

Carlyon Beach Homeowners Association

Board Meeting Minutes

August 2, 2022

**Present: Lisa Krupp (President), Barbara Quick (Vice President & Parks and Recreation), Dianne Bradford (Treasurer), Kristina Ramsey (Secretary), Marv Harris (Roads, Stormwater & Wastewater), Stan Harris (Marina & Compliance), Steve (HOA Manager)**

**Members (see sign in sheet): Marcia Rugg, Colleen Weston, Judy Barry, Sharon Krogseth, Vern & Teresa Jenson, Sandra Marsh**

**I. Call to Order with Flag Salute**

a. Lisa called the meeting to order at 6:02pm

**II. Member Comments**

a. The board received questions regarding the water issue, Steve spoke at length about the issue during the managers report section. Sandra Marsh reported out on parking enforcement but had a question regarding whom from the board she was to call regarding towing. Only members of the board are allowed to call the tow company, at this time there is no formal process. Steve & Barb volunteered to be the contact people for towing. Steve and Marcia have a list of multiple offenders.

b. Marcia Rugg expressed concern regarding tall grass in the neighborhood given the heatwave. She asked to know the status of letters sent to violators of the rules. Marcia Rugg expressed that she hadn't seen any progress in over a month. Steve reported that there are up to 45 individuals that are at the 2<sup>nd</sup> notification point, and the HOA is at the point where we are going to levy fines. Steve has been giving people 15 days after the first notification as a courtesy, but the next letters will include fines.

c. Members expressed concerns regarding free piles. The board will address this issue.

d. Judy Parry expressed concerns regarding the budgets. In particular the audit report, which is due at the end of the fiscal year, she would like to ask for a line item report on the budget. Lisa answered that those details are available. Dianne noted that the office is not comfortable giving out that information. The board will discuss that with the staff and get back to Judy.

e. Vern Jenson asked a question regarding how members can contact the board, noting that nothing in the rules and regulations states the board must be contacted in a specific way. He expressed concern that he and his wife were the subject of an executive session discussion and received a letter afterward requesting that further contact with the board be made via email which he believes violated the rules. Another issue addressed by Vern was in regard to the community garden. He explained there was an agreement between he and the board regarding member privileges for the community garden. He recognized the Board met the obligation to update the rules and regulations. He explained a part of that update to the rules stated that no changes to community property may be done without board approval. Vern placed a call to Barb regarding several pallets being moved into the garden for a compost bin and asked if the Board had authorized that change? Lisa answered that there had been no formal discussion. Another issue discussed was in regard to the steel planters in the garden. Vern has

asked something be done to tone them down. Lisa stated the board has heard your concern, and we will discuss toning them down. Lastly, Vern expressed that PSE came and pruned the birch trees and feels the pruning has changed his view unfavorably. Lisa noted the board will discuss any more work that needs to be done on those trees.

**III. Approval of Minutes for June 28, 2022 & June 11, 2022 Special Board Meeting**

- a. The secretary revised the minutes from the meeting last month.

**Motion 1: Stan Harris moved to approve the minutes from the board meeting on June 28, 2022. Marv Harris seconded the motion. Board approved 6/0.**

- b. The special board meeting minutes where officers were elected needs to be approved.

**Motion 2: Barb Quick moved to approve the minutes from the special board meeting on June 11, 2022. Marv Harris seconded the motion. Board approved 6/0.**

- c. The President requested a motion to excuse Bill Allen from today's meeting.

**Motion 3: Stan Harris moved to excuse Bill Allen. Barb Quick seconded the motion. Board approved 6/0.**

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

- i. Total Cash on hand is \$841,621.24. With Operating Funds at \$309,970.30 and Capital Funds at \$516,862.07
- ii. The General fund is operating at no loss with \$452.31 available.
- iii. The sewer fund is operating at a loss due to an increase in contractual services, utilities and fuel.
- iv. The Marina project ended up costing \$1,279.95 more than projected. The total replacement was half paid for by the Reserve Funds and then the Marina transferred money back to the reserve, which is not shown in the profit/loss statement in the report.
- v. A member asked if there are maintenance schedules for equipment. Steve answered that maintenance is performed every three months for vehicles. The sewer plant is run by a private contractor and inspections will be performed soon.

**V. Manager's Report (see attached report)**

- i. Water - Steve discussed the water telemetry system. The HOA will be installing antennas to try to get the signal over the tree line, should that not work, we will need to discuss updating the system which has been deemed obsolete. The contingency plan at the moment is to update the telemetry plan, we do not have prices yet for that. We are hoping to stave that off for a year. We are currently running the pumps manually. If you see brown water, the recommendation is to run a water hose for half an hour, then try your sink water again. It is safe to drink.

1. There is a leak in the water main near well 2, the HOA is looking into bids to fix it.

2. The HOA is currently taking bids for dive teams to remove the sand from the water tower. Right now, the cost appears to be \$17,000, but there are more bids forthcoming. The HOA is unsure of where the sand is coming from.
  3. The HOA is looking into installing AC units needed for both Well buildings in order to maintain a cool stable environment for computer components.
- ii. Equipment: The riding mower is in need of repair or possible replacement. Steve spoke with J&I who offers financing and monthly payments for mowers, which would cost about \$336/month with \$2,000 down. The outboard motor for the maintenance boat is not functioning properly, the HOA is looking to get it repaired. The F350 truck needs brakes and ball joints. We received estimates from Les Schwab (\$822.00) and Ken's Auto (\$1050.00)
  - iii. Roads and Stormwater – Paving will commence the week of 8/1 through 8/6 on lower and upper Westwind, Westwind at Mariner, and Lookout. Thurston County performed storm drain inspections. We expect a report soon. Culverts on the 2400 block of Island Dr were cleaned out and trimmed. We also cleaned out the culvert and swale at Overlook & Windward.
  - iv. Waste Water Treatment Plant – we are performing maintenance later this month.

## **VI. Trustee Reports**

### **a. President's Report**

- i. Our staff is working OT to do the wells manually, the board would like to thank the staff for that.
- ii. Thurston County has not responded to our inquiries regarding the derelict houses.

### **b. Roads, Storm Water & Wastewater**

- i. This week and next week we are going to pave roads mentioned in manager's report. The members are encouraged to find another route around the paving.
- ii. There was a question regarding who is responsible for any damages to the culvert during construction. The construction companies are responsible for any damage.

### **c. Parks & Recreation**

- i. Marcia and Barb have been working on new guidance for events in the park. Barb now receives a list regarding parking for events every weekend. Barb will distribute the list to those watching the parking lot.

### **d. Marina**

- i. Stan discussed the need for the fence on the Marina to be replaced. We received a preliminary estimate of about \$10,000 for new gates. Steve contacted the Corp of Engineers and has received preliminary approval. There will be a motion next month to approve the funds.
- ii. The board addressed concerns regarding kayakers not yielding to boats. The Board will make a note in the newsletter regarding kayaking/boater safety.

- e. **Architecture**
  - i. No update as Bill is absent.
- f. **Compliance**
  - i. Compliance was addressed in the manager's report section.

**VII. New Business**

- a. **Clubhouse Designer Plans – Board**
  - i. Discussed in unfinished business
- b. **Approve Bylaws as Presented – Board**

**Motion 4: Barb Quick motioned to approve the bylaws. Kristina Ramsey seconded the motion. Board approved 6/0.**

- c. **Request Use of Park for "Music in the Park" – Barb**
  - i. There was a request from a member regarding using the park to present a "Music in the Park" event for members. Barb assured they would be done by a reasonable hour. There is no date confirmed yet. We are looking at August/Early September. Barb will gather more information.
- d. **Approve Paving**
  - i. There is a new estimate from Jimini Construction totaling \$105,300.00

**Motion 5: Stan Harris moved to approve up to \$115,000 for paving to allow for unforeseen costs. Dianne Bradford seconded the motion. Board approved 6/0.**

**VIII. Unfinished Business**

- a. **Wanigan Repair & Clubhouse Designer Plans**
  - i. The board received an engineer report regarding the wanigan and the clubhouse from James W. Ashley-Cole, P.E. Steve discussed the history of the projects being reported on.
  - ii. The consulting engineer recommended the removal of the perimeter lapped cedar siding to expose the exterior sides of the effected columns. Those columns should be treated with a wood preservative and painted with an antimicrobial paint to prevent pests. The engineer noted it is not necessary for the posts to be replaced. A consensus is needed from the board on whether to replace the posts or to go with the engineer's recommendations.

**Motion 6: Kristina Ramsey moved to accept the James W. Ashley-Cole engineer report regarding the stability of the building and for Steve to get estimates for the siding. Barb Quick seconded the motion. Board approved 6/0.**

- iii. The same engineer looked at the Wanigan and created a proposal for the engineering work needed on it. The building is tilting, which is why it was closed down last summer. The recommendation is to put metal rods across each beam and a sheer wall next to the fireplace. The proposal estimates the cost to be between \$3,500 and \$4,500 not to be exceeded without the board's written consent.

Motion 7: Stan Harris moved to accept the engineer bid up to \$4,500. Dianne Bradford seconded the motion. Board approved 6/0.

IX. Executive Session

Motion 8: Barb Quick moved to go to Executive Session at 7:33pm. Dianne Bradford seconded the motion. Board approved 6/0.

Executive Session ended at 8:20pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "K. Ramsey". The signature is written in a cursive, flowing style.

Kristina Ramsey,  
CBHA Secretary

## Carlyon Beach Treasure's Report

August 2, 2022

### **Operating Funds**

General	\$232,084.54
Marina	\$ 80,743.45
Sewer	-\$ 2, 857.69
Total	\$309,970.30

### **DNR Security Deposits**

Marina Lease	\$ 13, 277.23
Sewer	\$ 1,511.64
Total	\$ 14,788.87
Capital Funds Combined	\$516,862.07
Total Cash	\$841, 621.24

### **General Fund**

Gross	\$ 13,432.38
Fiscal Expenses	\$ 12,980.07
No Loss	\$ 452.31

Keep in mind, with no manager and personnel changes and higher utility and fuel costs we had no loss.

### **Sewer Fund**

Budgeted Income was	\$287,500.00
Actual Costs	\$310,767.00
Loss	-\$ 7,355.15

The budget ran short due to increase in contractual services and utilities and fuel.

**Marina**

Projected Budget	\$ 57,886.05
Actual Budget	\$ 59,146,00
Loss	-\$ 1,279.95

The dock replacement total was \$131,085.00, which came out of Reserve Funds.

Then, the Marina transferred \$69,822.00 to the Reserve Funds.

So, the actual total from the Reserve Funds was \$61,263.00, which is less than half the cost.

The Marina transfer is not shown on the Profit/Loss statement.

CBHA  
Ops Manager Report  
July 2022

## Water

- Tower telemetry system down
  - Working with original computer system installer, Control Systems International.
    - Problem is diagnosed as radio signals not penetrating tree lines between water tower, reservoir, and wells #1 and #2
  - Attempting to raise antennas higher to avoid tree lines
  - New information from the vendor indicates that our current system has aged-out and parts are no longer readily available. (Deemed obsolete)
    - Contingency will be to take bids to replace telemetry system
  - Water is being pumped manually (turning on and off pumps from both wells to supply tower, 24/7)
- Water leak at Crestridge and Westwind (near small park)
  - Main line leak from well #2 is cracked at T-connection
    - Contractor contacted for mainline repair. (Beyond the scope our staff with critical connection coming from well #2 toward water tower)
    - Estimate pending
- Upcoming projects:
  - Seeking dive team to remove sand from Tower and repair float (to gauge water levels)
    - Inland Potables-\$2875/day (3 divers) at recommended 6 days. \$17,250.00 with tax
    - Liquivision: Estimate pending
  - Removing and preventing sand in well #1
    - Several possible scenarios to address unknown source of sand
      - Scenarios include digging new well, installing a type of sleeve and clay sealant to create barrier on well wall, installing new pump filters, etc.
      - Because source of sand is unknown, each venture has risks and varying costs
  - Mini-split AC units need for both well buildings.
    - Maintain cool stable environment for computer components. (Extending life of computer systems)

## Maintenance Vehicles

- Riding mower in need of repair (Steering mechanism and broken drive belt)
  - Estimate for repairs unknown. Vehicle must be towed in trailer to authorized mechanic
- Possible replacement
  - J & I Power Equipment offers financing and monthly payments. (See attached)
- Outboard motor for maintenance boat not functioning correctly
  - Seeking mechanic/shop for repair
- F350 in need of rear brakes and ball joints
  - Estimate \$822.00 Les Schwab
  - Estimate \$1050.00 Ken's Auto



### **Roads and Stormwater**

- Paving to commence this week
  - Lower Westwind
  - Upper Westwind
  - Westwind at Mariner
  - Lookout (near Westwind)
  - One speed bump replacement
- Thurston County completed storm drain inspection last week. (70 drains throughout community)
  - Final report pending
- Culverts cleaned out and bioswales trimmed at 2400 block of Island Dr. NW
  - South side of street culverts were impacted, swales overgrown in parts, resulting in standing or slow-moving water
  - Reported leaks at bulkhead have stopped as reported by community member
- Culvert and swale at Overlook and Windward—cement pump truck slid off the road into the swale plugging culvert and creating mudhole
  - Cleaned out culvert, created flow for water. (Possible spring. Will continue to investigate for leak)

### **Staffing**

- Part-time pump driver hired. (CDL driver, Gail V., now training on pump trucks.)
  - Will work approximately 16 hours/week
  - Coverage for full-time driver's sick days, vacation or leave. (Reduces OT)
  - Relieves and reduces overall number of pumps for full-time drivers (Reduces need for OT)

### **Landscaping**

- Continuing trimming and mowing of bioswales, ponds, park, and common areas
- Noxious weed removal—tansy ragwort, orange hawkweed, poisonous hemlock being identified and removed
  - Homeowners with noxious weeds are being notified via compliance correspondence

### **Architecture**

- Engineering reports for Wanigan and Clubhouse repairs received from James Ashley-Cole, P.E. (Included with agenda packet)

### **WWTP**

- FloHawks estimate approved for (3) holding tank inspections
  - Preventative maintenance to visually inspect inside of holding tanks for blockage, cracks, potential issues, etc.
  - Date of service pending