

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, September 23, 2025
@ 6:00 PM – CBHA Clubhouse**

Board Members Present: Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Jen Stewart, Vern Jensen

Absent: None

Vantage Management: Mike Haskett

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

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

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

Committee Reports:

President's Report: Barb had nothing to report at this time.

Treasurer's Report: Dianne reported financials would be handed out at the meetings and sent out via email and added to the website monthly moving forward.

Architecture: Dave reported an ongoing fence issue between lots that the committee needs Board involvement to resolve. A lot attempting to build has submitted plans which are being reviewed by an engineer since it is the committee's position that the lot is unbuildable.

Marina: Vern reported that the gate was installed but the locks are still in process. Marine Floats is still working on wrapping up the final lighting additions. Fire extinguisher posts need to be painted and new signs installed which are in process. The committee is discussing an increase to the guest moorage fee. Vern mentioned that the assignment of the new slips is ongoing and has not been finalized yet. The log boom project is ongoing and Vern is working with the permit agencies hoping to piggyback on current permits. New life rings have been ordered. Committee minutes will be provided as accompaniment to the board meeting minutes.

Parks & Rec: Sandy reported that new carpet has been ordered for the deck/entrance of the clubhouse. Two trees have been ordered for the park and the committee is looking into costs of painting the playground. Painting project for the wellhouse and the wanigan is in process.

Roads & Stormwater: Dave reported that the new pump truck driver has a certification test coming up. The crew is taking a look at downed tree limbs and working on cleaning those up.

Water & Wastewater: Dave reported that he met with Mike Brewer to set up John with a map application to monitor the well pump system. Power outage coverage is being discussed. Dave asked for a budget item to be considered next year to be replacing the generator on the other well and shop coverage for emergencies. Dave discussed financing options on the water meter project which could help the HOA install more than just 100 meters a year.

Management: Mike reported that he has been working with the CPA on getting all of their requested documents for the tax return/audit. The reserve study will be added to the website. The new insurance broker has been able to get insurance coverage in place for all aspects which was a quick recovery from the prior insurance cancelling coverage.

New Business:

Dave motioned to approve the water meter installation bid for \$65K from restricted reserves. Dianne seconded; the motion passed unanimously.

Sandy motioned to approve the shop door replacement bid for \$2K from unrestricted reserves. Dave seconded; the motion passed unanimously.

Sandy motioned to approve the new bid price on the AC unit at the treatment plant to include the service plan fees. Jen seconded; the motion passed unanimously.

Sandy motioned to approve the umbrella insurance policy as presented. Jen seconded; the motion passed unanimously.

Old Business: Mike will send Dave a copy of the compliance report for the architecture committee. Mike will work with Jordyn to add the CBHA newsletters to their website.

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. Vern seconded; the motion passed unanimously.**

Dianne motioned to close executive session and move back into regular session. Vern seconded; the motion passed unanimously.

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

Adjournment: Dianne motioned to adjourn the meeting at 7:20 PM. Vern seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager

CBHA Board Motions 250923**Results 09/23/2025**

Board Members attending and proxies: Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Jen Stewart, Vern Jensen

All motions must be proposed by a Board Member, seconded, and discussed before a vote is called.

Motion Type: Architectural (ACR); Financial (FIN); Compliance (CMP); Legal (LGL); Maintenance (MNT); Member (MBR); Policy (POL); Other (OTH)

Motion Status: Passed (PD); Failed (FD); Tabled (TD); Withdrawn (WD); Ratified (RD)

#	TYPE	MOTION	STATUS	NOTES
1	OTH	Approve August 2025 meeting minutes	PD 6-0	Approved with no corrections
2	FIN	Approve bid for water meter installation from restricted reserves for \$65K	PD 6-0	
3	FIN	Approve bid for shop door replacement from unrestricted reserves for \$2K	PD 6-0	
4	FIN	Approve umbrella insurance proposal as presented	PD 6-0	
5	FIN	Approve new price on AC unit at treatment plant by adding service plan	PD 6-0	
6	OTH	Approve moving to executive session from regular session	PD 6-0	
7	OTH	Approve closing executive session and returning to regular session	PD 6-0	
8	OTH	Approve adjourning the meeting	PD 6-0	