

## Minutes

### Carlyon Beach Homeowners Association

#### Regular Board Meeting May 28, 2019

**Attending Board Members:** Lisa Krupp, Sandi Allen, Dick Morton

Margaret DesRochers, & Lars Swartling not in attendance.

I. Call to order – Sandi Allen – 7 pm

II. Flag Salute – Sandi Allen

- a. Excuse absence of Margaret and Lars – **Sandi moved to excuse Margaret and Lars from the meeting. Dick seconded. Passed 3-0**

III. Member Comments

- a. Chris Williams and Seth Schade discussed the gravel regrade on Lookout, discussed options for repairing the drainage system that carries runoff to the sound, and offered to help with as much as they were able. The original fix was plastic sheeting to keep the water from soaking the slope, but time has taken its toll, and natural water courses can be utilized to handle much of it, lessening the quantity hitting that slope. John Eller volunteered to walk the slopes with Chris and Seth to sketch up a layout and plan for going forward.
- b. **Dick moved that we appoint Seth Schade, Chris Williams, and John Eller to sketch needed maps showing their recommended course of flow to cause the successful water run-off from Lookout to the Sound. Lisa seconded. Passed 3-0**

IV. Approval of the April 23, 2019 and May 2, 2019 board meeting minutes.

- a. **Lisa moved that we approve the minutes of the April 23, 2019 and May 2, 2019 board meetings. Dick seconded. Passed 3-0**

V. Treasurer's Report – Lisa Krupp stated that expenses are in line with the budget for the year to date and presented her report. See attached report.

VI. Committee Reports

- a. President's Report – No report at this time
- b. Roads and Stormwater – Seth volunteered to help with cold patch of potholes and suggested willing owners be allowed to weed whack their own bio-swale to lessen load on staff and allow owners to tend to it in a timely manner.
- c. Water and Wastewater – Dick reported that all was well with the Water and Waste Water.
- d. Marina – Sandi reported that the updated plan for the Marina had been sent to DNR. Our DNR focal had sent an email saying the meeting with the managing committee would be the first week of June, and we should hear something shortly after. Volunteers had stepped forward to help with marina tasks, and they would be meeting soon.
- e. Architecture – John Eller reported a shed had been turned into a living space without permits and the Architecture Committee has informed the owner of the applicable bylaws, and rules, and permits needed to bring this into compliance. Also, trees were clear cut on a lot on Seaview without a permit, and they are working with the owners on a correction.
- f. Parks & Recreation – New signs are coming to conform to Thurston County Sheriff requirements so they will be able to intervene with trespassers even if no member is present. This had been done in the past with taped on wording added to hardware store No Trespassing signs, but time and weather had taken the needed words off the signs again.

## VII. New Business

- a. Dead Tree Quote – Margaret had received a quote for removal of a dead tree in the community bio-swale behind Steamboat Island Road homes. The quote was for slightly more than \$3,000, but only the first quote received, so will wait for more quotes to come in to make a decision.
- b. June 8 Members' Meeting – Volunteers have done so much this year, and volunteers need to be recognized and encouraged, for the good of the association, so turn in names to Margaret.
- c. Metal Cover for Boat at Shop – It was reported that the temporary cover for the CBHA boat was destroyed in the snowstorm. It was a canvas topped carport, and we need to price a metal carport to replace it.

- d. John Eller asked why the house was being presented now after the members' vote last year. It was explained that the board is required by our bylaws to present any and all offers. The vote last year to not sell meant the board could not put the house on the market without another vote from the membership, so only the offer that came in from the renter's family member could be presented for the community to consider.
- e. **Lisa moved to approve the employee reviews and wage increase as discussed in executive session, which shall include the lead member of the maintenance crew, John Krenik, to be effective July 1, 2019. Sandi seconded. Passed 3-0**

#### VIII. Unfinished Business

- a. **New Audit Firm Search** – Lisa reported that as soon as the acceptance letter from McSwain comes she will notify Newman and Associates (formerly Cagianut) we are no longer in need of their services.
- b. **Stormwater Drainage Problem on Island Drive** – The stormwater drainage problem is in work as reported by Seth Schade, and he is handling it.
- c. **Outfall WWTP Repair and Dive Quote** – Sandi reported on the status of the HPA she submitted for the needed maintenance and inspection dive on the Waste Water Treatment Plant outfall. It was updated to include the bid from Bill fox for the technical steps needed. The HPA packet materials were accepted for review by Washington Department of Fish and Wildlife.
- d. **Website Update** – Sandi reported the website is almost ready enough to be presented to the membership. Dick asked if she would explain why it was decided to go for a new website, rather than work with the old site. Sandi explained that the person that developed the last website had left the company and the remaining employees at that company were slow to respond to requests for help. The decision was made to move it to DohDoh, who already support our IT needs. One of the issues with the old website was it was created using WordPress, a free blogging software that has been used for simple websites. The site included plugins from other vendors, several of which would break with each WordPress update, because those vendors did not always keep their plugins on the same update schedule with WordPress. Other plugins could have been found, & changed out, of course, at a cost of development time each time. In January one of these plugins corrupted the stored files in the site, and after multiple attempts neither DohDoh nor GoDaddy was able to recover the site from backups, causing us to permanently lose a majority of the PDF's and many images from the site. Since a rebuild was needed, a stronger solution was chosen.

- e. Boat & Park Signage – New signs for the boat launch area, parks, and CBHA assets have been ordered and will be installed as they arrive. Not all will arrive at the same time.
- f. Manager Search Committee – Sandi reported the committee will be interviewing within the coming week. Good choices worthy of interviews are scheduled.
- g. Clubhouse Repair – Margaret had an updated bid, but was not able to find someone to do the core sample of the posts that Dick suggested. It was discussed that arborists do core samples, and we should talk to a few to see if we can get the posts sampled before we go forward with spending money for repairs if the termites did not penetrate deep enough to damage the structural integrity of those 16" x 16" posts. No further sign of termites has been observed since the treatment by pest control.

IX. Lisa moved and Dick seconded to adjourn the meeting at 9:20 pm. Passed 3-0.

Respectfully submitted by:



Sandi Allen

CBHA Secretary

**Treasurer's Report  
May 28, 2019**

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

**Operating Funds**

General	\$162,950
Marina	\$ 92,483
Sewer	\$ 9,360

**Total**                    **\$264,794**

**Pledged Funds**

**Total**                    **\$ 62,499**

**Capital Funds (combined)**

**Total**                    **\$203,186**

**Total Cash**            **\$530,580**

**II. Profit and Loss Budget vs. Actual Accrual Basis July through April, 2019**

**General Fund:** We are 10 months or about 83% through the fiscal year. Total expenses in the general fund are \$378,082, which is 76.9% of the budgeted amount. Personnel expenses continue to be under budget due to not having a manager.

**Marina Fund:** Total expenses in the marina fund are \$6,717. Major repairs may occur later this summer.

**Sewer Fund:** Total expenses in the sewer fund are \$204,565. This is 81.6% of the budget. As of April 30, there is a net income in the server fund of \$2,174.

**Capital Funds (combined):** The balance in the capital fund has increased from \$184,687 to \$203,186. Projects that may get completed this fiscal year include the clubhouse termite repair.