

Carlyon Beach Homeowners Association
Board Meeting Minutes
May 24, 2022

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

I. Meeting called to order at 6:00 pm by Lisa Krupp, Stan leading the Flag Salute

II. Member Comments

Bruce H, Colleen W, Marilyn W, Ilona M, Stewart C, Marcia R, Julie F, Tom B, Gail V, Richard V attending.

A member of the garden group read a letter about a situation they have been in for over a year with 1 member household that criticizes the garden more than seems necessary or neighborly. It was mentioned they feel bullied. The letter listed all the things the garden group does for Carlyon Beach, the Food Bank, and others with both gardening information and produce for those in need. The board agreed the President would send a letter to clarify the board's support of the garden group, which has been active for many years, and were given the corner in the park in 2012. The garden is neat and tidy, and the board has no issues with it.

Stewart C, with a slide lot on Bowline, was wondering if he could donate his lot and maybe talk other slide lots to join him, so Carlyon Beach could make it a park for member use. We explained the restrictions on clearing to make it a working park would be difficult, as only hand tools for trails no wider than 3 ft can be used, and trees cannot be cut, per Thurston County's Critical Areas Ordinance.

III. Approval of Minutes for April 26, 2022

Motion 1: Bill moved to approve the minutes from the meeting on April 26, 2022. Barb seconded. Approved 7-0

IV. Treasurer's Report

Bill talked about the future needs of CBHA and the need for the increase to keep the General (Operating) Funds sufficient to cover the increase in utilities, fuel, supplies, wages, and the rest of the things paid out of that fund. And he talked about the projects still waiting, such as Clubhouse repairs and Wanigan repairs that will be Capital expenditures. **See attached report from Bill.**

V. Manager's Report

Steve reported on all he's been doing since arriving, and his written report covers multiple topics. **See the attached report from Steve.**

VI. Trustee Reports

a. President

Lisa mentioned that Pat Olive & Sandi Allen are leaving the board, and Marv & Stan are up for re-election. There were enough new candidates running to assure the vacated positions would

be filled.

b. Roads and Storm Water

Marv is still holding back, as the final decision on the roads for 2022 will depend on the funds available. For this reason, the areas to be done cannot be finalized until after the Annual Meeting and the approval of the budget. Then he will get with Jimini and see what the costs will be with petroleum prices still climbing at a rapid rate. And finally choose how much can be done based on budget constraints.

c. Parks and Recreation

Barb is excited to have upcoming events in the park. The bathrooms are now open. There will be security for the 4th of July weekend, and with the parade and families gathering in the park, it will be a wonderful time in Carlyon Beach.

Barb and Stan talked about adding more temporary support to the Wanigan to keep it safely stabilized until permits are in place for full repairs, but Stan is going to check into liability concerns before we open it up for use.

d. Water and Wastewater

Pat updated the information on the Water Capacity Study & other water/wastewater issues. She has checked regularly with the department in charge of the study, and it is ongoing, we're waiting, still no approval.

The Department of Ecology continues to test along Whitecap due to an E.coli hotspot that showed up in their testing of waters going into Puget Sound.

Pat reported there have been truck and backhoe repairs needed and done.

e. Marina

Sandi mentioned the piling issues that Bob McConkey pointed out in our dock pilings. And the rogue piling that floated into one of the B Dock slips was removed by Teredo Tugboat getting it to the launch and our crew removing it from the water. It is temporarily along the fence while it dries out and becomes easier to cut up and haul away. The derelict boat someone tied to the launch was posted per the Derelict Vessel rules and has been impounded until it can be cut up and taken to the dump.

f. Architecture

Bill reported there are 11 homes started, as Carlyon Beach pushes ever closer to build-out. Our new manager Steve was invited to the architecture meeting to get familiar with what they handle.

g. Compliance

Stan reported dog complaints have taken some of his time, along with tall grass issues. Letters are going out to get the grass cut back before the dry weather makes it a safety concern.

VII. New Business

a. WWTP Sound Proofing

Review of options is ongoing (see Manager's report for details). Steve and John are getting firm estimates together before presenting options to the board for a vote.

b. Approval of Audit

Motion 2: Lisa moved to approve the audit done by DNM Associates at a cost not to exceed \$11,000. Pat seconded. Approved 7-0

c. Repairs to 2019 Peterbilt from the Unrestricted Capital Funds

Motion 3: Pat moved to approve PeterBilt repairs not to exceed \$12,000. Marv seconded. Approved 7-0

VIII. Unfinished Business

a. Clubhouse Repairs

Stan presented issues on the outdoor stairs for egress from the lower level needed for safety, that are compromised by water infiltration due to improper flashing on attachment to the clubhouse. Stan has narrowed the scope of what's needed and will be getting an engineer to draw it up so it can get permitted.

b. Summer Security

Motion 4: Barb moved to approve up to \$3500 for 1 day of security with 3 security persons on the 4th of July weekend, and 2 days on Labor Day with 1 security person each day. Pat seconded. Approved 7-0

Motion 5: Pat moved to go into executive session for personnel and legal matters. Marv seconded. Approved 7-0

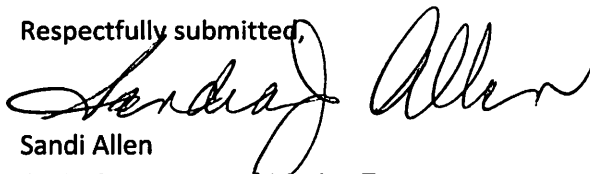
IX. Executive Session

Executive Session needed

Motion 6: Barb moved to return to open session at 8:10 pm. Pat seconded. Approved 7-0

X. Motion 7: Pat moved to adjourn the meeting at 8:12 p.m. Barb seconded. Approved 7-0

Respectfully submitted,



Sandi Allen
CBHA Secretary and Marina Trustee

Carlyon Beach Homeowners Association
Treasurer Report

May 2022

To: Homeowners and Trustees

Highlights:

Balances are represented as of April 2022

We are planning to propose a modest dues increase for this next year. A \$5.00 increase in dues provide about \$42,000 in increased revenue. Supplies and contracted services will be higher and could negatively impact our estimates unless we carefully run the numbers on a forward-thinking estimate.

Without dues increase our budget for non-planned expenses is about \$8,000. This is not enough room to allow for the unexpected. The dues increase provides about \$50,000 of funds additional. Our capital fund budget is allowing for a vehicle replacement and repairs to the Wanigan. Calculating actual expenses against budgets yields a \$13,341 over expense for the last fiscal year. Further justification for the proposed increase is that CBHA did not spend funds to replace any vehicles and continues to spend more on "emergency" repairs. No clubhouse repair cost either.

Balance sheet as of April 2022:

ASSETS:

Operating Funds	\$372,551.64
DNR Security Deposits	
Marina lease	\$ 13,275.57
Sewer outfall lease	1,511.45
Total	\$ 14,787.02
Capital Funds (combined)	\$ 488,536.69
Total Liquid Assets (Cash)	\$ 875,975.35
Total Current Assets (A/R etc)	\$ 1,048,379.73
Total Assets:	<u>\$1,986,829.03</u>

LIABILITIES AND EQUITY:

Liabilities: \$ 102,454.26
Equity: (General, Marina, Sewer) \$ 1,884,374.77

Total Liabilities and Equity: \$1,986,829.03

Profit and Loss April 2022: (Accrual basis)

General Fund Income:

\$530,734.59 Budget: \$524,324.00

**Expenses: Contractual Services: \$96,973 ytd vs Annual Budget
\$105,250, of budget (101.2% of budget)**

**Personnel Services \$239,998.05 ytd vs. 347,885 Ann. Budget,
69% of budget**

**Util and Fuel \$35,858.85 ytd vs. \$36,500 Ann. Budget
98.2% of Budget**

**Parts and Supplies ytd 28,378.63 vs. \$14,750 Budget
199.0% of Budget**

Other Expense \$23,220.88 vs. \$19,939 116% of Budget

Total Expense July-Apr: 424,430.20 (65.5% of budget)

Marina Fund:

Income \$57,851.00 Budget 59,146.00 (97.5% of budget)

Expense: \$ 9815 (11.3% of annual)

Net Income: \$48,035.83

Sewer Fund:

Income \$258,185 Annual Budget \$287,500

Expense \$260,972(73.0% of budget)

Net Income: (Total Income less total expense) \$ (3661.)

Respectfully submitted

WILLIAM A. ALLEN, Treasurer

CBHA
Ops Manager's report 5/24/2022

Staffing

- Dallas Pine last day, Jun 10th
 - Ads posted on Indeed and Craigslist (\$21 to \$22.00 hourly plus benefits)
 - One applicant. Scheduled interview and cancelled. (Has not responded to reschedule request.)
- Part-time temporary maintenance Drew Brown (re-hire) accepted offer to work over the summer.
 - Will start on 6/27 (\$17/hour)
- Ad for second part-time temporary maintenance posted on Indeed and Craigslist.
 - Two applicants, so far. (Both viable)

Marina (additional)

- Piling successfully removed from marina dock B
 - Piling drying out next to boat launch gate. Safely out of the way
 - Will cut log and remove as soon as time/weather allow
- Water line

Stormwater (additional)

- Annual stormwater inspection order received from Thurston County
 - Inspection due August 31, 2022
 - To be performed in-house by John and completed form mailed to County Public Works.
- Filtration Pond inspection and scheduled maintenance estimate performed on Monday, 5/23/2022 by Boston Harbor Services
 - Filters are in good shape after repair/replacement
 - County mandates filters replaced/inspected every three years
 - Boston Harbor recommends dividing all work into three-year cycle, completing one-third of filter replacement annually over three years to complete cycle
 - Estimate expected after Memorial Day. Possibly \$33K to \$40K annually
 - Will forward estimate to the board upon receipt
 - Recommend multiple bids

Vehicles

- \$10,842.63 final invoice total
 - Truck should be available to be picked up on Weds, 5/25/2022
- Pickup truck is at Ken's Auto for pre-purchase inspection 5/24/2022

WWTP Noise Mitigation (additional)

I met with Brian Gibson earlier today and received a full tour and explanation about how the plant functions. While on-site, I heard the compressor start. It is indeed quite loud and must run intermittently 24 hours/day. (Though, with less frequency at night, according to Brian.)

I discussed the easiest solution with Brian, noise mitigation blankets over/around the compressors. Brian felt this is not a good idea because the compressors need to stay cool or risk burning out the motors or unnecessarily causing wear and tear to the machines. The room is warm already. It is a completely enclosed with four poured concrete walls. There is only one window that must remain open

CBHA
Ops Manager's report 5/24/2022

to allow airflow. That window is really the focus or the escaping noise. Unfortunately, the single window is directed toward the complainant's home.

At this point, I do not think Brian will recommend/approve noise mitigating blankets. If the compressor motor(s) fail, we lose a critical piece of machinery for an undetermined time-period, as well as added costs for repairs. Likewise, noise absorbing tiles inside of the basement room may damper some noise, but it will not stop noise from escaping out of the window.

I suggest several options:

- A block wall just outside the window to mitigate noise directed at complainant's home.
 - In addition, tall shrubs to line the wall and absorb noise (similar to the spruce shrubs at the upper fence line.)
- In addition to a wall, I suggest a line of smaller trees either inside or outside the fence line between the WWTP structure and the complainant's property line.
- Alternatively, acoustic fencing replacing the existing fence line (between complainant's home and WWTP). Tall acoustic fencing will damper noise by 28% and block sightline of treatment area.
- A slanted roof coming from the structure and sloping to cover the window might deflect noise away from the complainant's home.
 - In addition to trees or shrubbery around the window area or fence line to absorb noise.

It may be a combination of efforts to mitigate the noise. We also have assurances by complainant that he is willing to spend some money out of pocket. Thus, if we make an earnest attempt and successfully meet the noise ordinance, any other action will be on the homeowner's time and expense (with committee permission.)