

Carlyon Beach Homeowners Association

Board Meeting Minutes

January 23rd, 2024

Present: Destiny Hagest, Mike Haskett, Pat Olive, Richard Allard, Marv Harris, Dianne Bradford, Stan Harris, Barb Quick

Absent:

- I. Call to order: 6:01pm
- II. Flag salute
- III. Board meeting protocol
- IV. Member comments
 - A. Question about update of maintenance manager and new pump driver
- V. Approve Minutes of December 19, 2023 – Destiny Hagest

[6:07 pm] Motion 1: Destiny moves to approve board meeting minutes for December 19th, with Dianne's amendment, as made in the live document. Seconded by Richard. Unanimous. No discussion.

- VI. Treasurer's Report – Dianne Bradford, Mike Haskett, Vantage Communities
 - A. Discussion of collecting accounts ageing over 30 days
 - B. Purchasing process review
 1. Some of these documents are in OneDrive (Purchasing process)
 - a) **Action item:** Put remaining files, especially PO form, in the Treasurer folder in OneDrive
 - b) Request to have board review process and offer feedback
- VII. Board Member, Committee, and Management Reports
 - A. President's Report – Patricia Olive
 1. Pat has been attending committee meetings to get a more holistic understanding of what's going on in the community
 2. A reminder about the role of advisory committees, reminder to run with simple operations, and that many hands make light work
 - B. Management Report – Mike Haskett, Vantage Communities
 1. Insurance – addition of Cyber attacks and Pollution riders
 - a) Board members to meet to review proposed coverage options
 - b) Stan voiced concerns over pollution/environmental coverage for the marina
 - (1) Barb asked about specific requirements for boat insurance for CBHA marina users
 - c) Member asked about volunteer coverage
 - (1) We have this coverage, but do we need to have volunteers sign a waiver?
 - d) **Action item:** Board members to review coverage, Mike to meet to discuss with a few trustees
 - C. Architecture – Destiny Hagest
 1. Reviewing rules and regulations, coming back together in mid-late February to review suggestions from committee members

2. Reviewing documents and applications to ensure current forms are being used consistently
- D. Communications – Destiny Hagest
1. Communications SOP review
 2. New CBHA blog!
 3. More frequent, robust email communications
- E. Compliance – Dianne Bradford
1. End of month report, one address with repeated complaints
 2. Meeting Friday Jan 26th at 1pm
- F. HR Topics – Barb Quick
1. 5 applications for part time office position
 2. Reviewing apps at end of week, starting to call for interviews next week
 3. No applications for maintenance worker positions
 4. Okay to continue to send people to Tianne’s email address to apply
 5. **Action item:** Meet with Tianne to discuss ways to make it easier to check apply@carlyonbeachhoa.com
- G. Marina – Stan Harris
1. Still waiting on response from government
 2. Marina is looking for volunteers for both physical and skilled labor, and looking at compliance and safety issues
 - a) **Action item:** Destiny to post on Facebook, blog, and email volunteer request
- H. Memory Garden Update – Dianne Bradford
1. January 24th at 5pm, Memorial Garden meeting to discuss plaques, stump removal, bringing in compost, installing new benches. Meeting open to all members
- I. Parks and Rec – Barb Quick & Dianne Bradford
1. Wanigan is done!! Waiting to talk to inspector from county to wrap it up. Fence has been removed. Only minor things to finish, such as painting and cosmetic finishes
 2. We can’t cover tie rods, but they’re threaded so unlikely to entice people to grab onto them. Talks about adding a brace for extra stability
 3. Question from member about whether we’re allowing access ahead of the inspection. We expect inspection to be done this week, if it’s any later we’ll put up construction tape.
 4. We are going to paint it the same color. Patrick offered to paint it with his sprayer, but we’re unclear on cost
 5. Use of Clubhouse document review
 - a) **Action item:** Tianne to post new documents to the website (Barb has already emailed them to her)
 - b) **Action item:** Destiny to upload documents to OneDrive

[7:06 pm] Motion 2: Dianne moves to accept the changes to the Carlyon Beach Homeowners Association Use of Clubhouse forms. Seconded by Destiny. Unanimous. Discussion around liquor rules, board agrees to allow liquor use as mandated in this document.

- J. Roads and Stormwater – Marv Harris
1. Question from Dianne about charging for heavy road usage, not feasible at this time

2. Marv working on getting an estimate to complete repairs on the parking lot
- K. Water & Wastewater – Richard Allard

[7:15 pm] Motion 3: Richard moves to approve the bid of up to \$15,000 from American Pump and Electric for the installation of a variable speed booster pump, to be paid from contingency funds built into the water distribution system special assessment. Seconded by Marv. Unanimous. Discussion around what's included in this bid.

1. Variable Speed Booster Pump
 - a) This will make it possible to do the repairs we need to do at a later date on the water tower without disrupting our water supply
2. Meter install to owners with COWA
 - a) Four CAWAs on Westwind, we can take care of this with 3 connections at \$6,000 apiece, requires us to go under the road

[7:17 pm] Motion 4: Richard moves to approve up to \$22,000 from the unrestricted capital fund to install meters to the south side of Westwind and isolated locations that require excavation under the road, This work is outside the scope of the original bid for meter installation due to unknown mapping of the distribution system. Seconded by Dianne. Unanimous.

L. Dog Park update – Patricia Olive

1. Lisa gave an update on the trees fallen in the park, a volunteer has stepped forward to take down the damaged trees. CBHA maintenance will need to remove the trees. Very low cost project so far.
 1. **Action item:** Pat to see if the neighboring property owner wants the fir tree that's being taken out for firewood.

VIII. Old Business

A. Kitchen cabinets

1. Status update: Project delayed due to illness over the holidays, ready to commence work this weekend (Dianne and work crew)

B. PO/ordering procedure – Dianne

IX. New Business

1. Parks and rec community will start working next month on new guidance for use of parks
1. Pat requests committees and trustees to start setting up budgets for next year

[7:25 pm] Motion 5: Pat moves that we go into executive session. Seconded by Dianne. Unanimous. No discussion.

- x. **Executive Session** - (i) Consult with the association's attorney concerning legal matters;(ii) Discuss existing or potential litigation or mediation, arbitration, or administrative proceedings;(iii) Discuss labor or personnel matters;(iv) Discuss contracts, leases, and other commercial transactions to purchase or provide goods or services currently being negotiated, including the review of bids or proposals, if premature general knowledge of those matters would place the association at a disadvantage; or(v) Prevent public knowledge of the matter to be discussed if the board or committee determines that public knowledge would violate the privacy of any person.

[8:52 pm] Motion 6: Pat moves that we go out of executive session and adjourn the meeting. Seconded by Dianne. Unanimous. No discussion.

XI. Adjournment