

Carlyon Beach Homeowners Association

Board Meeting Minutes

August 23, 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), Bill Allen (Architecture)

Members (see sign in sheet):

I. Call to Order with Flag Salute

- a. Lisa called the meeting to order at 6:00pm

II. Member Comments

- a. Lisa Krupp opened the floor to discuss water issues. The neighborhoods water system is very old and is having technology issues. The board is looking at this as an opportunity to improve the system. We do have a certified operator who tests for chlorine 5 days a week. The Department of Health came out recently to review the telemetry system, which is a system that communicates between the well and the water tower, and had no suggestions to do anything differently with the system. Water samples were sent to Tacoma, who will notify DOH if anything is out of compliance. The telemetry system has failed which has caused sediments in the pipes. There was also a leak in the watermain at well 2, which was turned off for five days while the leak was fixed. Our immediate issues are to get well 1 fixed and getting the telemetry system in place. We have two new water experts in the neighborhood who have volunteered to form a committee to help guide the board in updating our water system. The water is safe to drink with the current system. We have a strategic plan to deal with the current water system. The floor was then opened for questions. Sandy asked if we have funds to pay for this new system. The Board is still waiting on bids for the new system. We have a little bit of money to put into it, but until we have bids, there is no way to tell if we have enough money. There was a suggestion to start charging for water in order to help pay for repairs and upkeep, which would require a by-law change.
- b. The floor was then opened for other member comments. Sharon C. lives on Mariner drive. Mariner has become a racetrack, where people coming down Mariner are going pretty fast. We would like to see a couple of speedbumps up on Mariner. Marv Harris expressed that we are trying to get that under control, but it is hard to catch speeders. We can put speedbumps in. A suggestion for a sign was made. Deanna suggested to paint the MPH on the road. Deanna suggested that we move the guard shack to the entrance of the parking lot and making the other side an exit. We can have volunteers' man the gate to help with parking issues.

III. Approval of Minutes for August 2, 2022 Board Meeting

MOTION: Dianne Bradford moved to approve the minutes for the August 2, 2022 Board Meeting. Bill Allen seconded. Board approved. 7/0.

IV. Treasurer's Report (see attached report)

- a. Dianne ran through the numbers. We have used 8.9% of the budget expenses to date for the general fund. The marina fund has used 0.8% of the budget expenses to date. The sewer fund as used 8.5% of the budget expenses to date. There was a discussion regarding any trends in the budget. Dianne Bradford stated there are some accounts that are past due. There are 8 accounts in arrears totaling \$42,329. Three of them are slide lots which have been notified several times and will now be going to collections. Dianne will be calling the other five to set up payment plans to bring them up to date. The board is unsure what the expense for collections will be.

V. Manager's Report (see attached report)

- a. Vehicle Maintenance: Air Conditioning needs repair for the Peterbilt and the F350 is in need of rear brakes. West Coast Mobile Mechanics are coming out every three months to service our vehicles.
- b. Roads and Stormwater: Street paving has been completed, notwithstanding speedbumps. Thurston County inspections of our storm drains and had no suggestions for changes.
- c. Staffing: Marcia Vaughan is resigning effective August 31st. We are taking applications to fill the role.
- d. Architecture: The Board has accepted the proposal to refurbish and retrofit the Wanigan. Engineer James Ashley-Cole, PE will submit stamped proposal to Thurston County for all the necessary permitting.
- e. Waste Water Treatment Plant: We have two compressors, one of which needs a blower that run around \$9,000. Without this part, we will not be able to process waste. We are currently operating with one compressor without a backup. Steve has requested a 2nd bid for the compressors, but is finding it difficult to obtain as there are limited vendors for the technical work. Chuck asked if there was any discussions regarding upgrading the WWTP system? Steve expressed there is grant money available for building a new holding tank, which would allow us to clean and maintain the other ones.

VI. Trustee Reports

a. President's Report

- i. We will be training other staff on the water tower until the telemetry system can be replaced.

b. Roads, Storm Water & Wastewater

- i. Marv thanked everyone for being patient with the road repairs. We have gone through all the money that we set aside for paving with this last round of paving. Lisa suggested changing the paving schedule to every other year to help mitigate the cost. She has asked the reserve plan to be updated to reflect \$150,000 every other year for paving. There will be more information forthcoming. There was discussion of adding a fee for overweight trucks on the road.

c. Parks & Recreation

- i. The Parks Committee is looking for new people to join. We have a meeting upcoming in the second half of September. Dianne asked about Labor Day weekend security. Steve will look into getting the cadets again.

- ii. Several locks were missing from the gates recently. The locks have been repaired or replaced.

- d. **Marina**

- i. We are still finishing up the permitting process for the docks, which is a long term process. We are preparing to put new gates down on the dock.

- e. **Architecture**

- i. We are planning to meet in September.

- f. **Compliance**

- i. There will be a couple of follow up fine letters going out this week.

VII. New Business

- a. **Change Dates for the November/December Board Meetings**

- i. November workshop scheduled 11/8, the Board Meeting 11/15
 - ii. December workshop scheduled 12/6, the Board Meeting 12/13

MOTION: Kristina Ramsey moved to change the Board Meetings for November/December. Barb Quick seconded. Board approved. 7/0.

- b. **Holding tanks cleaned**

- i. There was a bunch of sludge that needed to be removed. The emergency payment was voted via email.

MOTION: Dianne Bradford moved that the emergency expense for sludge removal be approved from unrestricted capital account in meeting. Marv Harris seconded. Board Approved. 7/0.

- c. **Approval of the telemetry**

- i. Steve expected a second bid, which has not come through yet and would like to wait to vote.

- d. **Approval of the new blower**

- i. The bid for the blower came in just under \$9500 before tax.

MOTION: Bill Allen motioned to approve up to \$10,500 for the new WWTP blower. Barb Quick seconded. Board approved. 7/0.

- e. **Rules & Regulations**

- i. Architecture suggestions: Stan Harris suggests that only stick built homes be built in the community and that we have a 200 sq. ft. requirement for any shops or garages being built. There was discussion about stipulating stick built homes. Stan Harris also suggested that no temporary or permanent structures be built within 30 ft. of the street. There will need to be a clause regarding structures that are already there. Kristina Ramsey objected to stipulating only stick-built homes in the community, especially if the reasoning behind the rule is cosmetic in nature. Dianne Bradford agreed. Stan noted that the vast majority of the lots that are left are challenging lots to build on and without a rule regarding the quality or placement of those homes, the quality of the property and the property around those homes goes down. There was discussion regarding the rules for a private community and whether there are already rules in place that help keep the neighborhood nice.

- ii. Another proposal from Colleen and Mike regarding adding a minimum square footage for new construction and new manufactured homes to be 390 or 400 sq ft. We have approved this minimum before. Thurston County has raised their minimum residential square footage to 400 sq. ft. There was discussion regarding whether or not that was for a livable structure or a non-livable structure. Some of these regulations can be controlled through the architecture committee building packets.
- iii. The next proposal was to add a permit for a cover over a deck or patio because Thurston County requires them.
- iv. Discussion regarding enforcing the county rules in the neighborhood.
- v. There was some discussion that the rules that are already written be enforced.
- vi. Lisa brought up bringing the rules & regulations up to county standards regarding septic clean out upon sale/purchase. Stan would like to add a stipulation that would require owners to clean their septic every five years. Stan also suggested eliminating final bullet point regarding exceptions to the pump rules.
- vii. We will post a draft of the rules on the website prior to the next workshop.
- viii. Barb proposed adding an impact fee for events larger than 65 people. Barb proposed allowing approved certificated service dogs in the park.
- ix. Dianne proposed a change to the kayak rule. XV number 10 – we need to change the language to note the contract will not be renewed if boats are not in functioning proper working order. There was discussion regarding raising the fee.

VIII. Unfinished Business

- a. None.

IX. Executive Session

- a. Not necessary.

Stan Harris moved to adjourn the meeting at 8:00p. Marv Harris seconded. Board Approved. 7/0.

Respectfully submitted,



Kristina Ramsey,

CBHA Secretary

Carlyon Beach Treasure's Report August 23,2022

Operating Funds:

General	\$406,014.88
Marina	\$107,215.05
Sewer	\$ 6,892.85
Total	\$520,122.78

DNR Security Deposits

Marina Lease	\$ 13,277.23
Sewer	\$ 1,511.64
Total	\$ 14,788.87
Petty Cash	\$ 92.66
Capital Funds Combined	\$542,361.43
Total Cash	\$1,077,365.74

General Fund

Budget Income	\$590,148.00
Actual Income	\$525,638.26
Fiscal Expenses	\$ 52,298.42

We have used 8.9% of the budget expenses to date.

Marina Fund

Budgeted Income was	\$57,738.00
Actual Income	\$55,809.59
Marina expenses	\$473.43

We have used .08% of the budget expenses to date.

Sewer Fund

Projected Budget	\$317,500.00
Actual Income	\$ 27,009.00
Fiscal Expenses	\$ 27,059.67

We have used 8.5% of the sewer budget expenses to date.

Water

- Tower telemetry system down
 - First bid received from CSI. (See attached.)
 - This bid recycles most hardware and computer systems
 - Upgrade to cellular technology, improving connectivity and reliability
 - \$25K (50% down. 30% at midway point. Final 20% at completion)
 - 5-to-6-week lead time.
 - Second bid pending from AET
- Water discoloration
 - Possible causes:
 - Pumping water manually due to absence of water telemetry system.
 - Sudden pressure changes stirring sediment, iron, and manganese buildup from water pipes
 - Per water consultant group NW Water and Washington State Dept. of Health:
 - Flushing water from the entire system (ongoing) to gently allow discolored water to leave system
 - Recommending individual homes to flush with garden hose for 30 minutes as needed
 - Continuous water testing
 - Samples sent to labs weekly
 - Consultation with State Department of Health to support our efforts and promote transparency as we work to solve the problem
- Ongoing:
 - Seeking dive team to remove sand from Tower and repair float mechanism for gauging water level
 - Inland Potables: 6 days/\$17K
 - LiquiVision: \$4905 plus \$475/hour for sand removal. (Unknown timeline without physical examination of facility.)
- Removing/Preventing sand from well #1
 - Several scenarios discussed include digging new well, installing a sleeve to act as a barrier between crack and well water, installing sand filters at pump stations
 - Because source of sand is unknown, each venture has risks and costs

Vehicle Maintenance

- 2007 Peterbilt repairing AC
- F350 in need of rear brakes. (Upcoming)

Roads and Stormwater

- Street paving completed for this year
- Storm drain inspection completed in July. Waiting for official TC report

CBHA Ops Manager Report
August 2022

Staffing

- Member Services Representative, Marcia Vaughn, is resigning effective August 31st,
 - On behalf the board and the entire CBHA staff, we wish Marcia all the best and thank her for her endless dedication to this community over the last 7-plus years
- CBHA is currently accepting applications to fill the Member Service Representative role. (Please see CBHA Website)

Architecture

- Proposal to refurbish and retrofit the Wanigan has been accepted by the board. Engineer James Ashley-Cole, PE will submit stamped proposal to Thurston County for all necessary permitting

WWTP

- Estimate for compressor blower needed to operate SBRs.
 - \$9K
 - Currently operating with only one compressor
 - No back up at this time.
 - Need two compressors to effectively operate 2 SBR processing tanks
 - Requested a 2nd bid or a written statement explaining why a 2nd bid may not be available
 - Operator Brian Gibson indicates limited vendors for this technical work