.00	-19,315.98	35.5%
Total Expense	<u>99,167.97</u>	<u>287,500.00</u>	<u>-188,332.03</u>	<u>34.5%</u>
Net Ordinary Income	<u>3,424.03</u>	<u>0.00</u>	<u>3,424.03</u>	<u>100.0%</u>
Net Income	<u><u>3,424.03</u></u>	<u><u>0.00</u></u>	<u><u>3,424.03</u></u>	<u><u>100.0%</u></u>

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11/08/21

Accrual Basis

Carlyon Beach Homeowners Association
Capital Funds Profit & Loss Budget vs. Actual Accrual Basis
July through October 2021

	<u>Jul - Oct 21</u>	<u>Budget</u>
Other Income/Expense	-	
Other Income		
4700 · Capital Fund Income-Unrestricted		
4710 · Unrestricted Capital Assessment	84,900.00	
Total 4700 · Capital Fund Income-Unrestricted	<u>84,900.00</u>	
4800 · Capital Fund Income-Restricted		
4720 · Reserve Study Assessment	178,290.00	
4850 · Capital interest income	1,334.16	
Total 4800 · Capital Fund Income-Restricted	<u>179,624.16</u>	
4900 · Insurance Claim Payment	94,875.53	
Total Other Income	<u>359,399.69</u>	
Other Expense		
4901 · Insurance Claim Expenses	94,645.80	
4920 · Capital Expenditures		
4922 · Capital Expenses (Unrestricted)	2,500.00	
4924 · Reserve Study Capital Expenses	190,874.27	
Total 4920 · Capital Expenditures	<u>193,374.27</u>	
Total Other Expense	<u>288,020.07</u>	
Net Other Income	<u>71,379.62</u>	
Net Income	<u><u>71,379.62</u></u>	

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Carlyon Beach Homeowners Association
Profit & Loss Prev Year Comparison
July through October 2021

	Jul - Oct 21	Jul - Oct 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · General Fund Income	509,530.85	455,751.83	53,779.02	11.8%
4500 · Marina Fund Income	57,196.30	55,917.48	1,278.82	2.3%
4600 · Sewer Fund Income	102,592.00	91,797.00	10,795.00	11.8%
Total Income	<u>669,319.15</u>	<u>603,466.31</u>	<u>65,852.84</u>	<u>10.9%</u>
Gross Profit	669,319.15	603,466.31	65,852.84	10.9%
Expense				
5100 · Personnel Services	146,175.03	132,461.90	13,713.13	10.4%
5200 · Contractual Services	79,737.03	70,841.60	8,895.43	12.6%
5300 · Parts & Supplies	22,651.62	24,906.27	-2,254.65	-9.1%
5400 · Other Expense	12,760.71	65,343.15	-52,582.44	-80.5%
5800 · Utilities & Fuel	25,296.80	18,334.00	6,962.80	38.0%
Total Expense	<u>286,621.19</u>	<u>311,886.92</u>	<u>-25,265.73</u>	<u>-8.1%</u>
Net Ordinary Income	382,697.96	291,579.39	91,118.57	31.3%
Other Income/Expense				
Other Income				
4700 · Capital Fund Income-Unrestricted	84,900.00	84,780.00	120.00	0.1%
4800 · Capital Fund Income-Restricted	179,624.16	136,984.26	42,639.90	31.1%
4900 · Insurance Claim Payment	94,875.53	0.00	94,875.53	100.0%
Total Other Income	<u>359,399.69</u>	<u>221,764.26</u>	<u>137,635.43</u>	<u>62.1%</u>
Other Expense				
4901 · Insurance Claim Expenses	94,645.80	0.00	94,645.80	100.0%
4920 · Capital Expenditures	193,374.27	135,652.60	57,721.67	42.6%
Total Other Expense	<u>288,020.07</u>	<u>135,652.60</u>	<u>152,367.47</u>	<u>112.3%</u>
Net Other Income	71,379.62	86,111.66	-14,732.04	-17.1%
Net Income	<u><u>454,077.58</u></u>	<u><u>377,691.05</u></u>	<u><u>76,386.53</u></u>	<u><u>20.2%</u></u>