

**Carlyon Beach Homeowners Association  
Board Meeting Minutes  
May 25, 2021**

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

**I. Meeting called to order at 6:00pm by Sandi Allen**

**II. Flag Salute**

**III. Member Comments –**

Via Zoom Carol Skinner thanked the staff for the work they have done repairing the marina.

**IV. Approval of Minutes for April 26, 2021 Board Meeting**

**Motion 1 - Bill Allen moved to approve the minutes from April 26<sup>th</sup> with one typographical correction. Marv Harris seconded. Approved 7/0.**

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

The total **General Fund** is 97% expended with 2 months left in the fiscal year. Lisa reiterated that the budget was underfunded with the expectation that the carryover from the General Fund would make up the difference.

**Marina Fund** does not yet reflect the payment for the work completed in the spring.

**Sewer Fund** is creeping out of the hole. It is too early to see the full effect of pump out increase.

**Capital Fund** expenditures as of April 30 total \$161,677. It does not include approximately \$65,000 in expenses. \$50,000 for the marina and \$15,000 for the Jolly Drain way project where invoices are outstanding.

**VI. Committee and Board Member Reports**

**a. Roads and Stormwater –** Marv reported that he will be calculating the amount of road work that needs to be done this year. Jimini is eager to get us on the books as his time is getting scheduled out. We anticipate that this work will be done in August after the budget is approved. Areas of concern are Whitecap and three other areas as well as the parking lot at the club house, which has been put off for several years. This may be divided into two jobs so at least some of the parking spaces are available at all times. We would do one side this year and the other side next year. The lot would probably be tied up for two days. Our goal is to keep the expenditure to about \$100,000. Overlook has an area that creates a lake at the end of a member's driveway that should be addresses. Marv stated that he would have a priority list by, or before the June meeting. Marv reviewed how he evaluates the status of the roads and sets the priorities. Homeowners may want to take this opportunity to improve their personal driveways. Marv will follow up on some damage to the road made by contractors have made. Stan volunteered to join Marv when he drives the neighborhood.

**b. Parks and Recreation –** Jeremy reported that the sticker program has begun. Only Board members can call to get a car towed. He has been in communication with the security company

to establish a plan for Memorial Day weekend. Dallas can bring up the barricades to block off the east entrance to the parking lot. There will be an EZ-up (provided by Dianne Bradford) at the west entrance to the parking lot for the security guards. 10am – 6pm Saturday, Sunday, Monday. They will check for passes. They will also have the list in case someone has not picked up their sticker yet. Jeremy Madden and Dianne Bradford will help out as well. There was a discussion about the signage and towing. Our preference is not to tow. There was a question about there being a policy as to how towing will be handled. Jeremy will follow up with owners that have not picked up their stickers but showed up at the parking lot. There is not a guard stationed at the launch. If you see the launch gate unlocked, lock it up.

**c. Water and Wastewater** – Morke will be coming in to inspect well #1 and evaluate the status of the pump. It is not pumping to capacity at this time. This causes well #2 to take over to make up for the deficit filling the tower. The crew has begun some of the work at the WWTP that Brian addressed at his presentation a couple of months ago. Dallas has been able to organize crew to complete a number of the projects that have been outstanding for some time. It was suggested that we need a weed wacker (aka summer help) as soon as possible. Additional meters are going in by the WWTP for new building.

**d. Marina** – Signs for the new docks only are being placed on the water line. There will be new signage at the gates.

**Motion 2 – Sandi Allen moved to order signs from Cam Components Co., in Florida, not to exceed \$2600 from the Marina fund. Bill Allen seconded. Approved 7/0**

There are some things that need to be ordered for the marina, such as new life ring, that will be coming.

**e. Architecture** – There were new proposals for fencing. The Committee is looking to the Board for follow-up of things that are in need of being enforced. Examples of rules would be number of trees you must have on your lot. Question: Can you put concrete all around your house? You should not and there are rules about how many trees you are supposed to have. Trees and dogs are the biggest issues that cause frustrations. There are issues where fines have been levied and there is not record of follow-up to collect said fines. There needs to be a mechanism for tracking. If there is a fine, the Bookkeeper needs to be informed so it can be placed on there statement. There have been a few submitted and they do get added to the statement. Covid rules have prevented us from imposing late fees. Compliance is something a manager would do, but we don't have a manager. There are very specific steps that are spelled out that need to be completed. If someone writes a letter, they need to follow the process all the way through following those steps. We do have a responsibility, as a Board, to follow through. If a Board member writes a letter, it is their responsibility to follow through. Member Service and Bookkeeping staff are not responsible for follow-up steps. Stan will put together a letter to outline the compliance process in the next month or so. Rules give us the procedure. We need to determine if different people respond to a specific topic or we assign one person to do all letter writing.

**VII. New Business**

**a. Tires for 2007 Peterbilt truck** – Need to be replaced per recommendation. They should come out and evaluate.

**Motion 3 - Jeremy Madden moved that we replace the tires on the 2007 Peterbilt not to exceed \$7000 from capital budget. Bill Allen seconded. Approved 7/0.**

**b. Accident repair and fencing at Marina** – One bid from Southgate for fencing from accident is \$1600 plus tax. This does not include the gates that are not functioning properly. They are not interested in providing a bid or work on the marina dock fencing.

**c. Summer Worker** – We budget for 8 employees. There is a vacant position at this time. We can hire a temporary seasonal worker. Could this person help with weed wacking and monitor the parking area? How would this person be supervised if working on the weekend monitoring the parking lot? This person should have a driver's license. A job description needs to be developed. Volunteers might be able to help cover security on the weekend.

**Motion 4 – Lisa Krupp moved to post the opening for summer maintenance worker as soon as possible with the salary between \$14 and \$15 per hour depending on motivation and experience. This would be a temporary position through September 30, 2021. No benefits are included. Jeremy Madden seconded. Approved 7/0.**

**d. Memorial Day weekend and summer security** – We have contracted for Memorial Day weekend and for the Fourth of July. We are going to see if we can get cheaper coverage. The restrooms will be cleaned by the end of the day Friday by our maintenance crew. The park facilities are Use At Your Own Risk/Bring What You Need.

**e. Fourth of July** – We will need more security. Three people are needed.

**Motion 5 – Jeremy Madden moved that we contract for security as needed for 2021. Marv Harris seconded. Discussion: Stan Harris indicated that he felt the prices from Pierce County Security seemed high for non-armed security. We should get bids from other companies. Approved 7/0.**

**f. Compliance and Letter Writer** – Stan indicated that he couldn't start working on compliance procedures and issues until next month. There is a template that could be used. Jeremy stated that he would proofread the guidelines. Letters would be written, and Marcia could put it on CBHA letterhead. Follow-up letters with liens. Tall grass is an issue that will be coming up soon.

**g. Clubhouse rentals on weekends** - Two forms adapted from Lewis County. Record of Attendance and Assumption of Risk and Waiver of Liability. Puts risk on renter not CBHA. Sandi feels this lets us rent the clubhouse for the weekends. Marcia will be the control point for this. They will come in, pay their money, as usual, and fill out the form. No copy of the attendance sheet needs to be given to CBHA. This is just something that Lewis County uses. There was much disagreement as what sheet should be signed and how the sheets were to be used.

**Motion 6 – Lisa Krupp moved that we allow the rental of the clubhouse on weekends with the usage of the two documents introduced starting June 1, 2021. Bill Allen Seconded. Approved 4/2, Marv Harris and Patricia Olive opposed, Stan Harris abstained.**

**VIII. Old Business –**

**IX. Unfinished Business - Sign at marina –** The electrician will be contacted to make sure the opening for the camera will be the correct size and location. Some of the images and verbiage has been altered. Background white, blue images and lettering, with some black outlines, centered on oval.

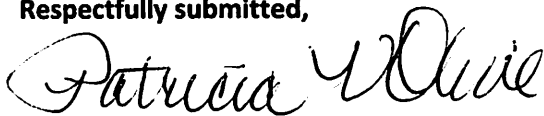
Marv reported that the people were here looking over the filter pond. There was a lot of damage. One of the walls is broken. The filters were broken where the truck landed on them. There is glass from the truck, oil, and probably gas in the filter pond. Marv explained the extensive work that will need to be completed to repair as well as the fence that needs to be repaired. The pond will be out of commission about 2 weeks. The repairs to the filters will be done in Chehalis. There is concrete work that needs to be completed. The insurance company should have a crew in to clean up. It was suggested that the insurance company is trying to pass off work to us that they should be doing. "We" should let the insurance company know that they need to get this clean up work completed. CBHA completed the emergency work.

**Motion 7 – At 8:05pm Lisa Krupp moved to adjourn to Executive Session for the purpose of discussion potential legal issues and personnel issues. Jeremy Madden seconded. Approved 7/0.**

**Motion 8 - At 8:48pm Patricia Olive moved to return to regular session. Jeremy Madden seconded. Approved 7/0.**

**Motion 9 – At 8:48pm Patricia Olive moved to adjourn. Jeremy seconded. Approved 7/0.**

Respectfully submitted,

A handwritten signature in black ink that reads "Patricia Olive". The signature is written in a cursive, flowing style.

**Patricia Olive  
Secretary, CBHA**

**Treasurer's Report  
May 25, 2021**

**I. Balance Sheet as of April 30, 2021**

**Operating Funds**

General	\$261,760
Marina	\$106,044
Sewer	\$ -2,820
<b>Total</b>	<b>\$364,984</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>\$478,164</b>
--------------	------------------

**Total Cash**            **\$858,031**

**II. Profit and Loss Budget vs. Actual Accrual Basis July through April 30, 2021**

**General Fund:** Total expenses in this fund are at 97% of budget with two months left in the fiscal year. As has been stated all year, the expectation is that expenses will exceed income this fiscal year and carryover money in the general fund will make up the difference. Not having a manager for many months has lessened the amount that expenses will exceed income.

**Marina Fund:** This profit and loss statement does not reflect the payment for the marina work completed this spring.

**Sewer Fund:** With the pump-out increase, the sewer fund is creeping out of the hole. As of April 30, the fund is showing income exceeding expenses by \$3,636.

**Capital Fund:** As of April 30, capital expenditures total \$161,677. This does not include the work on the Jolly Drainway or marina repairs, which will be an additional \$60,000 from the capital fund.