

Carlyon Beach Homeowner's Association Board Meeting

Tuesday, September 27, 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: (See sign in sheet)

- I. Call to Order – Flag Salute 603pm
- II. Member Comments
  - a. Colleen invited the board to join the Octoberfest activity happening on October 7<sup>th</sup>. Feels it is important for board members to participate in community events. The tickets for this event are \$6.
  - b. Karen thanked Lisa who promptly answered an email regarding an abandoned property on Lookout Drive. Karen has heard animals inside of the abandoned house. Karen stated she has reached out to the state about the issue. The state told her in order to find out who is the owner of the property, she would need to write the bank a certified letter. She requested help from the board to find out what bank owns the title. She also noted that the property has been used as a dumping site by what she believes may be community members and expressed concern that kids in the neighborhood may try to access the property during the Halloween holiday.
    - i. Steve replied that he is aware of the property and noted the most recent owner is listed as a trust. CBHOA has sent a certified letter letting the owner know they are out of compliance. Steve also noted the county can be contacted to help reimburse the community for any clean-up
    - ii. Stan offered to help Karen send a certified letter by looking up the property records through the auditors website.
- III. Approval of Minutes for August 23, 2022

**MOTION: Barb Quick moved to approve the August 23, 2022 minutes. Dianne Bradford seconded. Board Approved 7/0.**

- IV. Treasurer's Report – see attached report
    - a. We have used 20.5% of the general fund budgets to date
    - b. We have used 6.5% of the marina budget expenses to date
    - c. We have used 21.1% of the sewer budget expenses to date.
    - d. Dianne let the community members know that the board will be looking to cut the cost to the HOA incurred by credit card fees for payments. She proposed a flat fee to be charged to the community beginning in January which will be discussed further as the end of the year approaches.
      - i. Lisa provided context, noting that last month the HOA was charged over \$6000 dollars for bank fees over the month of August.
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- e. Dianne provided an update regarding delinquent accounts, noting that some of the delinquent accounts discussed last month that were over \$2000 dollars are now closed.
  - f. There was some discussion regarding a change to the rules and regulations about sending past due accounts over a certain amount to collections. The board is looking into options.
- V. **Manager's Report – see attached report**
- a. **Vehicle Maintenance**
    - i. Dodge pickup is at Ken's with a broken transmission line (estimate pending)
    - ii. 2007 Peterbilt – need A/C repair (upcoming)
    - iii. 2019 Peterbilt – Need oil pump – Order approved \$1,700, West Coast Mobile Mechanics, Shelton
    - iv. F350 – Is in need of a battery and rear brakes (Upcoming)
  - b. **Roads and Stormwater:** Steve reported the Board is now accepting estimates to replace culvert and catch basin between 2441 and 2435 Island Drive NW. Steve noted this will need the board's immediate attention once bids are collected.
  - c. **Clubhouse**
    - i. Board is evaluating two bids to waterproof and repair siding on first floor
  - d. **Water**
    - i. We have an estimate for the new telemetry system from CSI up for a board vote
    - ii. Well #1 is down and has been for 10 days and bacterial iron has been detected
      - 1. Options are to shock the well and installing filtration systems at each pump or at the reservoir tower.
      - 2. We were told by well driller consultants that it would not be feasible to repair the well.
      - 3. We have not had any foul water report for the last week. If you are having water issues, please let the office know.
      - 4. We are consulting with DOH Drinking Water, our latest reports have come back as "satisfactory"
      - 5. We are accepting bids for well drilling. We are looking into DOH Drinking water grants, which we will apply to as eligible. Looking for grant writers.
      - 6. We will continue to update the community via the website.
    - iii. The board wants the community to know that while we are seeking grants to help pay for this upgrade, we will probably have to have a vote on a special assessment.
    - iv. There is a new water committee that is meeting to help come up with a strategy to aid in this crisis.
- VI. **Trustee Reports**
- a. **President**
    - i. Staff appreciation for work last weekend to fix a leak.
  - b. **Roads, Storm Water & Wastewater**
    - i. One project up on Westwind – got a bid to drill a hole into the catch basin and place another grate. That project has been approved.
  - c. **Parks & Recreation**

- i. We are tentatively planning to close the bathrooms in the park October 1<sup>st</sup> to winterize them.
      - 1. Discussion of a club day to allow the chairs of every group to introduce themselves once or twice a year to the community.
      - 2. Discussion regarding a “what are we missing?” section to the newsletter to allow community members to come up with ideas of what committees might be needed.
      - 3. Discussion regarding how we get better participation. Stan would like some feedback on that.
  - d. Marina
    - i. Nothing new.
  - e. Architecture
    - i. We had our meeting a couple of weeks ago. One house we are particularly monitoring – is being occupied before its finished.
  - f. Compliance
    - i. See managers’ report.
    - ii. Board is asking for patience with complaints as we are prioritizing water issues.
- VII. New Business
  - a. Drainage for 2441 Island Dr NW & 2435 Island Dr NW
    - i. Accepting estimates for culvert replacement due to gaps and disjoined culvert pipes
      - 1. There have been several bids. Once all are gathered, Steve will solicit a board vote via email.
  - b. Approve of Telemetry – Board
    - i. Proposal to accept CSI Tumwater estimate for cellular telemetry system. There is a concern about cell service up there, we are going to have to have the cell companies to come out and survey it. We will have to pay for cell service for 3 different locations which may end up at 100/month for each location. Marv asked about power outages. Steve stated we can put a battery back up for this, which is going to be necessary.

**MOTION: Dianne Bradford moved that we hire CSI for up to \$28,000 with their current bid for the telemetry. Marv Harris seconded. Board approved 7/0**

- c. Clubhouse Repair – Board
  - i. Will have bids for approval via email.
- d. Gravel Approval – Board

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- i. Crestridge/Mariner access road and end of Mariner

**MOTION: Barb Quick motions to approve up to \$6,000 for gravel installation. Bill Allen seconded. Board approved 7/0.**

- e. Speed bumps purchase and installation on Mariner (3 proposed locations)
- f. Well 1 update
  - i. Details provided on website and ops manager report

- g. Drainage area between houses on Whitecap and Steamboat Island Road
  - i. Tagged by County stormwater inspection as needing immediate clearing and bioswale
  - ii. We are still investigating ownership. We agree that leaving it to the homeowners will delay the work.
- h. FloHawks billing approve to expense to unrestricted capital – Board
  - i. Kristina will update the minutes to reflect that this expense will come from unrestricted.
- i. Wanigan Repair – Board
  - i. Steve and Stan are going to determine what the next step is following the submittal to the county.

**MOTION: Dianne Bradford moved to go to executive session at 7:26pm. Barb Quick seconded. Board approved 7/0.**

VIII. Executive Session

**MOTION: Lisa Krupp moved to adjourn Executive Session and Board Meeting at 7:42pm. Kristina Ramsey seconded. Board Approved 7/0.**

IX. Adjourn

**Respectfully Submitted,**



**Kristina Ramsey,  
CBHA Secretary**

Carlyon Beach Treasure's Report September 27, 2022

<b>Operating Funds:</b>	<b>Balances as of August 31, 2022</b>
General	\$480,725.56
Marina	\$110,298.35
Sewer	\$ 6,892.85
Total	\$480,725.56

<b>DNR Security Deposits</b>	
Marina Lease	\$ 13,277.23
Sewer	\$ 1,511.64
Total	\$ 14,788.87
Petty Cash	\$ 92.66
Capital Funds Combined	\$456,512.07
Total Cash	\$952,119.16

<b>General Fund</b>	
Budget Income	\$590,148.00
Actual Income	\$530,739.50
Fiscal Expenses	\$120,988.67

We have used 20.5% of the budget expenses to date.

<b>Marina Fund</b>	
Budgeted Income was	\$57,738.00
Actual Income	\$57,015.06
Marina expenses	\$ 3,769.77

We have used 6.5% of the budget expenses to date.

<b>Sewer Fund</b>	
Projected Budget	\$317,500.00
Actual Income	\$53,910.00
Fiscal Expenses	\$67,145.05

We have used 21.1% of the sewer budget expenses to date.

We are looking at ways to cut costs on credit card fees. This is a convenience fee it costs our HOA.

We are going to be charging a fee starting in January, this will be a flat fee to yet be determined.

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CBHA Ops Manager Report  
September 2022

## WATER

- **Telemetry**-Estimate from Control Systems International pending board approval
  - \$25.5K (50% down. 30% at midway point. Final 20% at completion)
  - 5-week lead time.
  - 1-week installation
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- **Well #2** is functioning and providing the entire neighborhood with good quality water.
- **Well #1** is currently out of service. It has a variety of issues that are being addressed.
  - It has a crack about 100 feet down and about 300 feet of sand in the bottom. This affects both the quality and volume of available water.
  - Bacterial iron has been detected. This affects the smell and clarity of the water.
  - Well drillers and consultants have stated that it is not feasible to repair the well.
  - We are seeking estimates for drilling a new well.
- **Recent water samples** tested for harmful bacteria have resulted as “satisfactory.”
  - All water test results are sent directly to the Department of Health (DOH), Drinking Water division

## Water Issues to be Addressed

- With only 1 employee designated to manage our water system, it has become necessary to contract out the remaining water meter installation. We are seeking bids for this work.
  - Our water consultant is in the process of replying to the request for more information from the DOH, Drinking Water division regarding the increase to the number of water connections allowed.
    - There is no timeline to resolve this issue. We will update as more information becomes available from DOH, Drinking Water.
  - The bacterial iron in well #1 may be resolved by shocking the well with intense chlorination treatments.
    - We are seeking bids for this work now.
  - We are seeking estimates and expert consultation regarding installing filtration systems at each pump and/or at the reservoir tower.
    - In the future, we believe a filtration system will improve the consistency and ~~reliability of our well water.~~
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- How much will it cost to drill a new well? Where would it be located? How long will it take?
    - We are consulting with the DOH Drinking Water, our expert water consultant at Northwest Water, well drillers, and other experts as we begin to answer these questions.

CBHA Ops Manager Report  
September 2022

- **Ideally, grants will be available to cover some of the cost, but the neighborhood needs to understand that a Special Assessment to upgrade our water system will likely be necessary.**

**NOTE:** As we gather information to answer these questions, you will be informed through the website and minutes from Board meetings.

**Vehicle Maintenance**

- Dodge Pickup- Ken's Auto with broken transmission fluid line. (Estimate Pending)
- 2007 Peterbilt-Need AC repair (Upcoming)
- 2019 Peterbilt-Need oil pump-Order approved \$1700.00, West Coast Mobile Mechanics, Shelton
- F350 in need of rear brakes and battery (Upcoming)

**Roads and Stormwater**

- Drainage for 2441 and 2435 Island Drive NW
  - Accepting estimates for culvert replacement and catch basin installation
    - Repair disjointed and gapped culvert pipes causing seepage under the street
    - Needs immediate attention once all bids are collected
- Drainage area between the houses on Whitecap and Steamboat Island Rd.
  - Tagged by County inspectors as needing immediate clearing and bioswale rehab.
    - Seeking estimates for work. (Scope of work beyond CBHA staff)

**Clubhouse**

- Evaluating 2 bids to waterproof and repair siding on first floor exterior
  - Will update the board when all information is available

**Wanigan**

- No updates at this time

**WWTP**

- Currently no issues.