

**Carlyon Beach Homeowners Association**  
**Minutes of the Board Meeting**  
**Tuesday, November 18, 2025**  
**@ 6:00 PM – CBHA Clubhouse**

**Board Members Present:** Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Vern Jensen, Judy Parry

**Absent:** None

**Vantage Management:** Mike Haskett

**Call to Order:** Barb called the meeting to order at 6:00 PM.

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

**Meeting Minutes:** The Board reviewed the September Minutes. Dianne motioned to approve the minutes with no corrections. Sandy seconded; the motion passed unanimously. Due to the October board meeting being cancelled, there were no October minutes to ratify.

Dianne motioned to approve the committee minutes provided with no corrections. Sandy seconded; the motion passed unanimously.

Dianne motioned to ratify the unanimous email approval of the NW Dock & Pile Contract for the marina. Sandy seconded; the motion passed unanimously.

Sandy motioned to ratify the unanimous email approval of the Thornton Land Survey contract for the marina. Dianne seconded; the motion passed unanimously.

Dianne motioned to ratify the unanimous email approval of the Marine Floats change order for Dock B repairs for the marina. Sandy seconded; the motion passed unanimously.

Dianne motioned to formally accept Jen Stewart's resignation from the Board. Sandy seconded; the motion passed unanimously.

Dianne motioned to appoint Judy Parry to the open board position with term ending June 2026. Sandy seconded; the motion passed unanimously.

**Committee Reports:**

**President's Report:** Barb discussed scheduling a workshop in the first half of December to begin looking at building an RFP for Wastewater/Water System management. A newsletter article discussing what happens without board volunteers will be given to Mike for processing.

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

**Architecture:** Dave reported the December committee meeting has been cancelled. The committee is still awaiting plans regarding a couple of pending requests.

**Marina:** Vern reported that the committee is trying a barrier system to deter sea lions. If successful, these would be a permanent addition to the docks. Volunteer support will be necessary to help keep shooing the sealions away. Techniques are being kept in compliance with Federal guidelines. Vern reported that the committee is working on rules changes for next year and clarifying waiting list procedures and lease forms. The pending permit that was being waited on was approved and now we are waiting on just the County permit.

**Parks & Rec:** Sandy reported there was nothing new at this time.

**Roads & Stormwater:** Dave reported that the crew is slowly working their way through bioswales and trying to keep up with the maintenance task list.

**Water & Wastewater:** Dave reported the first batch of new water meters are in but we are waiting on delivery of the antennas for the electronic reading. The generator at the treatment plant went on the fritz and required some repairs.

**Management:** Mike reported that he is still working with the CPA on getting all of their requested documents for the tax return/audit. Mike discussed obtaining an IT proposal for setting up a shared document drive in the office that will sync all three computers.

**New Business:**

Dianne motioned to approve a new computer purchase for the office for up to \$900. Judy seconded; the motion passed unanimously.

Dianne motioned to approve a new toilet for the men's restroom in the clubhouse. Judy seconded; the motion passed unanimously.

**Old Business:** Barb discussed the feedback from the governance committee on their review of the upcoming WUCIOA requirements. The Board asked for an estimate from their attorney on what it would cost to overhaul the governing documents.

**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. Sandy seconded; the motion passed unanimously.

Dianne motioned to close executive session and move back into regular session. Sandy 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 7:42 PM. Sandy seconded; motion passed unanimously.

Respectfully submitted,  
Mike Haskett, Association Manager

**CBHA Board Motions 251118**Results 11/18/2025

# Board Members attending and proxies: Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Vern Jensen, Judy Parry

**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 September 2025 meeting minutes  | PD 6-0 | Approved with no corrections |
| 2  | OTH  | Approve submitted committee meeting minutes                                       | PD 6-0 |                              |
| 3  | FIN  | Ratify unanimous email approval for NW Dock & Pile contract for the marina        | PD 6-0 |                              |
| 4  | FIN  | Ratify unanimous email approval for Thornton Land Survey contract for the marina  | PD 6-0 |                              |
| 5  | FIN  | Ratify unanimous email approval for Marine Floats change order for Dock B repairs | PD 6-0 |                              |
| 6  | OTH  | Approve acceptance of Jen Stewart's resignation from the Board                    | PD 6-0 |                              |
| 7  | OTH  | Approve appointing Judy Parry to the Board with term ending June 2026             | PD 6-0 |                              |
| 8  | FIN  | Approve purchase of new office computer with budget limit of \$900                | PD 6-0 |                              |
| 9  | MNT  | Approve purchase of new toilet for men's restroom in the clubhouse                | PD 6-0 |                              |
| 10 | OTH  | Approve moving from regular session to executive session                          | PD 6-0 |                              |
| 11 | OTH  | Approve closing executive session and returning to regular session                | PD 6-0 |                              |
| 12 | OTH  | Approve adjourning the meeting  | PD 6-0 |                              |