

Carlyon Beach Homeowners Association

Board Meeting Minutes

June 28, 2022

Present: Diane, Kristina, Marv, Bill, Steve

I. Meeting called to order at 6:03 pm by Diane Bradford, Marv Harris leading the Flag Salute

II. Member Comments

2 members joined for observation. No comments

III. Approval of Minutes for May 24, 2022 Board Meeting & June 11, 2022 Special Board Meeting

Minutes from May 24, 2022 were approved. Cannot approve the minutes from June 11.

Kristina does not have access to the Drive yet, will check on gathering those meeting minutes when access is granted.

IV. Treasurer's Report

Bill gave a brief financial report, indicating that dues increase and annual fund increase had both been passed by the members. He noted there is a decrease in the amount of dollars we are having to put into contracting out people, but now that money is going to our own staff. He noted there are no surprises in the numbers as we are getting to the end of our fiscal year, however, our expenses for infrastructure such as water and sewer, are exceeding the budget. He stressed that as a board, we need to be more forward thinking when it comes to those challenges instead of reactive. Announced this is his last report as treasurer.

Motion 1: Marv moved to approve Treasurers Report. Kristina seconded. Approved 4-0.

V. Manager's Report (see attached report)

Steve gave a brief report regarding rehired staff, equipment repairs, and equipment purchases including a Black Ford Ranger to be used as a security patrol car after hours. He introduced a preventative maintenance schedule occurring every three months for our pump trucks. Steve informed the board that there was a collapsed roadway near the slide lot area on Mariner and Jibstay. The county has been informed and noted possible storm drain leak as cause. Seth Schade (member) located the collapse, he also procured and replaced 2 ft section of pipe and backfilled. CBHOA has reimbursed Mr. Schade. Steve introduced the Filtration Pond mandatory maintenance 3 year cycle beginning in 2024. The estimate from Boston Harbor Services totals \$21,000 with admonition about inflation costs for fuel, disposal fees, parts, freight, etc.*

Steve reported there is some standing water on the 2400 block of Island Dr., suggested a camera inspection be performed to determine cause. Steve and Cody have been trained in water testing so there is coverage when John has to be absent. Steve then summarized upcoming projects including water tower painting, a dive team to remove remaining sand in Well 1, installation of water meters and A/C units for Wells 1 and 2. Finally, Steve reported out on compliance (see detail in compliance reports) and reported receiving two bids for fencing to take care of WWTP noise. One bid for \$2,155 and one for \$600. We are not sure if

it is going to work, but it is worth a try.

*Marv requested a copy of the contract for the Filtration Pond to give to John for his awareness of what is under contract. Steve agreed.

VI. Trustee Reports

a. President

No Report

b. Roads and Storm Water

Marv has a meeting with Jim July 1 at 10am regarding repairs that need to be made this time around which was Ok'd on the budget. Marv has received inquiries regarding re-paving the parking lot, but noted that will have to be shelved for now to make room for other, more pressing projects. Jim will hopefully have all the information regarding inflation pricing.

c. Parks & Recreation

No Report as Barb is absent. Diane is waiting to hear back regarding July 4th security. Steve was able to follow up on the contracts to be updated and signed, but nothing yet. Diane will call them tomorrow (6/29). Marcia will print the sheets with all the names of residents for security to check. She needs to know how many copies are needed. Diane indicated 3 were needed. Gate at back entrance will be closed Sunday @5pm (7/3) until Tuesday @7am (7/5).

d. Water and Wastewater

Lisa and Steve will divvy up these tasks. Nothing new to report. See manager report regarding water testing. We had a leak on Island Dr, the property owner has been directed to fix it.

e. Marina

No Report

f. Architecture

No Report. Will be meeting within the next month.

g. Compliance

Approximately 40 letters and follow-ups have gone out to members, mostly for yard maintenance, old vehicles, clutter/junk accumulation. Most are complying. Steve is tracking these notices. Failure to comply will result in fines according to the rules and regulations.

VII. New Business

- a. Steve passed out a packet for clubhouse project. The company, Design for People, has proposed a phased project, the first of which will be an inspection regarding feasibility (\$300-600). Steve submitted this for new business. This will be 6-8 weeks out, but we could get the ball rolling.

Motion 2: Kristina motioned to table this as new business for next meeting. Diane seconded. Motion carried

- b. **Approve Backhoe Repairs**

The backhoe has been repaired. This bill totals \$3,368.

Motion 3: Diane motioned to approve. Motion seconded. Motion carried.

c. Rules & Regulation Changes & Updates

Follow up with Stan.

d. Emails regarding park concerns

There was some aggressive behavior from one resident to another. Diane would like Steve to address the situation. Not all the guests at the events this weekend had the proper stickers or passes. Diane proposed security concerns for new business. Steve will put something in the newsletter regarding asking for volunteers to help with security. Diane will be the contact for 4th of July.

e. Parade

Marv is going to watch entrance and John will watch the Seaview end.

Motion 3: Motion for Executive Session. Seconded. Carried.

Motion 4: Motion to return to regular session. Seconded. Carried.

Motion 5: Motion to adjourn. Seconded. Carried.

Respectfully Submitted,



Kristina Ramsey,
CBHA Secretary

CBHA Ops Manager's Report
6-28-2022

Staffing

- Drew Brown (rehire) starting on Monday, June 27th
 - Temporary (seasonal) full-time maintenance

Maintenance Vehicles

- Backhoe is repaired
 - Work performed by West Coast Mobile Mechanics
- 2007 Peterbuilt needs speed sensor (Affects automatic transmission performance.)
 - On order. Expected soon via West Coast Mobile Mechanics
- Both 2019 and 2007 trucks had filter and fluid changes via West Coast Mobile Mechanics
 - Will continue quarterly with diagnostics and recommended maintenance
- Ford Ranger purchased, registered, and insured
 - Board suggests using vehicle as security patrol vehicle after business hours
 - Will need some preventive maintenance per Ken's Automotive (\$600.00)
- 2003 F350- Installed 4 rear tires to replace old/bald tires. \$1472 with installation

Roads and Stormwater

- Sinkhole near end of Mariner and Jibstay (collapsed road near slide lot area.)
 - County addressed possible storm drain leak/seepage as cause
 - Community member Seth Schade volunteered dig out sinkhole and found collapsed section of storm drainpipe. Has volunteered to procure 2ft section of pipe, replace, and backfill
 - CBHA will cover with crushed gravel when repair is completed
- Filtration pond mandatory maintenance estimate from Boston Harbor Services. (See attached.)
 - 2024 estimate of three-year cycle. \$21K with admonition about inflation costs for fuel, disposal fees, parts and freight, etc.
- Culverts/drainage at south side of 2400 block of Island Drive-standing water.
 - Suspect water seepage toward homes on bulkhead
 - Suggest camera inspection to determine issues

Water

- Cody and Steve trained (by John) in water testing. Performing daily monitoring of chlorine levels, pump and well performance
- Well #1 operating at 3/4 capacity due to sand at bottom
- Upcoming projects
 - Tower needs exterior protective paint bottom third
 - Seeking vendor for water tower painting (Suggestions welcome.)
 - Need dive team to remove remaining sand from Well 1
 - Install remaining water meters to properties without meters.
 - Mini-split AC units for Wells 1 and 2
 - Computer monitors must be kept at cooler temps for life and performance of equipment. (Increasing summer temps.)