

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, September 24, 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 6:00 PM.

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

Opening Remarks: Kiffani restated the Board's mission/vision statements and re-iterated the Board would like to set the tone of meetings as neighbors having conversations.

Member Comments: An owner reported that the chili cook off event was successful and was well attended. An owner thanked the crew for assisting with the dog stations and the office staff for helping organize the exercise equipment. An owner thanked Chuck for the work being done on the Marina.

An owner presented a proposal for the garden group to the Board to address parking concerns near the garden area. The Board suggested they provide cones for the committee to utilize to help with the parking/pedestrian issues.

An owner asked for the definition of right-of-way within Carlyon Beach. Per the Association's Rules, the following definitions are stated:

Right-of-Ways are 40 feet: The actual asphalt roadway is approximately 20 feet in width at most locations and does not necessarily run down the middle of the 40 feet. The Right-of-Way then is actually, from the front property line on one side of the road to the front property line on the other side of the road.

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

Treasurer's Report: Dianne presented the August financial summary. A change added to this report was adding a 30-60-90 delinquent aging section to the report. A copy of the report will be added to the website for owners to review. Kiffani reiterated the assistance that can be given

to homeowners via the Washington State Homeowner Assistance Fund. Owners agreed that highlights for future reports rather than reading verbatim was preferred.

Committee Reports:

President's Report: Kiffani reported that Carylton Cares was a success with owners investing 64 hours of volunteer time. Kiffani thanked all trustees and committee members for their hard work and thanked Mik, Vantage, and the CBHA staff for backing up the Board.

Architecture Report: David reported that the committee met with a new build to discuss re-routing downspouts. The County owns Steamboat Island Road so any complaints about traffic being blocked or the road cleaning would be handled by the County.

Marina: Chuck reported that the no wake signs have been installed and that the log boom has been retied. The DNR Lease renewal is in process and the garage below the clubhouse has been reorganized to store marina supplies/equipment.

Parks & Rec: Barb and Sandy reported that the dog park has been proposed to be absorbed by the HOA as common area. CBHA would then handle the keys and key income as well as the maintenance expenses for the dog park. An owner expressed concerns with unsafe trees near the dog park which the committee will investigate. Sandy reported that three bids have been received from vendors on replacing the bathroom and clubhouse roofs.

Barb reported the swing set is pending a repair bid from a welder. Sandy reported the lights in the bathrooms will have auto-dimmers researched. Upcoming community events were discussed including a community trick or treat map and costume contest. The Craft Fair is scheduled for the 2nd of November and a Squaxin History Author is scheduled for a presentation on November 16th.

Roads & Stormwater: David reported on speed bumps to be installed at some spots to help mitigate speeding. David thanked Sandy and Dianne for their help in painting stop bars around the community. An owner thanked Dave for the culvert repair that was completed recently.

Water & Wastewater: Richard reported that repairs to a water transmission line were completed. The source approval for the well was submitted with a variance request which is currently being reviewed. Richard reported transducers were installed and the committee is working on a leak notice letter. The committee is reviewing meter locations for future upgrades and to locate remaining connections.

New Business: Mike reported that the Bylaw provisions from the past two annual meetings had been synthesized into an active Bylaws document. The Board will sign the new bylaws and a copy is to go on the website. Kiffani presented the process and timeline planned for updating the Rules. Kiffani reported the Board is transferring Payroll to a local CPA and there will be a net zero impact to CBHA thanks to Vantage reducing their fee.

Kiffani announced that Carlyon beach has entered into an agreement with Brian Gibson who manages the wasterwater treatment plant to take over management of the water system. The agreement was reviewed by the CBHA attorney and includes emergency support.

Barb motioned to have CBHA absorb the dog park as common area along with its relative finances and set the annual key fee to \$20. Sandy seconded; the motion passed unanimously.

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. **Dianne motioned to move from regular session into executive session. Barb seconded; the motion passed unanimously.**

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

From the Board's discussion in executive session, there were no votes or decisions made.

Adjournment: Barb motioned to adjourn the meeting at 7:59 PM. Sandy seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager