

**Carlyon Beach Homeowners Association
Board Meeting
March 27, 2018**

I. Call to Order:

Meeting was called to order at 7 p.m. by Rick Gamas, President, and was followed by the Flag Salute.

Board Present: Rick Gamas, Robynne McWayne, Marv Harris, Lisa Krupp, Sandi Allen, Dick Morton.

II. Members Comments:

A member asked about the vote and clarification on the dollar amounts. She stated we should have a designated fund for asset replacement on a regular basis. The board explained the 2 Capital Funds and their purpose, and what was in each fund, and that we do try to keep the designated funds up to a sufficient amount to cover these expenses, without draining the account for future issues.

Manager Chuck stated that the Blue Pump Truck is now our only running truck. On Sunday a hose burst, leaving the truck unable to continue its work. West Coast came out to repair it quickly, but some members didn't get pumped until the next day. The number of pumps increases with an increase in home building which creates a problem with only one truck which causes problems when it needs repairs, and maintenance. If the truck was not working at all, CBHA would need to hire another company which could be very costly.

Rick reported that the board accepted responsibility for the ballot not being as clear as some members wanted, and that it wasn't structured to ensure a majority on each decision. The first question was quite clear, to buy a truck, yes 153 /no 26. The truck will be ordered as soon as it is officially voted on.

Then there was a discussion of what to do for the next vote regarding the wording to be put on the ballot. Robynne suggested the following format, with some support. Others suggested streamlining it.

To replenish the Reserve Capital Fund:

1. *Should we sell the rental house: yes or no*
2. *If we don't have a majority to sell the rental house do you prefer to pay:

\$8 a month added to Reserve Fund
-OR-
\$22 a month for 1 year (special assessment), added to Reserve Fund.*

There was more discussion before settling on a simplified ballot.

***To replenish the Reserve Capital Fund:
\$8 a month added to Reserve Fund?***

Approval of the Minutes:

Marv moved to approve the minutes from the February 27, 2018 and March 17, 2018. **See motion below.**

Sandi moved to approve Mike's absence for his vacation. **See motion below.**

III. Treasurer's Report:

Lisa presented the month:

Treasurer Report, March 27, 2018

Balance Sheet

Operating Funds

General	\$137,768
Marina	\$102,353
Sewer	\$ -449
Total	\$ 239,672

Capital Funds

Total	\$244,123
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Profit and Loss Budget vs Actual

General Fund:

Total expenses in the general fund are at 62% of budget. As we are 8 months or 67% into this fiscal year, it is well within the budget. The largest category in the general fund is personnel services. That category is at 60% of budgeted amount. Overall, contractual services are slightly over budget (70%). As has been mentioned previously, water quality testing was not budgeted, and costs \$1500/month. In addition, replacing security cameras has cost about \$4371.

Marina Fund:

Work is now underway to repair the docks and finger piers in the marina. Over \$63,500 has been spent on repairs through February. An additional \$55,000 has been approved.

Sewer Fund:

Total expenses in the sewer fund are at 73% of budget, with expenses exceeding income by \$11,290 over 8 months. This deficit has been shrinking slowly over the last two months, since the charge for a pump out increased by \$2.

Capital Funds:

Capital expenditures through February total \$144,933. The last project to be completed this fiscal year is expected to be repairing the rotten column at the corner of the Clubhouse. Expenditures this year may stay below the \$153,000 income to the capital funds.

IV. Manager's Report: Operations Manager Monthly Report

One of the biggest problems we ran into this month was our backup generator for the water. We all love the free water in the community but what most people do not know is that we pump our own water for the community. If we have a power outage there is a backup generator just for the water. Last month there was a power outage and the Generator did not auto start. This caused a series of repairs that were extremely difficult. The repairs were easy but locating parts was difficult for a vehicle engine made in 1968. Some parts took over 3 weeks to find and have them shipped to us or our vendor.

Things that were accomplished:

Electrical work that was highly needed in the clubhouse was finished.

The Man gate repaired so it accessible from both sides.

The reader board on Steamboat was repaired.

The Mercury boat motor was replaced.

The log boom will be repaired within the week.

A new eye wash station was installed in the shop to meet Labor & Industries requirements.

Elm trees in the park were properly trimmed. We received 3 estimates prior to assigning the work.

Moss was removed off the park restroom roofs. The moss was a couple of inches thick so to see the condition of the roof I needed it cleaned. The left side has a substantial bow in it. It appears the roof may need to be replaced and repaired in a year or two.

The wannigan was pressure washed and cleaned.

The fence was braced at the end of the dock for safety reasons.

All landscaping power equipment were serviced and prepared for spring.

The outdoor shower by the boat launch had a valve burst and was repaired.

We are in the process of getting estimates to have the insect damage to the clubhouse repaired.

V. Committee Reports:

Roads & Storm Water:

Marv and Chuck have a bid coming in on road projects.

Parks & Recreation:

Nothing to report at this time, except the need for volunteers to keep the activities going.

Water & Wastewater:

Nothing to report at this time.

Marina:

Sandi reported that demolition would begin on the sections being replaced. The launch area would be the staging area. All the funding has come from the marina fund, which comes from slip rentals. Although the marina is an asset covered by the Capital Fund, these repairs were possible by using the surplus in the marina fund. The funds have built up after several years with no need for repairs.

Architecture:

Nothing new to report at this time, just some ongoing projects.

VI. New Business:

The truck purchase has been finalized and ready for a vote in June. Chuck stated that he had called to clarify details between companies, and all preferred parts are available from each. The advantage of FMI is warranty servicing is available in Portland, Oregon, and the other 2 companies would handle warranty work in Quincy, Washington. Portland is a much shorter drive, saving time and money. This would be FMI, who would build the truck in Kansas. This truck is also the best price, even with the delivery fee to have it driven from Kansas City, Kansas to Portland, Oregon. The truck is a Peterbilt with a hydraulic pump, matching our existing Peterbilt.

Lisa moved to order the new Peterbilt from FMI. **See motion below.**

Chuck wanted to discuss the existing form for the "Request for Information." Per Washington State's RCW members must have a reason for this information, rules apply to what can be done with the information, and any request for archived records. This would incur a fee due to time an employee would use in addition to their workload. This fee does not apply to simple electronic records that are easy to reach and print. **See motion below.**

Dick stated the By-Law section that pertains to this, and suggested the wording be updated to clarify. The manager's discretion will apply to this. Discussion of that wording ensued.

Chuck was excused from the meeting and Dick thanked him for all the truck research. Chuck stated the propane costs seemed to be out of line, and suggested CBHA consider using another company. Chuck stated he will continue the researching the options.

The Westwind park fencing requires a survey before some of the used fencing can be put down the property line between the neighbors that flank the park on Westwind and Crestridge. Lisa moved to spend the money for a survey. **See motion below.**

A motion to approve another \$1600 is needed to finish the electrical work on the clubhouse. **See motion below.**

Sandi then moved to go into executive session. **See motion below.**

Sandi moved to return to active session. **See motion below.**

Lisa moved to extend an employee Leave of Absence for another 30 days. **See motion below.**

Marv moved to adjourn the meeting. **See motion below.**

1. **Motion: Marv moved to approve the minutes from the February 27, 2018 meeting and the March 17, 2018 meeting. Sandi seconded. Motion passed unanimously.**
2. **Motion: Sandi moved to excuse Mike's absence for vacation. Dick seconded. Motion passed unanimously.**
3. **Motion: Lisa moved to order the new Peterbilt from FMI, not to exceed \$180,000, to be paid from the Capital Reserve. Robynne seconded. Motion passed unanimously.**
4. **Motion: Marv moved to accept updates to the "Request for Public Records" form with included fees up to \$20 per hour for record retrievals. Dick seconded. Motion passed unanimously.**
5. **Motion: Lisa moved to approve up to \$1,000 for survey of the Westwind Park. Dick seconded. Motion passed unanimously.**
6. **Motion: Lisa moved to approve up to \$1600 from the Capital Reserve for Caliber Electric to complete all repairs on the clubhouse electrical system. Dick seconded. Motion passed unanimously.**
7. **Motion: Sandi moved to adjourn to executive session at 9:18 pm. Dick seconded. Motion passed unanimously.**
8. **Motion: Sandi moved to return to active session at 9:32 pm. Robynne seconded. Motion passed unanimously.**
9. **Motion: Lisa moved to extend LOA for an employee for another 30 days. Dick seconded. Motion passed unanimously.**

Motion: Marv moved to adjourn, which was seconded by Robynne. Motion passed unanimously.

Meeting was adjourned at 9:42 p.m.

Respectfully Submitted By,



Sandi Allen,
Secretary