

Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, July 30, 2024
@ 6:00 PM – CBHA Clubhouse & Zoom

Board Members Present: Kiffani Iverson, Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Chuck Thrap, Richard Allard

Absent: None

Vantage Management: Mike Haskett

Call to Order: Kiffani called the meeting to order at 5:59 PM.

Flag Salute: The Board led those in attendance to recite the flag salute.

Opening Remarks: Kiffani presented the Board’s appreciation for homeowner flexibility on the rescheduling of the Board Meeting from the prior week. Kiffani presented the strategic mission statement and vision statement along with goals created by the Board.

Member Comments: An owner read a letter to the Board expressing their concerns with their offer to volunteer being ignored and being treated disrespectfully by a Board member. Their letter also stated they did not feel their experience aligned with the Board’s mission statement. The Board thanked the owner for his letter and advised they would review the concerns presented.

An owner expressed concerns with an easement on their property for the water tower access road. They stated they had information that the gate was to remain locked and not to be used by CBHA. The Board requested that documentation for review.

An owner reported there has been vandalism in the dog parks on the waste buckets and bag holders. The Parks committee will review options to help limit vandalism.

Multiple owners submitted compliance complaints about a specific property in Carlyon Beach. The Board reported on their efforts to address the issues in accordance with the governing documents and reminded owners they cannot discuss specific details about compliance or delinquencies in open session for privacy reasons.

Meeting Minutes: The Board reviewed the June Minutes. **Dianne motioned to approve the minutes with no corrections. Barb seconded; the motion passed unanimously.**

Treasurer’s Report: Dianne presented the June financial summary which is the year end fiscal summary. A change added to this report is a table showing YTD remaining budget amounts per

expense category. This format will carry forward into future reports. A copy of the report will be added to the website for owners to review.

Committee Reports:

President's Report: Kiffani reported the Board is working on overhauls to their communication procedures and structure and thanked all of the volunteers who assist the Board and Committees with their work.

Architecture Report: David reported the committee is involved with 16 ongoing projects and no new permits have come in for review.

Marina: Chuck reported that boat launch area projects are continuing on schedule and no wake signs are in process of being ordered.

Parks & Rec: Barb and Sandy reported that the Parks meeting will be the 2nd Thursday of the month at 6pm. All are invited to attend and the subcommittees will also be invited so everyone can work together on projects and planning. Towing signs have been received, the garage sale is scheduled for August 3rd, and the craft fair is upcoming. The committee is reviewing the new swing set proposal from a vendor and will be looking at the kayak racks as their annual project this year.

Roads & Stormwater: David reported the parking lot paving project and the repairs on Windward were completed. Next projects are to finish the water line crossings and complete some asphalt patching. The focus going into next year's budget will be focusing on trip hazards and craters. David also reported that the crew is being trained in CPR and will have first aid cards issued.

Water & Wastewater: Richard reported that the committee met with the well driller and NW Water on the 23rd of Jul to discuss permit corrections. The water system plan has been submitted and is in the review phase. It is estimated 6-8 months for the review with the site approval for the well having a separate process and on a separate timeline. The County came onsite to measure the site prior to the onsite inspection on July 24th and the onsite inspection was completed on July 29th. A list of findings from the onsite inspection is pending.

The committee will be meeting on the 2nd Tuesday of every month; time to be determined.

New Business: Kiffani asked if the Board had any questions about the delinquency, volunteer, and records retention policies proposed. The Board did not have any questions. **Barb motioned to approve the new policies as presented. Richard seconded; the motion passed unanimously.**

Dianne reported there were roughly 30 intent to lien letters being scheduled and Vantage would be assisting her in administering the delinquency policy actions.

Richard presented a bid from American Pump & Drilling for installation of transducers on the well which totaled \$10,092.98. **Sandy motioned to approve the bid to be paid from the remaining well funds on the condition a contingency buffer be added to total \$12,100.00 and obtaining a warranty on the work. Dianne seconded; the motion passed unanimously.**

Kiffani asked for volunteers to join a temporary board advisory committee regarding communication technology improvements.

Executive Session: The Board thanked everyone for attending and announced they would proceed into executive session to discuss any sensitive legal, financial, or HR matters. **Barb motioned to move from regular session into executive session. Dianne seconded; the motion passed unanimously.**

The Board finished their discussion in executive session. **Dianne motioned to close executive session and move back into regular session. Richard seconded; the motion passed unanimously.**

From the Board's discussion in executive session, there were no votes held nor formal decisions made.

Adjournment: Dianne motioned to adjourn the meeting at 9:15 PM. Richard seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager