

Board Meeting Agenda  
Carlyon Beach Homeowners Association  
Tuesday, February 24, 2026, 6:00PM  
CBHA Clubhouse

Call to Order/Flag Salute

Motion to Approve January Board Meeting Minutes

Motion to Approve Committee Minutes

Committee, Board Member, Management Reports

- President's Report
- Treasurer's Report
- Architecture Report
- Marina Report
- Parks & Rec Report
- Roads and Stormwater Report
- Water and Wastewater Report
- Memorial Garden/Events Report
- Management Report

New Business

Annual Stormwater Inspection Report  
Copier Replacement  
WUCIOA Document Amendment – Attorney Proposal  
Committee Workflow  
Annual Meeting/Budget Timeline

Old Business

**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.

Adjournment

**Carlyon Beach Homeowners Association  
Minutes of the Board Meeting  
Tuesday, January 27, 2026  
@ 6:00 PM – CBHA Clubhouse**

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

**Absent:** Barb Quick, Chris Williams

**Vantage Management:** Mike Haskett

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

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

**Judy motioned to approve the excusal of Barb and Chris from the board meeting. Sandy seconded; the motion passed unanimously.**

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

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

**Vern motioned to approve the closure of the DNR and Squaxin accounts at First Citizen's Bank and move the funds to Timberland Bank. Sandy seconded; the motion passed unanimously.**

**Vern motioned to approve opening and maintaining an account at Timberland Bank to handle all cash deposits. Sandy seconded; motion passed unanimously.**

**Committee Reports:**

**President's Report:** Barb was absent and there was nothing discussed.

**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. Dianne will work with the Accounting Team on closing out the First Citizen's bank accounts.

**Architecture:** Dave reported the committee will continue meeting monthly on the first Friday of the month at 10am in the clubhouse. The committee is currently working on two long-term items which are still in process.

**Marina:** Vern went over the current electrical repairs and the piling inspection report for the docks. Log boom failures are becoming more commonplace. Vern discussed receiving emergency permits to allow for log boom replacements but the permit does not include permission to replace creosote pilings called out by DNR and their lease. The Board discussed the best plan of action and it was recommended to pull the old logs off the log boom then seek additional permits for the creosote pilings.

**Parks & Rec:** Sandy reported park pruning of some trees will occur in February and the committee is looking for volunteers to help move pea gravel by the kayak areas.

**Roads & Stormwater:** Dave reported that a tree had gone down on an owner's property that was owned by the HOA. The crew will be removing the tree with the excavator. Dave reported that as we get into Spring the weed eating in the ditches will begin.

**Water & Wastewater:** Dave reported there was a waterline break over the weekend which KCL excavating came out quickly and fixed. The water meter project is ongoing as we try to get the software component resolved for Futureclear Environmental. There is an ongoing failure of the electrical system at well 2 that is being explored through warranty. Futureclear is helping to assist getting vendors onsite to review the issue. Dave reported the Board would be working with the State on potentially new septic tank inspection rules.

**Memorial Garden & Events:** Dianne reported that no planting will be allowed in the memorial garden during March. Colleen, the chair of the Events Committee, said a new owner open house would be held this year. Colleen requested holding Dumpster Day after the garage sale and that the Easter Egg Hunt is planned for March 28<sup>th</sup>.

**Management:** Mike reported on the pending draft audit and had nothing else to report at this time.

**New Business:** The Board discussed the hosting of a Townhall for owners to suggest rules changes. Mike suggested telling owners that all suggestions would be reviewed by the HOA's attorney to establish the rule may not be implemented. The Board discussed the date for the meeting on Feb 28<sup>th</sup> at 6pm. Invites would go out via email and on the reader board once finalized.

**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.**

**Judy 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: Judy motioned to adjourn the meeting at 7:25 PM. Sandy seconded; motion passed unanimously.**

**Respectfully submitted,  
Mike Haskett, Association Manager**

**CBHA Board Motions 260127**

Results 01/27/2026

# Board Members attending and proxies: 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 excusal of Chris and Barb from the meeting.	PD 5-0	
2	OTH	Approve December 2025 meeting minutes	PD 5-0	Approved with no corrections
3	OTH	Approve submitted committee meeting minutes	PD 5-0	
4	FIN	Approve closing DNR/Squaxin accounts at First Citizens and move them to Timberland Bank	PD 5-0	
5	FIN	Approve opening and maintaining an account at Timberland Bank for cash deposits	PD 5-0	
6	MNT	Approve contract for removing log boom items up to \$10K from the Unrestricted Reserves from NW Dock & Pile	PD 5-0	
7	OTH	Approve moving from regular session to executive session	PD 5-0	
8	OTH	Approve closing executive session and returning to regular session	PD 5-0	
9	OTH	Approve adjourning the meeting	PD 5-0	

# MARINA COMMITTEE MEETING MINUTES

---

Location: CBHA Clubhouse  
Date: January 14th, 2026  
Time: 1800 hours (6 pm)

---

## AGENDA DETAILS

### I. FLAG SALUTE

### II. INTRODUCTIONS

Please sign the attendance sheet

### III. MEMBER FEEDBACK

New issues or concerns presented to the committee

### IV. OLD BUSINESS

Unresolved issues from the last meeting

- A. Sea Lions – we have had nearly a month without more than one or two Sea Lions on the B Docks. None were there after about December 15<sup>th</sup>.
- B. Fabrication of Finger “braces” and Sea Lion “bull rails” barriers was nearing completion and installation is in progress.
1. Marina Log Boom Project Status
  - A. Permitting still IN PROGRESS
    - i) WDFW and Corp of Engineers permit revisions are APPROVED.
    - ii) Thurston County Planning did not get our permit posted for public comment back in November. Instead, they will issue an “Emergency Authorization” letter to allow work on the Log Boom. I expect it the week of January 20<sup>th</sup>.
    - iii) Marina dive survey to determine the scope of any necessary piling work was done on Sunday, 1/18/2026. Per a verbal report from the diver, substantial piling work is NOT required below the low tide line, but there are a few pilings with visible damage (above the low tide line) that we are obligated to repair per our lease according to our DNR Aquatic Lands Custodian.
    - iv) In the discussion (with our DNR Aquatic Lands Custodian - Kristin Miller), DNR stated that emergency permits DO NOT allow ANY piling work. DNR also reminded me that the CBHA lease requires ALL creosote treated pilings to be removed from the marina by 2030.
    - v) The marina has the following pilings:
      - 26 creosote pilings supporting the Log Boom that will need to be replaced.
      - A Dock has 6 creosote pilings that will need to be replaced and 3 steel pilings that will not need to be replaced.
      - B Dock has 9 creosote pilings that will need to be replaced.
      - The pier has 8 Chemonite treated wood pilings that will not need to be replaced.
      - The guest dock has 6 steel pilings that will not need to be replaced.

- vi) This new information may affect the near and long term strategy we take with the marina and log boom since these permits take up to 2 years for approval, and piling work is very expensive.
  - vii) Marina Trustee will start to get bids, proposals and logistics for these issues as directed by the Board.
2. Marina Rules & Regulations & Lease Updates
- A. Marina Member input requested at the Marina Committee and for the Community Member Forum in January or February. See page 2 for November comments.

## **V. NEW BUSINESS**

- 1. December Marina Inspection
- 2. Electrical work to complete marina lighting, and new contract repair sea lion damage to lighting and electrical system.

## **VI. CONCLUSION**

Next Meeting - Wednesday, February 11th, 2026

### **Marina Rules & Regulations & Lease Updates Agreed Upon at the November Marina Committee Meeting**

- A. Changes to Marina Rules and Regulations
  - i) Fix typo for boat width to read 9-foot beam maximum for B Dock.  
NOTE: Maximum beam is not applicable for A Dock at this time because of the spacing on the new fingers. The vessel length will be limiting (21 feet overall).
  - ii) Add details for lease violations and marina issue resolution.
  - iii) Clarify the Waiting List process.
    - 1) Submit a partially completed lease form to be added to the wait list.
    - 2) Allow the person at the top of the wait list 1 refusal before bumping them to the bottom of the list.
- b) Changes to Lease Forms
  - i) Increase font size to enhance readability
  - ii) Clarify lease terms and add relevant Rules and Regulation.
  - iii) Add *No Refueling in the Marina* based on the requirements from the current Rules, and DNR Marina Lease.
  - iv) Clarify how boats will be measured.
    - 1) Measure full length of boats as follows: measure from the tip of the bow, bow anchor or bow pulpit to the end - with the outdrive, outboard or kicker

raised, whichever is longer. Measure the full beam width at the widest point.

NOTE: the reason for measuring the maximum length is to ensure slip holders can avoid hitting projecting mechanical components on other boats when they are entering and leaving their slips. This is particularly important in the heavy winds and current we can experience in the marina. This rule also prevents long bow overhang from obstructing marina walkways.



Outlook

---

**DNR Opinion on CBHA Marina Dive Survey**

---

**From** Vernon Jensen <Vern.Jensen@outlook.com>**Date** Wed 2/11/2026 3:03 PM**To** barb quick <barbieqcbha@yahoo.com> <barbieqcbha@yahoo.com>; Sandra Marsh <tainui46@gmail.com>; treasurer@carlyonbeachhoa.com <satinscoaster@kalama.com>; Judy Parry <Parryej@comcast.net>; Dave Malaspino <davemalaspino@gmail.com>; Chris Williams - CBHA Board & Marina Lease <chrisjen2017@outlook.com>**Cc** Michael Haskett <mhaskett@vantagecommunities.net>

1 attachment (1 MB)

Marina Creosote Piling Issues 2-11-2026.pdf;

The good, the bad and the ugly, but finally we have data upon which decisions can be made.

I will be forwarding this to Marine Floats and NW Dock & Pile to have them bid on the following two options:

Option 1) Sleeve, and remove and replace everything (as identified) so we can keep our Marina and Log Boom beyond the 2030 lease removal deadline.

Option 2) Remove all Log Boom creosote pilings, Sleeve, and remove and replace the marina pilings (as identified) so we can keep our Marina beyond the 2030 lease removal deadline.

I will be discussing these options at the Marina Committee tonight at 6pm in the Clubhouse.

Vern Jensen

Email: [vern.jensen@outlook.com](mailto:vern.jensen@outlook.com);

Cell Phone &amp; Text Messages: 707-443-7896

Confidentiality Notice: This email message and thread, including any attachments, is for the sole use of the intended recipient(s) and may contain legally privileged and/or confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. By inadvertent disclosure of this communication, Mr. Jensen does not waive any attorney-client privilege or attorney work-product privilege with respect hereto.



Outlook

---

**Re: Dive Survey for Carlyon Beach Marina Creosote Pilings**

---

**From** Vernon Jensen <Vern.Jensen@outlook.com>  
**Date** Mon 2/9/2026 7:11 PM  
**To** Nealer, Cailan (DNR) <Cailan.Nealer@dnr.wa.gov>

Outstanding, thank you!

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)

---

**From:** Nealer, Cailan (DNR) <Cailan.Nealer@dnr.wa.gov>  
**Sent:** Monday, February 9, 2026 7:02:49 PM  
**To:** Vernon Jensen <Vern.Jensen@outlook.com>; Miller, Kirsten (DNR) <Kirsten.Miller@dnr.wa.gov>  
**Subject:** RE: Dive Survey for Carlyon Beach Marina Creosote Pilings

Hi Vernon,

Thank you for asking for clarity! DNR is willing to negotiate on those pilings with 75% or higher life remaining. Apologies for the confusion!

**Cailan Nealer** (*she/her*)  
South Sound District Manager  
Shoreline District, Aquatic Resources Division  
Washington State Department of Natural Resources (DNR)  
1111 Washington St SE Olympia, WA 98501  
Cell: (360) 490-5355 | Fax: (360) 902-1786  
[Cailan.nealer@dnr.wa.gov](mailto:Cailan.nealer@dnr.wa.gov)  
[www.dnr.wa.gov](http://www.dnr.wa.gov)

**From:** Vernon Jensen <Vern.Jensen@outlook.com>  
**Sent:** Monday, February 9, 2026 6:55 PM  
**To:** Nealer, Cailan (DNR) <Cailan.Nealer@dnr.wa.gov>; Miller, Kirsten (DNR) <Kirsten.Miller@dnr.wa.gov>  
**Subject:** Re: Dive Survey for Carlyon Beach Marina Creosote Pilings

External Email

Thanks Cailan.

Just a clarification please. By stating greater than 75%, my math & engineering mind says those at 75% wear and less are not candidates for wrapping (or sleeving), they need to come out - is correct?

If so, I'll need to get a little more detail from our diver too. His statements that some pilings range from, "75% to 85%" doesn't quite fit your criteria...

Piling 19 in the log boom is damaged to complete failure on the surface. Recommendation is to sleeve for stabilization only, pending planned permanent removal, repair or replacement.



The report of general information gathered is below. See Page 5 for piling locations.

Main Pier - 8 ACZA treated pilings.

- 100% life left based on piling wear patterns.

A Dock - 6 Creosote treated and 3 Steel pilings (steel pilings not inspected).

- All pilings are in good shape below and above surface for the foreseeable future
- All pilings have 75-85 % of life left based on wear patterns of the pilings
- All dock structure is in good condition

B Dock - 9 Creosote treated pilings.

- Pilings range from 50-85% life left based on wear patterns
- Piling 29 has 65%
- Piling 30 has 50%
- All other pilings have 75% or higher of life left
- All dock structure is in good condition due to recent upkeep, maintenance, and repairs.

Log Boom - All Creosote treated pilings

- 1. 40%
- 2. 50%
- 3. 40%
- 4. 60%
- 5. 50%
- 6. 75%
- 7. 60%
- 8. 60%
- 9. 65%
- 10. 80%
- 11. 50%
- 12. 50%
- 13. 60%
- 14. 50%
- 15. 40%
- 16. 45%
- 17. 45%
- 18. 30%
- 19. 0%
- 20. 40%
- 21. 40%
- 22. 50%
- 23. 50%
- 24. 75%
- 25. 75%
- 26. 75%

# Carlyon Beach Homeowners Association Marina Services & Piling Layout 1-19-2026

Scale: NOT TO SCALE

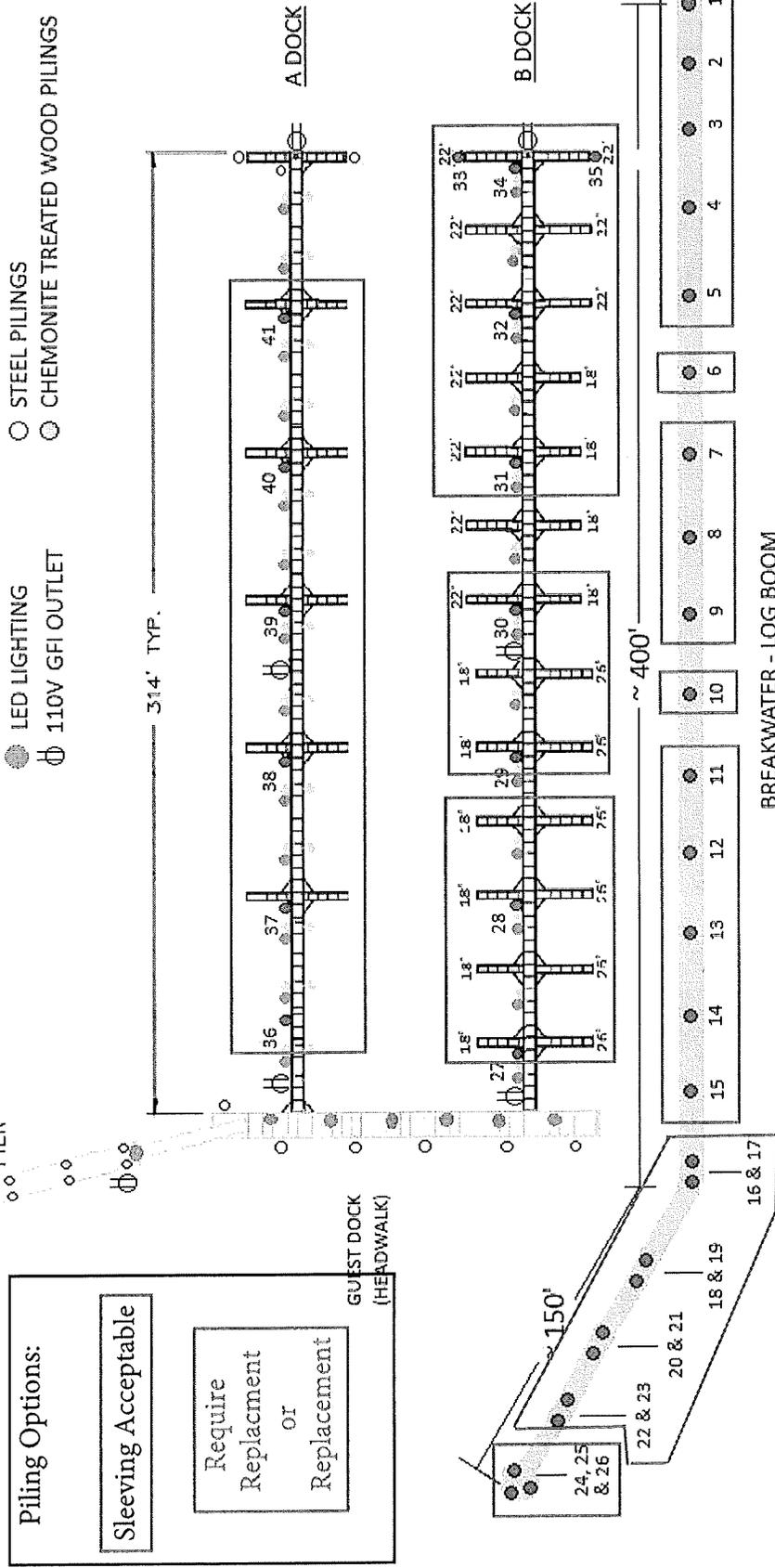
S/T/R: 3320N/02W

Lat/Long: 47.18118/-122.93758

Corps Reference #: NWS-2023-636

PLAN VIEW: CARLYON BEACH HOMEOWNERS ASSOCIATION MARINA SERVICE & PILING LAYOUT (VERSION 1-19-2026)

- SERVICES LEGEND:**
- WATER
  - LED LIGHTING
  - ⊕ 110V GFI OUTLET
- PILING LEGEND:**
- CREOSOTE TREATED PILINGS (41 TOTAL)
  - STEEL PILINGS
  - CHEMONITE TREATED WOOD PILINGS





Outlook

---

**Fw: Storable Marine Pricing + Next Steps**

---

From Vernon Jensen <Vern.Jensen@outlook.com>

Date Mon 2/9/2026 12:39 PM

To barb quick <barbieqcbha@yahoo.com> <barbieqcbha@yahoo.com>; treasurer@carlyonbeachhoa.com <satinscoaster@kalama.com>; Sandra Marsh <tainui46@gmail.com>; Judy Parry <Parryej@comcast.net>; Dave Malaspino <davemalaspino@gmail.com>; Chris Williams - CBHA Board & Marina Lease <chrisjen2017@outlook.com>

Cc Michael Haskett <mhaskett@vantagecommunities.net>

This proposal is for a marina software program that could completely replace our paper-based systems for managing marina and kayak slips, and possibly a few other things.

We would upload our lease forms and documents, which would be converted into online forms. Members would then fill them out and "DocuSign" them from the CBHA office or their own computers.

It would automatically notify us of delinquencies for payments, insurance, registrations, etc.

There is a link to a demo on the email from Alex. I sat through it last week with Alex. You should check it out. You can use my name and email for access if you don't want to spread your info. It's listed below.

Please also remember, their software does a lot more than we need. For example, it can manage inventory, boat yard maintenance charges to customers, and sales from a marine hardware store. Obviously, we wouldn't need that... but it's an enterprise wide cloud based system.

The price quoted is 5562\$/year, with 2950\$ to install and train. I told them it's way too much for our little marina.

I offered them \$2400/year, and they came back "maybe" at 3000\$. That's 250\$ / month for marina and kayaks, could raise slip and kayak fees a few bucks a month to absorb that.

It would greatly reduce admin work by eliminating all paper, but there would still be care and feeding of the database on our part. That could be done by the Marina Trustee, or a computer competent admin person in the front office. It's actually just filling out the form spaces on the screen, and it tells you if you forget something.

Other possible adaptable uses could be parking passes, launch fees, key issues, and dog park. We'd have to learn how to make field changes to do that, but that training would be required to set it up for us anyway.

It is also capable of managing electronic billing and direct payments from bank accounts like we get from Vantage, so that may not be something we would need or use...

I asked them to drop their training and install fee from 2950\$ to 500\$, and I was told that might be possible, or they could drop it all together if we can come to an overall agreement.

They also gave me a phone number for Sundance Marinas, a marina operator with marinas in Seattle, Lake Union and Shilshole. The contact name and number is on Alex's email.

Please let me know if this is something we should pursue. If so, I can negotiate and get an updated proposal for the February Board Meeting.

Vernon Jensen  
CBHA Marina Trustee  
707-443-7896

Sent from my T-Mobile 5G Device  
[Get Outlook for Android](#)

---

**From:** Alex Navarro <alex.navarro@storable.com>  
**Sent:** Friday, February 6, 2026 3:07:02 PM  
**To:** vern.jensen@outlook.com <vern.jensen@outlook.com>  
**Subject:** Storable Marine Pricing + Next Steps

Hi Vern,

Thank you for taking the time to speak with us the other day to discuss Storable's Marina software with Vern. We appreciated the opportunity to learn more about your current operations and goals.

**Here are the key points we discussed:**

- Carlyon Beach Marina is currently managing **72 wet slips** and **162 kayak racks** using pen and paper, with contract renewals and waitlists handled manually.
- Storable's software can help streamline these workflows through **space management, digital contracts, registration and insurance tracking, and a customer self-service portal.**
- Vern plans to present the software's capabilities to his board in **February**, which will require a **formal proposal** and access to the **demo recording.**

**Next steps we agreed upon:**

- I will email a detailed proposal outlining pricing and a full breakdown of the solution for Vern to present to his board. (See Below)
- I will send over the demo recording so Vern can review it independently and walk through it with the board. (See Below)
- I will include a few **local references from Western Washington and the greater Seattle area**, including **Sundance Marinas**, for Vern to contact as part of the evaluation process. (See Below)

**References:**

Sundance Marina: Grace Davenport - **503.939.2353**

**Pricing:**

Location Number	Locations	Unit Type	Number of Units	Price Per Unit	Price Per Rack	Price Per Sq Ft (Round)	Volume Price (Unit)	Net Price Per Unit	YTD Price (\$)
1	Carlyon Beach Marina	Slips	72	\$36	\$2,592	0%	0.00	\$36	\$2,592
		Rack Storage	165	\$18	\$2,970	0%	0.00	\$18	\$2,970
	Storable Marine Implementation	Implementation	1	\$0	\$2,950	0%	0.00	\$0	\$0
									\$5,562

This is yearly pricing, however, we could do month to month which breaks out to about \$460 a month.

Thank you again for your time and engagement. Please don't hesitate to reach out if any questions come up.

**Demo recording:**

<https://us-35723.app.gong.io/e/c-share/?>

[tkn=13dxguw5b3h8w1r7ykbw371ncy&g\\_ajs\\_param\\_origin=spotlight\\_followup\\_email](https://us-35723.app.gong.io/e/c-share/?tkn=13dxguw5b3h8w1r7ykbw371ncy&g_ajs_param_origin=spotlight_followup_email)

Best regards,  
Alex

--

**Alex Navarro**  
Sr. Account Executive

[www.storablemarine.com](http://www.storablemarine.com)





# Bid Proposal for Carlyon Beach HOA Filemapper

CUSTOMER

**All Bidders**

**Job**

Carlyon Beach HOA Filemapper  
carlyon beach, WA  
Bid Date: 02/06/2026  
Bid #: 4720413

CONTACT

**Sales Representative**

James Pullen  
(M) 253-545-1138  
(T) 253-840-8558  
(F) 253-840-1141  
James.Pullen@coreandmain.com

**Core & Main**

10013 MLK JR Way South  
Seattle, WA 98178  
(T) 2067224800

NOTES



### Bid Proposal for Carlyon Beach HOA Filemapper

**All Bidders****Job Location:** carlyon beach, WA**Bid Date:** 02/06/2026**Core & Main Bid #:** 4720413**Core & Main**

10013 MLK JR Way South

Seattle, WA 98178

**Phone:** 2067224800**Fax:** 2067229477

Seq#	Qty	Description	Units	Price	Ext Price
10		<b>FILEMAPPER FOR NEPTUNE SOFTWARE</b>			
20	1	FILE MAPPER 14099-007	EA	2,317.50	2,317.50
				<b>SUBTOTAL</b>	<b>2,317.50</b>
				<b>Sub Total</b>	<b>2,317.50</b>
				<b>Tax</b>	220.17
				<b>Total</b>	<b>2,537.67</b>

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.



## Core & Main: File Mapper software

File Mapper is a substitute program for a billing software.

Because CBHA does not currently have a water billing software, we will need to use File Mapper instead.

File Mapper will speak with Neptune 360 and vice versa.

Neptune 360 is the software that interfaces with the new digital meters. In order for us to read the digital meters and collect the data, Neptune 360 needs to tie those readings to each customer. That is what File Mapper will do in the absence of a billing software.

The Board can choose a billing software at any time and use that in place of File Mapper.

(From C&M):

*“Neptune 360 works by loading info about all your meters and customers into the website. Then when you go out to read them it will bring the info back in and keep track of the consumption for each meter / customer. This normally happens with a billing system creating a file, which is imported into Neptune 360, and then once done a file is created in Neptune 360 to send to billing.*

*If you do not have a billing system that can create the file for Neptune 360. There is another option. It is called File Mapper. We can send you a spreadsheet to enter all the data required for each meter / customer. Neptune will then map the fields into the site so that meters can be read. This will not integrate with any billing system but would let you read meters and gather the usage data.*

*There is an additional cost to implement file mapper as it requires work on Neptune end to map things on the backside of the web side.”*

FutureClear will enter the required data for each customer into File Mapper, once it has been purchased. We will work with C&M to accomplish this setup.

C&M has assured us that, when CBHA chooses which billing software they prefer, that they will be able to integrate that software with Neptune 360.

In the meantime, we cannot read the digital meters remotely without File Mapper. They will need to be physically read, just like the old meters.

If CBHA would like to explore options for water billing software instead of purchasing File Mapper, then this purchase is not necessary – but it will delay our ability to read the meters remotely.

February 11, 2026

David Malaspino  
2719 Island Dr NW  
Olympia, WA 98502

Dear Property/Business Owner:

Subject: Annual Stormwater Facility Inspection: Due August 31, 2026

Site: **Carlyon Beach**

Our records indicate there is a stormwater facility at the site listed above. Please inspect your stormwater facilities and submit the enclosed annual inspection form by **August 31<sup>st</sup> (instructions on back page)**.

Thurston County Stormwater Utility staff will perform a site visit during the year to verify operation of the stormwater facilities and provide maintenance and/or repair recommendations. **If you prefer to schedule this site visit, please reach out to us at [stormwater@co.thurston.wa.us](mailto:stormwater@co.thurston.wa.us).**

Property Owner Responsibilities:

- Inspect your stormwater system and perform any necessary maintenance.
- Return the enclosed stormwater inspection form by August 31, 2026.
- Contact us for technical assistance, or to set up an appointment for a scheduled site visit.

Thurston County Responsibilities:

- Thurston County stormwater staff will perform a site visit of your stormwater facility during the year and provide maintenance or repair recommendations.
- Thurston County stormwater staff are available to provide technical assistance regarding stormwater maintenance and drainage concerns.

The annual inspection form is a tool to help you plan and conduct required maintenance activities. Properly maintained stormwater facilities help prevent flooding and protect nearby streams, lakes, and bays from polluted stormwater runoff. Regular inspections and maintenance also help protect the investment you have in your stormwater infrastructure. Identifying and correcting potential problems early on helps reduce long-term maintenance costs and unexpected, costly repairs. Please review details for submitting the annual inspection form on the backside of this page.

**Please see the backside of this page for inspection form instructions.**

# Carlyon Beach



Thurston County makes every effort to ensure that this map is a true and accurate representation of the work of County government. However, the County and all related personnel make no warranty, expressed or implied, regarding the accuracy, completeness or convenience of any information disclosed on this map. Nor does the County accept liability for any damage or injury caused by the use of this map.

To the fullest extent permissible pursuant to applicable law, Thurston County disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchant ability, data fitness for a particular purpose, and non-infringements of proprietary rights.

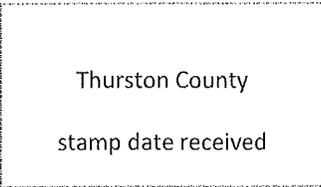
Under no circumstances, including, but not limited to, negligence, shall Thurston County be liable for any direct, indirect, incidental, special or consequential damages that result from the use of, or the inability to use, Thurston County materials.

- Legend**
- CB Other
  - CB Type 1 (Rectangular)
  - CB Type 2 (Round)
  - CB Type 2 w/Flow Resistor
  - CB Type 2 w/ Treatment Device
  - CB w/Filter
  - Archive
  - Culvert
  - Pipe
  - Archive
  - Ditch
  - Swale
  - Dry Pond
  - Wet Pond
  - County Road
  - Private Road



Site Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_



Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Preferred correspondence method:  Email  Mail

Inspection Date: \_\_\_\_\_

Check the box of each private stormwater facility component present at your location. Perform an annual inspection of all stormwater components. Indicate if maintenance was performed this year or will be performed, including the date maintenance was completed or will be complete. Submit completed forms annually by August 31st. Forms may be submitted via email to stormwater@co.thurston.wa.us or by mail to the address at the bottom of this page.

	Inspected	Maintenance Performed	Date	Comments
<input type="checkbox"/> Wet Pond _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Dry Pond _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Constructed Wetland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Pipes, Culverts, Slotted Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Ditches and Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Catch Basins _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Level Spreader, Diffuser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Treatment Device _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Oil-Water Separator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Vegetated Filter Strip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Permeable Pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bioretention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Biofiltration Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Curb Cuts, Sidewalk Underdrains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Storm Vault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Questions or concerns? Contact your stormwater inspector:

Commercial Stormwater Inspector: 360-867-2079  
Residential Stormwater Inspector: 360-867-2095  
Email: stormwater@co.thurston.wa.us



For more information, visit our webpage: <https://www.thurstoncountywa.gov/sw>

Return to : Thurston County Public Works  
Water Resources – Stormwater Utility  
9605 Tilley Rd S.  
Olympia, WA 98512

**From:** Donna Martin <[DMartin@copiersnw.com](mailto:DMartin@copiersnw.com)>

**Sent:** Tuesday, February 10, 2026 10:51 AM

**To:** Member Services <[MemberServices@carlyonbeachhoa.com](mailto:MemberServices@carlyonbeachhoa.com)>

**Subject:** New Copier

Hello,

I am your account manager at Copiers NW. It has come to my attention that your copy machine is discontinued, no longer supported by Canon and parts are hard to find. If you need a part for this machine, we will not be able to fix it. I suggest replacing it before that happens, so you are not out of a printer.

You are no longer getting security or firmware updates which makes your copier vulnerable to hackers.

Below is a quote for a slightly used machine that was on our demo floor. Very low usage.

Canon C3826

Purchase price: \$4,674.75

Maintenance agreement:

\$25.00 a month plus .0094 per B&W and .052 per color

Includes: parts, labor, toner, auto toner replenishment, delivery, install, removal of current machine.

I can send the docs over to you via Docusign when you're ready. Just need full name of person and email address.

Thank you,

**Donna Martin**

Senior Account Manager

206-795-4731

[dmartin@copiersnw.com](mailto:dmartin@copiersnw.com)

[www.copiersnw.com](http://www.copiersnw.com)



Outlook

---

RE: [EXTERNAL] Carlyon Beach - WUCIOA Document Overhaul

---

From Ryan D. Harris <rdh@vf-law.com>

Date Thu 12/18/2025 2:02 PM

To Michael Haskett <mhaskett@vantagecommunities.net>

Cc Alex Nelson <Alex.Nelson@vf-law.com>

Mike,

The Association is going to have to do something to account for WUCIOA, since it will trump the association's governing documents. There are some half-measures the association can take, like getting a detailed opinion letter of the ways the documents are overridden. But I think ultimately the best answer is to amend the documents. And really, Carlyon's documents could stand to be redone anyway.

It is possible the statutes will change again, but it doesn't seem likely to me that, having adopted WUCIOA for all, the legislature is going to make dramatic changes. Smaller changes in WUCIOA will probably happen, but most will not require amending the governing documents. Most amendments could be smaller adjustments rather than a total re-write.

This is an estimate. I put it higher than I normally would because I know the association's documents need attention and the marina creates additional issues.

The work includes would include:

1. A new Bylaws;
2. A new Declaration;
3. One meeting for comments on the draft documents;
4. One revision to each document to incorporate requested changes; and
5. A voting package, including a ballot and cover letter (Mailing and ballot counting to be done by management or the association).

Best,

**Ryan Harris** | Partner

VF Law | [www.vf-law.com](http://www.vf-law.com)

6000 Meadows Road, Suite 500 | Lake Oswego, OR 97035

Telephone: 503-684-4111 ext. 400026 | Direct: 503-210-3092 | Facsimile: 503-598-7758

**Confidentiality Notice:** This e-mail message may contain confidential or privileged information. If you have received this message by mistake, please do not review, disclose, copy, or distribute the e-mail. Instead, please notify us immediately by replying to this message or telephoning us. If you have received the message in error, please advise the sender by reply at [rdh@vf-law.com](mailto:rdh@vf-law.com) and delete the message.

**Tax Advice Notice:** IRS Circular 230 requires us to advise you that, if this communication or any attachment contains any tax advice, the advice is not intended to be used, and cannot be used, for the purpose of avoiding federal tax penalties. A taxpayer may rely on professional advice to avoid federal tax penalties only if the advice is reflected in a comprehensive tax opinion that conforms to stringent requirements.

## **Carlyon Beach HOA**

### **Committee Governance & Workflow Framework**

---

#### **1. Purpose of This Document**

Recent statutory updates under WUCIOA modify how HOA committees must function. This document defines:

- Committee authority limitations
- Board oversight requirements
- Meeting procedures
- Documentation standards
- Decision escalation workflow
- Communication protocols

The goal is to maintain compliance while preserving committee effectiveness and volunteer engagement.

---

#### **2. Structural Requirements (New Compliance Standards)**

Under current statutory requirements:

- 1. Each committee must include two (2) Board Trustees.**
- 2. Committees may not take final action, vote to approve expenditures, or bind the Association.**
- 3. Committees must take formal meeting minutes.**
- 4. Committee minutes must be submitted to the Board for review and approval.**
- 5. All final decisions must occur at a properly noticed Board meeting.**

Committees now function in an **advisory and preparatory capacity only.**

---

### **3. Committee Authority Model (Advisory Only)**

#### **Committees MAY:**

- Research issues
- Obtain bids (if authorized)
- Develop project scopes
- Draft policy proposals
- Analyze financial impacts
- Provide written recommendations
- Conduct preliminary interviews (if directed by the Board)

#### **Committees MAY NOT:**

- Approve contracts
- Approve expenditures
- Change policy
- Enforce rules
- Bind the Association to vendors
- Take votes that constitute final action

All decision-making authority remains exclusively with the Board of Trustees.

---

#### **4. Committee Workflow Overview**

Below is the standard operating process moving forward:

##### **Step 1 – Issue Identification**

- Issue identified by:
    - Board
    - Committee
    - Management
    - Membership
  - Board formally assigns task to committee via:
    - Motion at Board meeting, or
    - Written directive from Board President/Secretary
- 

##### **Step 2 – Committee Research & Development**

Committee conducts:

- Information gathering
- Vendor outreach (if authorized)
- Cost analysis
- Risk evaluation
- Draft recommendation

Two Board Trustees must be present at all committee meetings.

---

##### **Step 3 – Committee Meeting & Minutes**

Each committee meeting must include:

- Date, time, location
- Attendance (including two Trustees)
- Agenda items

- Discussion summary
- Recommendation(s) drafted (not approved action)

Minutes must be:

- Submitted to the Secretary within 7 days
- Placed on next Board agenda for approval

Committees no longer “vote to approve.”

Instead, they record:

“The committee recommends that the Board approve...”

---

#### **Step 4 – Board Agenda Placement**

Once minutes and recommendation are submitted:

- Item is placed on next monthly Board agenda
  - Supporting materials are included in Board packet
  - Committee chair (or designated trustee) presents recommendation
- 

#### **Step 5 – Board Decision**

At properly noticed Board meeting:

- Board discusses recommendation
- Board may:
  - Approve
  - Modify
  - Reject
  - Table for more information
  - Return to committee for refinement

Only at this stage does binding action occur.

---

## **Step 6 – Communication to Membership**

After Board approval:

- Decision included in approved Board minutes
- Summary distributed via:
  - Newsletter
  - Website
  - Email blast (if applicable)

Committee minutes are informational; Board minutes are authoritative.

---

## **5. Meeting Administration Requirements**

### **A. Trustee Attendance**

Each committee must have:

- Minimum two Board Trustees present  
If fewer than two are present:
  - Meeting may occur for discussion
  - No formal recommendation may be finalized
- 

### **B. Open Meeting Considerations**

If a committee includes:

- A quorum of the Board, or
- Is exercising delegated authority

It may trigger open meeting requirements.

To mitigate risk:

- Avoid scheduling committee meetings where a quorum of the Board is present.
  - Post meeting notice when appropriate.
-

### **C. Minutes Template (Required Elements)**

Committee minutes must include:

- Committee name
  - Date / Time / Location
  - Trustees present
  - Members present
  - Summary of discussion
  - Clear written recommendation language
  - Adjournment time
- 

### **6. Decision Escalation Model**

Below is the formal escalation structure:

Committee Research

↓

Committee Written Recommendation

↓

Board Review (Monthly Meeting)

↓

Board Vote (Binding Action)

↓

Member Communication

---

## **7. Example Workflow (Practical Application)**

Example: Waterfront Dock Repair

1. Board assigns Dock Committee to evaluate repairs.
2. Committee gathers 3 bids.
3. Committee meets (2 Trustees present).
4. Committee minutes reflect:

“The Dock Committee recommends the Board approve Vendor A in the amount of \$42,500.”

5. Minutes submitted.
6. Board places item on agenda.
7. Board votes at monthly meeting.
8. Decision recorded in Board minutes and communicated.

Committee did not approve the contract — the Board did.

---

## **8. Roles & Responsibilities**

### **Board of Trustees**

- Retains full fiduciary authority
- Reviews all committee recommendations
- Approves minutes
- Makes all final decisions

### **Committee Chair**

- Organizes meetings
- Coordinates with Trustees
- Ensures minutes are taken
- Submits recommendations timely

## **Secretary**

- Collects committee minutes
- Places on Board agenda
- Maintains official records

## **Management (if applicable)**

- Assists with logistics
  - Obtains documents
  - Prepares Board packets
- 

## **9. Operational Adjustments for Committees**

To maintain efficiency under the new structure:

- Combine research into fewer, more structured meetings
  - Submit recommendations at least 10 days before Board meeting
  - Use standardized recommendation forms
  - Avoid informal “approval language” in emails
  - Clarify to vendors that committee discussions are non-binding
- 

## **10. Risk Management Considerations**

These statutory changes are designed to:

- Prevent shadow boards
- Maintain transparency
- Centralize fiduciary authority
- Ensure proper recordkeeping

Failure to comply may expose the Association to:

- Procedural challenges
- Member disputes

- Invalidated actions
  - Potential liability concerns
- 

## **11. Implementation Timeline**

### **Immediate Actions:**

1. Reconstitute each committee to include two Trustees.
  2. Issue updated committee charters.
  3. Provide minutes template.
  4. Train committee chairs.
  5. Publish this workflow to members.
- 

## **12. Closing Statement to Committees**

Committees remain essential to the success of Carlyon Beach HOA.  
The Board deeply values the expertise and volunteer service provided.

These changes do not reduce committee importance —  
they formalize governance to ensure statutory compliance and organizational protection.

---

## **CBHA Annual Meeting/Budget Timeline**

- March 13, 2026 – Committee Projects/Wishlists for 2026-2027 DUE
- March 17, 2026 – Draft Budget presented for review
- March 24, 2026 – Board approval of draft packet
- March 24, 2026 – Board approval of draft Budget (Extension 4/7/26)
- April 7, 2026 – Final budget version DUE (Ratify at April Meeting)
- April 10, 2026 – Candidate applications DUE by 5pm
- April 15, 2026 – Draft mock-up to Shopper Weekly for print proof
- April 17, 2026 – Approve print proof (Check Ink Issue!!)
- May 1, 2026 – Final Packets picked up from Shopper Weekly
- May 5, 2026 – Packets delivered to clubhouse for sign out/pickup
- May 9, 2026 – Saturday pickup day
- May 16, 2026 – Saturday pickup day
- May 23, 2026 – Saturday pickup day
- May 27, 2026 – Eblast electronic version of packet to all on file
- May 28, 2026 – Pickup remaining packets for postage
- May 30, 2026 – RCW required postmark date for packets
- June 13, 2026 – Annual Meeting