

Carlyon Beach Homeowner's Association Board Meeting

Tuesday, October 25, 2022

Minutes

Present : Lisa Krupp (President), Barbara Quick (VP, Parks & Recreation), Dianne Bradford (Treasurer), Kristina Ramsey (Secretary), Marv Harris (Roads, Stormwater & Wastewater), ~~Stan Harris (Marina & Compliance)~~, Steve Steinhour (HOA Manager), ~~Bill Allen (Architecture)~~

Members Present:

I. Call to Order with Flag Salute 602pm

MOTION 1: Dianne Bradford motioned to excuse Bill Allen & Stan Harris who are out sick. Barb Quick seconded. Board Approved. (5/0)

II. Member Comments

- a. A member came to appeal being fined for occupying the home he is building, was told that he should come back during executive session.

III. Approval of Minutes for September 27, 2022

MOTION 2: Barb Quick moved to approve minutes for September 27th board meeting. Marv Harris seconded. Board Approved. (5/0)

IV. Approval of Minutes for October 18, 2022, Special Board Meeting

MOTION 3: Barb Quick moved to approve minutes from special board meeting Marv Harris seconded. Board Approved (5/0)

V. Treasurer's Report

- a. The expenses for the general for September were \$58, 758.07 for contractual services and supplies cost more. We have used about 30% of our general budget.
- b. We have used 7.4% of the budget for the Marina Fund
- c. We have used 29.7% of the sewer budget expenses to date and is running a deficit balance of \$14,503.31.
- d. Sewer fund will be closer to balanced after the FloHawks expense is recategorized to unrestricted capital.

VI. Manager's Report

- a. Drainage/culvert replacement at 2441 and 2435 Island Dr NW
 - i. We approved the bid for Mini Giant to do the culvert replacement and drain repair. We have placed a deposit on the work. Owner/Operator will start (weather permitting) by Monday October 31st.
- b. Water
 - i. Steve described work being done on Well 1. The well was shocked, which was successful and we feel as though we will be able to use that well as a backup water source.
 - ii. Still receiving bids for a generator for well 2.
- c. Wanigan

- i. Stamped architectural designs submitted to Thurston County. A review and approval are pending.
 - d. Emergency Preparedness Committee
 - i. Steve requested volunteers for CBHOA emergency preparedness committee.
 - ii. The goals of this committee are:
 1. To act as an informational resource for individual homeowners
 2. Basic emergency planning for HOA/Community as a whole
 3. Nurture a culture of being prepared as an independent/geographically isolated community.

VII. Trustee Reports

- a. President
 - i. Discussed ways for the association to possibly save some money based on a magazine article.
 - ii. Barb will put an article in the newsletter regarding employee recognition/interaction. We are going to start having employee recognition events on the third Wednesday of each month.
- b. Roads, Storm Water & Wastewater
 - i. Marv checked in on the new builds on Whitecap and reported that everything looks good.
 - ii. The blower for the WWTP will be here mid December
- c. Parks & Recreation
 - i. Barb reported out on the bathrooms being closed for the winter.
 - ii. The garden group have some plans for some reconstruction for some beds that have deteriorated. They do not plan to start building until the spring of next year.
- d. Marina – Stan is absent
- e. Architecture – Bill is absent
 - i. Steve reported that one member is disputing their fine. We can discuss that at executive section.
 - ii. Mariner house- DFW has contacted the homeowner, they have made arrangements to meet when she is back onsite. She has acknowledged the stop work order from the county.
 - iii. The board recognizes the work of Mike Frick as the community’s only inspector.
- f. Compliance
 - i. The only compliance issues right now have been discussed in the architecture committee portion.

VIII. New Business

- a. Approve Clubhouse siding – American Micro Homes
 - i. Lissa Krupp reported out that the board has switched the contractor for the siding replacement on the clubhouse as our original contractor would not be able to begin until December. American Micro Homes will begin work much sooner. The contractor will do a mock up for the board to approve. A deposit has been posted.

MOTION 4: Dianne Bradford moved that we changed from Drew Construction to American Micro Homes not to exceed 17,000 including tax from the reserve. Barb Quick seconded. Board approved.

- b. Merchant Service Fee
 - i. Dianne reported out regarding what the association has paid for credit card fees. The total for June was \$5990. Which amounts to \$19000 per fiscal year. The board is proposing charging the community a fee of \$9.00 per card transaction which would be bring in 6,498 per month to help cover the cost of Merchant Service Fees with a little over to cover high risk credit card fees.
 - ii. A member suggested purchasing a merchant machine to help expedite the process. Dianne noted that the Association is looking into that.
 - iii. The board would like to vote on this by the next board meeting.
 - iv. The association is looking into whether or not we can charge a fee.
- c. CBHA Fiscal Year End 06/30/22 Audit Report and Audited Financials

MOTION 5: Kristina Ramsey moved to approve the audit report as presented. Barb Quick seconded Board approved (5/0)

- d. CBHA Fiscal Year End 6/30/2022 Tax Return

MOTION 6: Dianne Bradford moved to accept the tax return as presented. Barb Quick seconded. Board Approved (5/0)

IX. Unfinished Business

- a. Wanigan Repair
 - i. Steve reported that we are moving forward with the repair, however, the engineer suggested that repairing the wanigan as it stands only serves as a stop gap and suggested building a new structure.

X. Executive Session

MOTION 7: Dianne Bradford moves the board adjourn to executive session at 6:49pm Barb Quick seconded. Board approved. (5/0)

MOTION 8: Kristina Ramsey moves to leave executive session at 7:50pm. Dianne Bradford seconded the motion. Board Approved (5/0)

MOTION 9: Dianne Bradford moved that the board agreed to give an employee a raise effective December 1st 2022 with no further increase until December 2023. Barb Quick seconded the motion. Board approved. (5/0)

MOTION 10: Kristina Ramsey moved to adjourn the meeting at 750pm. Dianne Bradford seconded. Board Approved. (5/0)

Respectfully submitted,



Kristina Ramsey

CBHA Secretary