

Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, May 28, 2024
@ 6:00 PM – CBHA Clubhouse & Zoom

Board Members Present: Stan Harris, Barbara Quick, Marv Harris, Dianne Bradford, Chuck Thrap, Richard Allard

Absent: Destiny Hagest

Vantage Management: Mike Haskett

Call to Order: Stan called the meeting to order at 6:03 PM.

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

Board Meeting Protocol: Stan reminded those in attendance of meeting protocols; please be respectful and keep comments limited to three minutes so other owners can speak.

Member Comments: An owner reported they had not yet received their annual meeting packet. The Board reported that extra packets could be picked up from the clubhouse.

An owner reported that there is new construction on Steamboat Island Road and the vehicles are blocking the roadway. The Architectural Committee is aware of the issue and will address it with the homeowner.

An owner stated they spoke with the County and the site permit for the new well was not received and the application packet had irregularities. The Board reported their contact person with the County had not advised them of these issues and they are currently working with their water engineer and well driller to address all requirements issued by the County at this time.

An owner asked if the dock repairs are proceeding as planned. The Board replied that the concrete on deck A is scheduled for replacement.

An owner asked why capital expenditures on the budget is referred to as Reserves. The Board explained the terms are interchangeable in accordance with the Bylaws and the Reserve Study. Mike will prepare a handout for the Annual Meeting to hopefully address owner concerns about the budget.

An owner asked how a water main break is handled procedurally by the Association. They expressed concerns over the delays in receiving SMS and want to ensure notices are received timely for health purposes. The Board explained their procedure involving the water employee, testing turnaround time, and notifying residents via electronic and in-person means.

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

Treasurer's Report: Dianne presented the April financial summary. A copy of the report will be added to the website for owners to review. Mike reported that the QuickBooks subscription renewal date is July 9th and he is researching how to export the appropriate data out of the system before termination. The Board requested Mike obtain CD rates from Timberland Bank where they keep their CD.

Committee Reports:

President's Report: Stan noted Destiny's absence and asked for a motion to excuse her from the meeting. **Stan motioned to approve excusing Destiny from the meeting. Richard seconded; motion passed unanimously.**

Secretary's Report: Stan noted there was nothing to report in Destiny's absence.

Compliance: Dianne reported there have been multiple complaints about dogs in the park and grass getting too tall on multiple properties. Dianne will work with Mike on including a reminder letter about lawn care in the next billing statement. Dianne mentioned parking on the right of way is still an issue and towing signs are being ordered.

Marina: Stan reported that marina permits are in place to go out to bid on the dock repairs. Dianne will work on signs for the dock/launch area.

HR Topics: Barb reported that CBHA has hired two new employees; one is on a trial period that will hopefully move to full-time and one is a part-time maintenance hire. The Board is working on interviewing and finding candidates for the additional pump truck driver. Barb reminded the Board that next month is the scheduled annual review period for employees.

Parks & Rec: Barb reported the committee is currently working on the kayak racks which will be their next long-term project. The committee has discussed implementing neighborhood potlucks at the clubhouse/wanigan like in the past to encourage engagement. The events group has offered to assist.

Roads & Stormwater: Marv reported the parking lot paving project was still on track and that a patch on Windward was on the to-do list. Marv offered to work with the new Board members after the Annual Meeting to help with transition. Barb asked once Marv knows the date of the parking lot paving to let her know so she can update the staff on not renting the clubhouse on those dates.

Water & Wastewater: Richard reported that the old well has been formally decommissioned and that the new telemetry and booster pump has been installed and properly tested on the

new well. Richard reported that the water system plan, which is a large-scale 200+ page report drafted by the water engineer, was submitted to the County on May 6th. The Department of Health contacted the Association on a complaint submitted to them and is requiring an on-site inspection. Richard reported the proper forms and payment have been prepared and he is working with the engineers, the well drillers, and the County to ensure the proper steps are followed.

A homeowner suggested the Board ask for a start card which can be used to determine if the onsite inspection was done before or during the permit approval process.

Memorial Garden: Dianne reported that plant/tree donations have been received and will be planted in the garden area.

Grape Issue: Stan and Chuck looked at the grape vine issue and the impact on the current fencing. Both recommend installing an arbor as a long-term solution.

New Business: Board candidates running at the annual meeting scheduled for June 8, 2024 were invited to speak and offer their plans if elected. Sandy Marsh, Dianne Bradford, Stan Harris, and Kiffani Iverson who were present spoke and answered questions from owners in attendance. Kiffani had to call in on speakerphone due to technical difficulties with the Zoom meeting link.

The Board tabled the motion approving the bid from Boston Harbor Services for the stormwater filter replacement.

Richard presented a bid from KCL Excavating to address the required exposure of the remaining 40 water connection sites. **Richard motioned to approve the bid from KCL with a contingency not to exceed \$8,100 to be paid from the Unrestricted Capital Fund; motion withdrawn after Board Discussion.**

The Board discussed the need for adding a specific exclusion to the bid for damages caused by the vendor and the completion date being added to the bid. **Stan motioned to approve the bid from KCL with a contingency not to exceed \$8,100 to be paid from the Unrestricted Capital Fund with the bid to include the completion date and the specific exclusion for damages. Marv seconded; motion passed unanimously.**

The Board reviewed the scope additions that Mike had provided for the Vantage contract renewal. **Barb motioned to accept the proposed scope changes with accompanying price increase for Vantage's contract renewal. Richard seconded; Motion passed with 5-yeas and 1-abstain.** Mike will begin researching payroll vendors and report costs back to the Board.

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; motion passed unanimously.**

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

From the Board's discussion in executive session, **Barb motioned to increase the hourly wage for both Randy and Skyler to be effective as of 3/1/2024. Richard seconded; motion passed unanimously.**

Adjournment: Barb motioned to adjourn the meeting at 10:08 PM. Dianne seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager