

Carlyon Beach Homeowners Association
Board Meeting Minutes
October 26, 2021

Present: Lisa Krupp, Sandi Allen, Stan Harris, Barb Quick, Bill Allen, Marv Harris, Pat Olive

I. Meeting called to order at 6:10 pm by Lisa Krupp and Flag Salute followed.

II. Member Comments

Elva has ants in her mailbox and in the ground around the post and wanted to know if she was okay to move her mailbox to a new post in another location. She had already cleared it with our mailman, Pete, and will keep it the proper distance from the road in the new location. It was fine with the board.

III. Approval of Minutes for September 28, 2021

Motion 1: Pat moved to approve the minutes from the meeting on September 28, 2021. Bill seconded. Approved 7-0

IV. Treasurer's Report

Bill gave the highlights of his report, saying everything looks good. Lisa asked about the high employee salary total, Bill thought it was due to extra summer helpers, but he will investigate that with Pam to make sure there wasn't an error. His report is attached.

V. Trustee Reports

a. President

Lisa wanted everyone to know that we have a good crew. Not only are they working on the routine needs of CBHA, but when there were unexpected illnesses, they stepped up to cover the critical areas even if it meant disrupting their own time off. And they worked together to plan for and cover vacations so there would be coverage in critical areas.

b. Roads and Storm Water

Marv reported the paving went well. He has noted a few spots to improve for water run-off. Bill commented on the good job done by the Jimini crew. Marv mentioned that after the roads were done, a contractor's trailer cut down the corner edge that now needs repair.

c. Parks and Recreation

Barb reported she's been trying to get the permit for the Wanigan and it's going slowly.

d. Water and Wastewater

Pat reported both wells are running at 100% efficiency. John suggests adding a strainer to well #1 to remove sediment and small particulates coming out of the well. We are down to one remaining water hook up, and once it's paid for there will be no more until the Water Capacity Study is complete.

Brian Gibson, our WWTP contractor, is at the end of his contract, but has submitted another for approval. A car ran over the pump-out hose while it was pumping human waste. Luckily the hose didn't burst, as that would have been an ecological problem. Also, there is the cost of hose replacement if it had split. The hose is a \$500 part if it needs replacing. Members are urged to be aware of the pump truck and the hose and NOT drive over it. Read more in Pat's attached report.

e. Marina

Sandi reported the next phase of work is scheduled to begin November 29 and should be complete by December 15 if the weather cooperates. The boaters have been informed of the schedule change.

f. Architecture

Bill said the one outstanding issue is an over-height fence, and the fine will lessen if the fence is taken down to the appropriate front yard height.

g. Compliance

Stan reported there was a substantial list of properties needing clean up to conform to rules. He intends to first send out an article in the newsletter, then talk to the owners of these properties, and then, if nothing happens after talking, letters will be sent to begin the enforcement fines.

VI. New Business

a. Change of Meeting Dates for November and December

Motion 2: Barb moved to change the date of November and December meetings to Nov 9 & 16, and Dec 7 & 14. Marv seconded. Approved 7-0

b. Cameras

Sandi reported 1 camera was not covering the original area well as landscaping had matured and blocked it. By moving the camera to another pole, we can improve oversight of the park play equipment. Another camera doesn't work well, so it will be replaced and put to use watching the waterfront in the park.

Motion 3: Sandi moved to engage Western Washington Audio, Sound, & Telecom to update 1 camera & move 2 existing lines so 1 camera can see the play equipment in the park, and 1 camera can see the shoreline in the park, not to exceed \$1700 from the General Fund. Barb seconded. Approved 7-0

c. Backhoe

Marv reported it is best to repair our backhoe rather than replace it, due to the high costs of used backhoes. Pat reported Dallas had requested bids from 3 businesses. One declined to bid. One had a very high bid, + \$1500 needed to trailer the backhoe to their business and back. The third would do the work onsite, with a reasonable repair cost. A metal shelter might keep the

backhoe in better condition, so we may have to consider that in the future. Tires will be dealt with later. Marv talked to Dallas about an excavator instead of a backhoe, but Dallas said the excavator wouldn't be as useful as the bucket for moving supplies or dirt. They really need the backhoe, as they are having to do everything by hand right now.

Motion 4: Marv moved to repair the backhoe with Sonsray Machinery LLC for an amount not to exceed \$8000, to come from the Unrestricted Capital Fund. Bill seconded. Approved 7-0

d. Brian Gibson Contract

Pat reported Brian Gibson's Contract as our WWTP operator is up for renewal. More discussion will be handled in executive session.

VII. Unfinished Business

a. Clubhouse Repair

Stan reported he will get more options before putting an updated Clubhouse Repair plan up for a vote. When the scope of work increased the original bid was no longer feasible. He will continue to work on this. Where the siding was removed it has been wrapped so it will weather the winter.

b. Finalize Rules and Regulations Changes and Updates

Lisa went through the changes again. Most are settled, but there were a couple more tweaks suggested so the vote to accept will happen next month.

c. Member Concerns

The Jensen's raised a concern that groups using CBHA land were not properly under the oversight of the board. The board addressed that concern by adding quarterly reports on the Dog Park Group, the Garden Group, and the Events Group to the list of duties the 7 volunteers on the board handle. They were also concerned that the Memory Garden isn't being kept up, since they had to stop caring for it while they are deep in remodeling their home, and no one wanted to take it over. Their concerns about the new, metal garden beds were heard.

VIII. Executive Session

Motion 5: Pat moved the board enter executive session at 8:07. Bill seconded. Approved 7-0

IX. Returned to Open Session at 8:32.

Motion 6: Pat moved to accept Brian Gibson's new contract as written, as WWTP Operator. Marv seconded. Approved 7-0

X. **Motion 7: Sandi moved to adjourn the meeting at 8:35. Marv seconded. Approved 7-0**

Respectfully submitted,


Sandi Allen

CBHA Secretary and Marina Trustee

Carlyon Beach Homeowners Association
Treasurer Report

October 26, 2021

To: Homeowners and Trustees

Highlights:

Though not shown here, we anticipate expenses to repair the Wanigan as well as support beams in the clubhouse.

Balance sheet as of July 31, 2021:

ASSETS:

Operating Funds	\$489,038.69
DNR Security Deposits	
Marina lease	\$ 13,273.22
Sewer outfall lease	1,511.19
Total	\$ 14,784.41
Capital Funds (combined)	\$ 459,059.94
Total Liquid Assets (Cash)	\$ 962,983.04
Total Current Assets (A/R etc)	\$1,455,159.88
Total Assets:	<u>\$2,485,410.18</u>
LIABILITIES AND EQUITY:	
Liabilities:	\$ 147,318.02
Equity: (General, Marina, Sewer)	\$ 2,338,092.18
Total Liabilities and Equity:	<u>\$ 2,485,410.18</u>

Profit and Loss September, 2021: (Accrual basis)

General Fund Income:

\$500,443.89 (on track per our fee increases)

Total Income July-Sept: \$500,443.89

Expenses: Wages: \$77,410.90 mtd vs Annual Budget \$347.885, 22.3% of budget
Contractual Services \$27417.69 mtd vs. 105,250 Ann Budget , 26.1%
Util and Fuel \$11725.76 mtd vs. \$36,500 Ann Budget 32.1% of
Budget
Parts and Supplies mtd 13,061.65 vs. \$14,250 Budget 91.7% of
Budget

Total Expense July-Sept: 136,759.10 (26.1% of budget)

Marina Fund:

Income \$57,189.29, Budget 59,646.00
Expense: \$4970.28 (8.3% of annual)
Net Income: \$52,769.01

Sewer Fund:

Income \$77,033.00 Annual Budget \$287,500
Expense \$76,493.52
Net Income: \$ 539.48



William A Allen
Treasurer

Profit and Loss Statement, 2021 (Actual Data)

General Fund Income

2500443.89 (on track for our 2021 forecast)

Total Income July-Sept: 2500443.89

Wages 277,033.00 and vs Annual Budget 234,733.00, 18.3% of budget
 Contractual services 234,733.00 and vs 192,520.00 Annual Budget, 22.4%
 Rent and fuel 211,327.76 and vs 202,500.00 Annual Budget 4.4% of
 Budget
 Parts and supplies and 13,011.02 vs 21,425.00 Budget 61.7% of
 Budget

Total Expense July-Sept: 130,727.10 (56.3% of budget)

Net Income

Income 257,120.22 Budget 29,640.00
 Expense 242,028.88 (83% of budget)
Net Income: 252,798.01

General Fund:

Income 277,033.00 Annual Budget 234,733.00
 Expense 270,022.52
Net Income: 2,002.48

William A. Allen
 Treasurer

Water Wastewater Trustee Report
October 26, 2021

Water –

Both wells are running at 100% efficiency. John is fine tuning the addition of chlorine to pump #1.

John is putting together a proposal to add a strainer on well #1 to remove sediment and small particulates coming out of the well.

There continue to be leaks in the waterpipe system. John and the crew continue to trace the leaks to stop them when they are on our side of the meters. Notification will be sent to the homeowner if the leak is determined to be on their side of the meter.

One water hookup remains under our current allotment. Once that has been assigned and paid for, we are unable to grant any water hookups until our water capacity study has been completed and the State authorizes additional hookups. I do not have an indication how long the process will take.

Wastewater –

Dallas has begun work on a French drain at the top of the stairs at the WWTP. Whenever it rains the stairs become very slippery with mud. This safety issue was brought up by Brian Gibson.

There will be a meeting on November 3rd at 11am with the pump truck drivers, Dallas, Brian Gibson, Lisa, and me to discuss changing the work hours for the pump drivers now that it is getting dark at the end of their shifts.

Dallas is looking for work lights for the rear and sides of the pump trucks to help illuminate their work area,

We received a contract proposal from Brian Gibson to continue his work at the WWTP.

A car ran over the pump out hose while Randy was pumping out a septic tank. There does not appear to be any damage to the hose. I will post something about this in the newsletter as there is human waste going through the 6" hose and this could cause a situation where the County or State would have to be called to evaluate cleanup.