

# Carlyon Beach HOA | August 2024 Community News

2719 Island Drive NW, Olympia WA, 98502

P: 360-866-0717 E: MemberServices@carlyonbeachhoa.com



## Upcoming Events

- Aug 3 | Garage Sale
- Aug 7 | Koffee Klatch | 12:30pm
- Aug 8 | Park Committee Meeting | 6pm
- Aug 13 | Events Committee Meeting | 1pm
- Aug 14 | Marina Committee Meeting | 6pm
- Aug 15 | Last day to submit recipes for the Carlyon Beach Cookbook!  
(Drop off at the office)
- Aug 20 | Board Workshop | 6pm
- Aug 27 | Board Meeting | 6pm
- Sept 10 | Craft Fair Applications Due
- Sept 15 | Carlyon Cares | 9am-1pm
- Sept 21 | Chili Cook Off | 4:30pm
- Nov 2 | Holiday Craft Fair & Bake Sale | 9-3

## CBHA Trivia (Answers on page 2)

**Q1: Who is Carlyon Beach named after?**

**A: Tom Carlyon**

**B: Fred Carlyon**

**C: Carlyon Bridges**

**D: Carol Carlyon**

**Q2: True or False-CBHA Park bathrooms are maintained on the weekends by volunteers?**

## From the Board...

July was a busy, busy month. As a board, we are grateful to the community who really rolled up their sleeves this month to balance the leisure July brings with tackling some important community needs.

Thank you to the 25+ community members who showed up for one or more committee meetings this month! One meeting stands out to us. In the Parks meeting a member shared their expertise in maintaining bulkheads and asked about a near term maintenance plan that would help mitigate large scale, expensive repairs. The member proposed a low cost, volunteer led remediation effort and the board helped facilitate. Within 3 weeks this group had a work plan and 4 volunteers assembled to make minor repairs that will prolong the life of our bulkhead. This is a great example of how you can make immediate impact on our community. Check out the new **Committee Round Up** section for more updates.

For those impacted by the paving project this month, thank you for your patience. Nailing down a schedule was challenging, but we know Jimini (the pavers) do the best work for the best rate. Your patience and support throughout the project are appreciated!

We have the Marina Lease and Well Permit projects moving forward. Check out the **Capital Project section** for more details.

At the time of this writing, we are at about day 45 of our first 90 days. Check out our **Strategic Planning section** for an update on the board's efforts in these first 90 days and our work to set us up for long term strategic planning.

## 4<sup>th</sup> of July- Thank you!

Thanks to all the participants in our annual 4th of July Parade!! This was the best parade we have had – particularly the number of families participating. It gets longer every year! Thanks also goes to Bruce Sinnett and his Dogs and Stuff hotdog cart. It was a tremendous success and the Events Group received \$120 from the hotdog sales to go into community projects. Thanks to our wonderful firefighters for all the vehicles in the parade and for treating everyone in the parking lot after the parade with the firetrucks on display. Also Thank you to Diane Bradford and Sandi Marsh for manning the T shirt booth/sweatshirt table. They did a great job and sold a lot! And thanks to Shelly Acroyd for keeping the parade order in line!

Every year on the 5th of July our crew and volunteers spend over 8 hours on park clean up. This year's celebration was one for the books, and so was the clean up the next day. A special thanks goes out to those volunteers and our crew who spent a full day, during a heat wave, to make sure the park was ready for the weekend. We appreciate you!

Thank you! Thank you! Thank you!  
~The CB Events Group

## 🔔 Reminders 🔔

**CBHA Roads are Private:** Our roads are owned and maintained by us. Our speed limit is 20 MPH and enforceable by law. Please be mindful of children at play, our walking community, and our wildlife as you drive through the community. Be sure to have your CBHA parking permit visible- driver side bottom of wind shield! See anything that needs maintained? Please report it to the CBHA office.

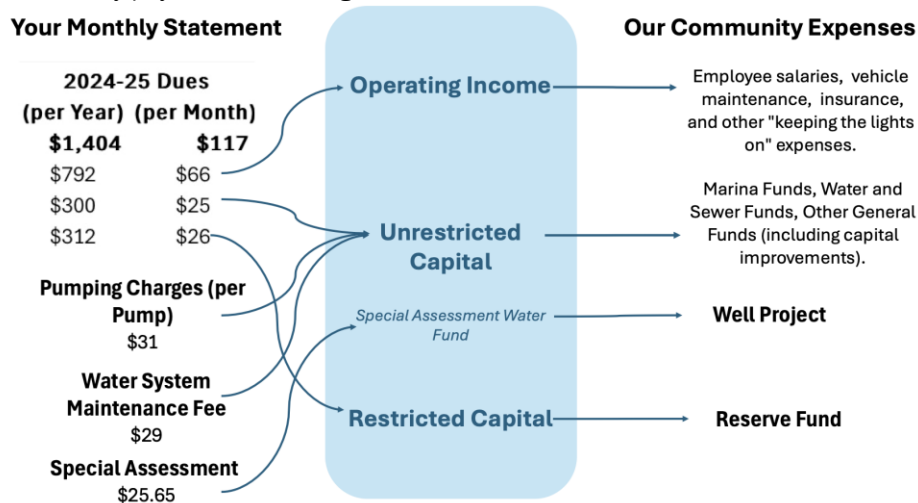
**Signs on CBHA Property:** Signs, such as for sale signs and vendor signs, are not to be posted on CBHA property. This includes at the entrance to our community. Are you a realtor? CBHA is looking for a volunteer to help us create guidance for realtor representing buyers and sellers to ensure that 1) we have adequate guidance that highlights relevant rules and regulations, and 2) the charm and peace of owning in our community is represented to prospective buyers. If you'd like to help in this effort, please reach out to the CBHA office.

**Lock the Boat Launch Gate:** Please be sure to lock the boat launch gate when not using it. Parking in the boat launch area is for vehicles and trailers using the boat launch only.

**CBHA Right-of-Way:** The CBHA right of way is a strip of land that is owned by the association over which our community road is built. The CBHA right-of-way is a 40' wide strip of land throughout the community. Our roads are no more than 20' wide. That leaves at least 10' more of CBHA right-of-way on each side of the street. These measurements are not precise as our road was not placed in the center of that 40' strip in all cases. Precise marking of CBHA right-of-way requires the homeowner to commission a land survey. The bio-swale (our functional ditches) are part of the CBHA right-of-way. Any development, paving, or drainage updates to the bio-swale requires CBHA permitting and approval. Parking on the bio-swale, in front of any pump-out, or in the road is not permitted. Are you a drainage expert? We are looking for a volunteer to support a deep dive into bio-swale best practices to help develop community guidance. If you'd like to help in this effort, please reach out to the CBHA office.

## Dollars and Sense

Have you ever wondered how your fees are allocated? Here's how monthly income collected from your statement is allocated. For this visual we assume monthly payments for a single lot.



Over the years the CBHA accounts have been referred to by different names. By Laws Article IX references our holistic "Capital Fund Budget" which finances the General, Marina, and Sewer funds. These "funds" do not map directly to the accounts our HOA manages. Here's a quick overview of our accounts.

Our **General Account** is where our Operating Income is kept. Expenses such as employee salaries, vehicle maintenance, insurance, and other "keeping the lights on" expenses are budgeted from this account.

Our **Unrestricted Capital Account** is where funds for capital improvements are kept. This fund is referenced in By Laws Article IX as the "Capital Fund Budget". Expenses such as road paving, waterline relocation, and retention pond filter replacement are budgeted from this account.

Our **Restricted Capital Account** operates as the community's reserve account.

# Introducing the 1<sup>st</sup> Annual Carlyon Cares Day!



**Q: What is Carlyon Cares?**

**A:** A day of volunteering in your community. We will have light four hour maintenance projects followed by a picnic lunch.

**Q: When?**

**A:** September 15<sup>th</sup>.

**Q: How do I sign up?**

**A:** Maintenance projects and descriptions of the work needed will be available two weeks before the event. Stay tuned for more information!

**Q: What type of work might we do?**

**A:** Fall clean up jobs. Litter/trash pick-up, repair on community signs, etc.

## Committee Round Up

Our committees are the heart of our community. The most direct way to impact and support our community is through committee involvement. Here is an update on all the work our committees have done this last month.

### Events Committee

Come to the meeting or call with ideas for events for our community. You do not need to be a member of the Events Committee to volunteer for one event or many – we need you! Call Colleen at 206-755-9367.

Get your recipes, anecdotes or memories of Carlyon Beach in for the cookbook by August 15<sup>th</sup>. We need your thoughts and recipes!! We hope to have the Carlyon Beach cookbook out by the Craft Fair.



All new members and tenants from 2023 and 2024, watch for volunteers to bring you a Welcome to Carlyon Beach packet and small gift. We will be out starting in August.

If you plan to participate as a vendor for the Craft Fair in November, please get your application in before September 10<sup>th</sup> to guarantee a spot. Application included in this newsletter.

**Chili Cook-off:** Come join in on the community's **1st Chili Cook Off!** Bring your favorite crock pot chili and let your neighbors be the judge. There will be great prizes for 1st, 2nd and 3rd winners. Date:

Saturday, September 21, 4:30 pm. at the clubhouse. Condiments provided. Contact Marcia Rugg at 206-200-5536 to sign up.

### Architecture Committee

This month the committee has completed our charter, refreshed our members, and published meeting times.

The architecture committee meets on an as needed basis to ensure that all architecture permits or building queries are addressed.

### Water Committee

This month the committee has completed our charter, refreshed our members, and published meeting times. Right now, we are meeting as needed but hope to publish routine meeting times in the near future.

The water committee's mandate is very broad; from supporting the capital improvements on the water system to developing emergency and incident response plans. This committee brings together volunteers with expertise in our water and waste-water treatment plant to work with our on-staff experts and contracted vendors.

### Parks Committee

This month the committee has completed our charter, refreshed our members, and published meeting times. We will be meeting the second Thursday of every month at 6pm at the Clubhouse. This month we have picked out a replacement swing set for the Marina Park. We will let you know once we have a date for the new swings to be installed. We have also coordinated some proactive bulkhead maintenance to prolong the life of the bulkhead. We hope to prepare a survey to understand what the community would like to see in the Westwind park.

### Marina Committee

We will be meeting the second Wednesday of every month at 6pm at the Clubhouse. We have laid new gravel at the boat launch and are pricing new safety ladders. We are also working on additional improvements such as maintenance requests, updated signs, and more.

# Strategic Planning

In June the board held their first strategic planning session resulting in a commitment from all board members to a shared Vision, Mission, and guiding Values. The board agreed to meet routinely for strategic planning, and the next meeting will be in August (day TBD). Strategic planning is an on-going process. The Vision, Mission, and Values defined below will serve as the basis for how this board addresses challenging choices as we dig deeper into prioritizing critical maintenance and resource management.

**Vision Statement:**

*Our vision is to create a vibrant and inclusive community where safety, community involvement, financial security, and health are paramount.*

**Mission Statement:**

*Our mission is to safeguard long-term investments through the upkeep of infrastructure, shared assets, and financial resilience for both the present and the future. We are committed to resource sustainability and fostering a culture of dedication among employees who align with our community vision. We exemplify respect, fairness, and collaboration between volunteer leadership within the HOA and all community members.*

**Values:**

Transparency • Fiscal Responsibility • Health and Safety • Community Involvement • Long-term Stability and Growth

The 2024-25 CBHA Board of Trustees has identified the following six goals as their top priorities for the next year of their service to Carlyon Beach residents:

1. Finish the updates to the water system.
2. Finish the paving projects where the 2023-24 board allocated paving funds.
3. Finish Marina Permitting, Leasing, A-dock upgrades, and immediate safety risks.
4. Evaluate and plan necessary shop upgrades to ensure employee safety and community maintenance.
5. Re-align the budget to ensure appropriate funding of the critical goals for the 2024-25 service year.
6. Deliver a 5-year strategic plan resulting from in-depth infrastructure analysis and budget review.



## The First 90 Days At A Glance

	30	60	90
<b>Board Operations</b>	<ul style="list-style-type: none"> <li>✓ Created Policies and Procedures</li> <li>✓ Hold Strategic Planning Session</li> </ul>	<ul style="list-style-type: none"> <li>• Launch Volunteer Program</li> </ul>	<ul style="list-style-type: none"> <li>• Second Strategic Session and Budget Review</li> </ul>
<b>Community Operations</b>	<ul style="list-style-type: none"> <li>✓ Integrate new trustees into current advisory roles</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain bids for pump truck maintenance and back up contracts.</li> <li>• Employee L&amp;I Training</li> <li>• Ramping up Shop Supervisor Role</li> <li>• Continue water project</li> </ul>	<ul style="list-style-type: none"> <li>• Identify long term shop upgrade plan</li> </ul>
<b>Well Updates</b>	<ul style="list-style-type: none"> <li>✓ Continued permit management</li> </ul>	<ul style="list-style-type: none"> <li>• Complete paving.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue water project</li> </ul>
<b>Paving Project</b>	<ul style="list-style-type: none"> <li>✓ Verify budget and bids, begin negotiating schedule for paving.</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize Float Review Bids</li> <li>• Purchase and install safety ladders</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for 2025 road projects</li> </ul>
<b>Marina</b>	<ul style="list-style-type: none"> <li>✓ Renewed DNR Lease</li> </ul>		<ul style="list-style-type: none"> <li>• Schedule and complete Float and Dock Updates</li> </ul>

# Capital Projects

## Well Upgrades

### Background:

In the last year our community has funded and built a new well. The community has hit all major milestones for this project and is now working on obtaining final approvals. There are 3 on-going, separate, approval process.

- 1) New well source approval: This approval from the State will allow us to begin to use the water from Well 3 in our day-to-day consumption.
- 2) Water System Plan: This is a water system plan that outlines the system maintenance and management for the next 10 years. This 10-year plan will take us to full build-out, meaning our water system is planned to meet our community capacity and subsequent water system plans will be focused on maintenance, not growth.
- 3) Capacity Analysis approval: This will be complete when the water system plan is complete and focuses on our capacity, pressure, and storage of our water.

### Updates:

- 1) Well Source Approval: An on-site visit with State and County regulators has taken place. After this, we anticipate the source approval within a few months.
- 2) Water System Plan.
- 3) Capacity Analysis approval: This is on hold until the Source Approval is completed. Once that is completed, we anticipate the Water System Plan to be approved within 6-8 months.

**Thank you** to our water trustee, committee, and employees who have worked hard to ensure we have water for the entire community now and in the future!

## Marina Lease and A Dock Float Repair

### Background:

The A-dock is deteriorating and was not replaced when the rest of the marina was replaced. We can no longer defer this maintenance and have budgeted to replace the A-dock.

### Updates:

In July CBHA responded to the DNR request for information, unblocking the renewal of the Marina lease. The 12-year lease will be signed as soon as the DNR provides the signature document request. The Marina Lease renewal was a requirement for the Dock A float repairs. As soon as the updated lease is available, we can schedule the Dock A repairs. Vendors and quotes are pending our lease updates.

## Paving on Windward and CBHA Clubhouse Parking Lot

We completed the long-awaited paving projects on Windward Dr and the CBHA Clubhouse Parking Lot. We will now begin planning for the 2025 road maintenance schedule.



## July Volunteer Shout Outs

Bulkhead Maintenance Crew

Bathroom Clean Up  
~ Deanna ~

Boat Launch Gravel Refresh  
~ Chuck, Dave ~

**2024 CARLYON BEACH  
ANNUAL CRAFT FAIR AND BAKE SALE APPLICATION  
Saturday, November 2nd from 9:00 AM to 3:00 PM**

**Sponsored by CBHA Events Group**

**NAME** \_\_\_\_\_

**ART/CRAFT** \_\_\_\_\_

**PHONE#** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**TABLES 6'** \_\_\_\_\_ **\$15**      **8'** \_\_\_\_\_ **\$18**      **CARD** \_\_\_\_\_ **\$10**

**Outside (provide own table and tent)** \_\_\_\_\_ **\$15**

**Please return your application and fee to the office by September 2, 2024, to guarantee your table. After that date the fair will be opened to outside crafters if tables have not been filled**

**Set up starts at 7:00 am Saturday, November 2,2022**

**Look for further details and any updates on your email , text or phone call before the event**

**(All vendors are responsible for their own sales tax)**

**If you have questions, please email Colleen Weston at [dragonfly@jonav.net](mailto:dragonfly@jonav.net) or call 206-755-9367**