

**Carlyon Beach Homeowners Association  
Board Meeting Minutes  
July 23, 2019**

**Present: Matt Barnhart, Sandi Allen, Bill Allen, Dick Morton, Lisa Krupp**

**I. Call to order at 7:00 by Matt Barnhart**

**II. Flag salute**

**Motion 1. Sandi moved to excuse the absence of Lars Swartling and Jeremy Madden. Seconded by Bill. Approved 5-0**

**III. Member Comments**

1. Margaret DesRochers explained that she had received an email from realtor Spence Weigand regarding the sale of the rental house. The 1% fee previously agreed to has been included in the closing documents.
2. Sharon Harris, Becki Biondi and Margaret DesRochers expressed concern related to the Events Group not being invited to participate in a discussion at the July 17 workshop regarding a potential funding mechanism for the group and other groups/committees in the community. The Events Group is not interested in pursuing this option at this time, and the Board has no intention of requiring this change.
3. Doug Bucklin asked for clarification of the county's rule regarding trees within 50' of the shoreline. Trees beyond 50' of the shoreline do fall under CBHA's rules related to reasonable view, light and air. Trees within 50' may require a county permit prior to pruning or removing.

**IV. Approval of minutes**

**Motion 2. Sandi moved to approve the minutes of June 25, 2019. Seconded by Dick. Approved 5-0**

**V. Treasurer's Report**

See attached report

**VI. Committee and Board Reports**

- a. **President's report:** Matt has been meeting with Gary and working on the sale of the rental house.
- b. **Roads and Stormwater:** A revised bid for paving has not been received but is expected to be close to the amount approved by the membership in the annual vote.
- c. **Water and wastewater:** No report due to Jeremy's absence

- d. **Marina:** Permitting process continues for work to be completed in the spring. A representative from DNR will be visiting the marina.
- e. **Architecture:** The committee is working on a process to enforce Rules and Regulations. Recently, a few projects have been tagged for circumventing regulations including tapping into the water supply. Information will be included in the next newsletter reminding people to contact the office and inquire about permits before beginning a project.
- f. **Parks and Rec:** no report due to Lars' absence
- g. **Manager's report:** See attached report

## **VII. New Business**

- a. **Cross Connections:** More research is needed regarding compliance with cross connection rules and the use of drip irrigation systems. John will look into this and draft recommendations and suggestions for improving the annual form that all property owners are supposed to complete related to cross connections (the possibility that sprinklers, pools, etc may be contaminating the water system).
- b. **Trees at the corner of SIR and Westwind:** Two bids have been received for removing dead alders on CBHA property. Gary and Matt will discuss how to proceed with this project.
- c. **Ford Taurus:** The Taurus station wagon was donated to CBHA many years ago. It is no longer needed.

**Motion 3. Dick moved that the Taurus station wagon be sold. Sealed bids will be accepted until Friday, August 9 at 4:30 in the office. The minimum bid allowed is \$150. Approved 5-0**

- d. **Craig Ottavelli's ideas for donations to CBHA Groups:** This was discussed during member comments. The Board is not pursuing this any further for now.

## **VIII. Unfinished Business**

- a. **2513 Island tree:** Members of the Board have the option of viewing the tree in question prior to the August workshop so that a decision can be made at the August 27 Board meeting.
- b. **Security cameras:** Sandi and Gary have researched different types of cameras to add to our current security system. Further research and discussion needs to take place regarding adding cameras to entrance gates and other areas such as the water tower. The current system can accept one more camera.

**Motion 4. Sandi moved to purchase a Vandal Dome camera which will be attached to a pole and trained on the path to the restrooms in the basement of the clubhouse. Seconded by Bill. Approved 5-0**

**c. Rules and Regulations:** Revisions and editing will be discussed at the August workshop. Attorney Skip Houser will provide an opinion regarding CBHA's ability to fine individuals who are in non-compliance.

**Motion 5. At 8:40 Sandi moved to adjourn to executive session for the purpose of discussing a legal matter. Seconded by Bill. Approved 5-0**

**Motion 6. At 9:02 Bill moved to return to open session. Seconded by Dick. Approved 5-0**

**Motion 7. At 9:03 Dick moved to adjourn. Seconded by Sandi. Approved 5-0**

**Submitted by:**

A handwritten signature in blue ink that reads "Lisa Krupp". The signature is written in a cursive style with a large initial "L".

**Lisa Krupp  
CBHA Secretary**

**Treasurer's Report  
July 23, 2019**

**This is the end of fiscal year 2018-19. Keep in mind that these are unaudited financial statements. The audit will be completed in the next two months and the final report will be available to CBHA members. These numbers may change as a result of the audit.**

**I. Balance Sheet as of June 30, 2019**

**Operating Funds**

General	\$138,725
Marina	\$ 93,726
Sewer	\$ 8,653

**Total**                      **\$241,104**

**Pledged funds**

**Total**                      **\$ 62,507**

**Capital Funds (combined)**

**Total**                      **\$237,697**

**Total cash checking/savings**

**\$541,408**

**II. Profit and Loss Budget vs. Actual Accrual Basis July 2018 through June 2019**

**General Fund (unaudited)**

Total income in the General Fund was \$513,113. Total expenses were \$457,905. Thus, income exceeded expenses by \$55,208. The unspent income remains in the General Fund. The income in the general fund was higher than budgeted due to an unexpected number of title transfer fees, architectural permit fees, and miscellaneous income. Expenses for Personnel Services were less than budgeted due to not having a manager for 6 months.

**Marina Fund (unaudited)**

Total income in the Marina fund was \$43,816. Expenses totaled \$8,895. The net income of \$34,921 will remain in the marina fund for future repairs.

**Sewer Fund (unaudited)**

Total income in the Sewer Fund was \$247,695. Expenses totaled \$244,034, resulting in a net income of \$3,660.

**Capital Fund (unaudited)**

Total income in the combined capital funds was \$221,658. Major expenses including paving and the purchase of the new pump truck totaled \$254,723. With membership approval, the reserve fund was used to cover the cost of the pump truck, allowing the capital fund to grow to \$237,697.

## **Managers' Report**

- 1) Reviewing annual budget for potential savings & more cost-effective planning and budgeting, on-going**
- 2) Perusal of By-Laws, Rules & Regulations (in my opinion, could use a more stream lined and direct verbiage addressing certain matters thus avoiding the necessity of visiting an issue several times to review its interpretation and even in some cases avoiding slight contradicting and repetitions) on-going**
- 3) Meeting this week with IT specialist to form a software program geared specifically toward Carlyon Beach to avoid leasing a program in an effort to streamline individual homeowner information such as financial, violation notices and other associated files in a more efficient electronic version easily accessible to all authorized personal as well as aid in the ease of the way in which these files are stored**
- 4) Investigate and/or resolve with some legal issues such as filing liens, more closely looking into accounts receivable and resolving a specific county waste water matter concerning septic requirements relating to Carlyon Beach on-going**
- 5) Addressing homeowner issues and complaints on an individual basis, in letter form, email and in person as the situation warrants on-going**
- 6) Met with Jason of E.O. Technologies to talk about entrance surveillance system possibilities for Carlyon Beach as well as several strategic locations, and of our current surveillance hardware**
- 7) Learning in more detail the working mechanics and fundamentals of the waste water treatment facility. I met with vendor of said facility and discussed some of the dynamics involved and agreed to meet again to have a more detailed, learning discussion**
- 8) In general I am becoming better acquainted with the Carlyon Beach community, members, ALL the employees and the board members touring maintenance facilities, waste water treatment plant, planned road repairs and alterations being made to some homes**