

**Carlyon Beach Homeowners Association
Board Meeting
May 22, 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, Mike Cooper, Robynne McWayne, Marv Harris, Lisa Krupp, Sandi Allen, Dick Morton.

II. Members Comments:

Margaret asked that we please use the professional records management person discussed at the Workshop, as Records storage has always been less than best and this opportunity seems fortuitous. The board expressed their appreciation of her support for this task and said the motion would be presented during New Business.

John offered his thanks to the board for serving for the past year. The board thanked him for his support. Margaret added that she understands Marv has timed out on the board, per the by-laws, and cannot run this year, but he has done an outstanding job on the roads, along with many other things he's gently, diligently tackled. This was for the good of the community, and she hoped everyone recognized his long service.

III. Approval of the Minutes

Sandi moved to approve the meeting minutes for April 24, 2018. **See motion below.**

IV. Treasurer's Report

1. Balance Sheet as of April 30, 2018

Operating Funds

General \$102,320

Marina \$76,459

Sewer \$2,808

Total \$181,588

Capital Funds (combined)

Total \$251,986

2. Profit and Loss Budget vs. Actual Accrual Basis July 2017 through April 2018

General Fund

Total expenses in the general fund are at 80% of budget. As we are now 10 months, or 83% through the fiscal year, this confirms that expenses are within budget. The general fund income is at 97% of expected revenue. A few lines in the income section are not generating the estimated income. For example, through April, the income for architecture and permit fees is \$10,000 less than the \$15,000 estimate based on the previous 2 years. Member lien fees and finance charges have generated about \$5,000 less than expected based on previous years. Therefore, it is appropriate to keep expenses about 3% below the budgeted amount, which is the current situation. Personnel Services are will within budget at 76%, while Contractual Services are over budget at 90%, mainly due to paying for water quality services.

Marina Fund

Through April, about \$90,000 has been spent on marina repairs.

Sewer Fund

Expenses in the sewer fund have exceeded income by over \$12,600. The cause of this is sludge hauling and unexpected truck repairs on the Peterbilt and the old white truck early in the fiscal year. Personnel Services is within budget (our drivers), but we have had to pay overtime to the WWTP operator a few times when the plant shut down on weekends which contributes to Contractual Services being over budget.

Capital Funds (combined)

Including the deposit on the new pump truck, capital expenditures through April total \$162,758. Income in the capital funds is \$153,452, thus reserve funds will be used to undertake the repairs to the clubhouse in June.

V. Manager's Report:

Things that were accomplished:

- Hired and started summer help. All of our new hires are residents of the community.
- We ordered the new 2019 Peterbilt pump truck that should be here in July of 2018.
- The old white pump truck was sold to the highest bidder \$2,100.00.
- An additional 20 Kayak rental slots were built. Please remember all watercraft must be in serviceable condition and stored in a way as to not collect stagnate water.
- We have accomplished many necessary maintenance issues with the existing equipment facilities and vehicles.
- We have completed the second phase of pressure washing the docks in the marina.
- For those of you that live near storm water retention ponds, you may notice some work that we will be doing that is mandated by the county.

- We will be adding an additional doggie refuse station in the neighborhood and will be replacing old worn out/faded signs for some of the existing stations.
- Lastly, just a reminder that the grass is growing and we all need to maintain our yards. Thank you in advance.
- We have fixed many water leaks in the community over the past month. Thanks for the patience during this process.
- We have ordered stencils for the roads and we will be stenciling the speed limit on the roads.
- We ordered a few replacement stop signs and cleaning supplies to clean existing signs as time permits.

VI. Committee Reports:

Roads & Storm Water:

Marv said the roads are on hold until we know the money situation. Mariner will be the first priority.

Parks & Recreation:

Lisa reported on the new kayak racks the volunteers built. Once the folks renew or give up their kayak slips for the year, the new ones will be assigned according to the waitlist. These new racks should help shorten the waitlist again!

Water & Wastewater:

Mike said other than repairs, it's business as usual. Chuck added that we have an employee working towards his level 1 water license.

Marina:

Sandi said that the posts are ready to be installed, Ziegler's is getting the hot-dipped galvanizing done on the hardware. Chuck added that someone hit the waterline on the B Dock with their boat so the waterline broke, and the crew did a temporary repair so half of B has water, and when parts arrive the rest will have water again. Sandi said the crew was going to attach some of the posts to the old docks for new hoses and throw rings and fire extinguishers, but water issues on our streets have taken their time. Once the Ziegler's brackets are here we will schedule with Float Services to install the 4 posts that will be located on the new docks in order to keep it all part of their warranty work.

Architecture:

Marv said many fences have been permitted, and some plans for driveways needed help on what was allowed, what wasn't. Some new septic tanks have been installed, and some small home projects, which were more replacing with like kind than doing a new plan.

VII. New Business:

Rick asked Lisa to address what we can do to move forward with a records person. Lisa reported we are under budget for personnel right now, but how many hours are we talking about? We decided we couldn't afford to go over a total of \$2,000. Since we have a trained records person that lives in the neighborhood and has worked in the office to see the whole picture, both as an ongoing casual employee to cover vacations and illnesses, and as a full-time employee for 4 months to get a more in-depth overview of the records situation, we will take this opportunity to get the archives organized, and digitized where it makes sense. Some documents need to be disposed of properly, needed documents need to be cleaned, labeled and the file cabinets need to be placed in an organized way for easier retrieval of needed documents. Dick said this was needed as it's been an ongoing issue. Many have tried to improve things, but with varying levels of records retention rule knowledge. Lisa made the motion. **See motion below.**

Chuck discussed the pump truck maintenance issues. This 12-year-old truck has never had the rear shock absorbers changed in those 12 years. They have a normal life expectancy of 3 to 5 years. An airbag burst, brake cylinder had to be replaced. When the new truck arrives this one will go in for more maintenance. Dick asked what Peterbilt did when the truck was in for inspections, for us to find such oversights. Chuck said he couldn't speak for the past, but it was his watch now, and these are the issues he's found. Dick said he didn't blame our guys for it, but the certifiers haven't done a very thorough job of checking the truck over during those inspections. Lisa said this year we've spent \$15,000 on maintenance, and it's never-ending, especially because it has not been kept up in past years, so the catch up finds more issues caused by delayed maintenance. Mike said we're paying for mistakes caused by this lack of maintenance.

The final bid on the termite damage hasn't come back yet. Dick said this is the kind of issue where the bid will cover what they can see at this time, but this kind of work will uncover more issues as they remove siding and get into the area where the damage has been hidden by other materials.

The tree issue discussion had to do with a tree that has had complaints from many members. This tree was limbed up high, which helped the immediate neighbors, but the tree is so tall it is blocking the view for the people on the next higher block. After visiting the home still unhappy with this tree for blocking views, the board members that were there realized there were a few native evergreens, limbed up to preserve views, and 1 deciduous, non-native tree towering over the immediate neighborhood with a full, thick crown. Another letter had been sent to the tree owner.

The next issue was Robynne's resignation from the board. Dick wanted us to express our deepest appreciation for her work this past year, and to say how much we've enjoyed working with her. Her time constraints have been due to her job, her family, her other commitments. Dick moved to accept the resignation. **See motion below.**

Robynne wanted to say she's had a year on this board, and she had been on several committees in her last neighborhood, which was considerably larger than Carlyon Beach. She wanted to offer a couple of suggestions. Her past neighborhood had huge turnouts for their Annual Meetings because any member could propose a change to the rules and after some discussion the attending members could vote by show of hands and if the majority voted for it, the new rule because part of the existing rules. People wanted to be there to hear what might be introduced. In addition, for people that couldn't be there, they could give their proxy to an attending member to vote in their place, and an attending member could control up to 10 proxy votes.

Robynne said she finds the workload for the board to be oppressive. She allowed that having so many other commitments makes it seem that way to her. But so much of what the Board has to deal with here had been handled by committees where she came from. All of the committees were run entirely by volunteers, and the chairmen of these committees were elected by the members, not appointed by the board. And the committees ran autonomously, not controlled by the board. They had a Marina Committee, Waterfront Committee, committees to handle disputes such as trees, views, dogs, problem yards, roads, etc. Committees that created fun events, work parties, and any other item they wanted to present. She then said some kind words about fellow board members for the multitude of issues they have worked in the year she's been involved. She also offered more suggestions for encouraging more volunteer involvement.

The issue of the gunshots by the dog park were discussed. The gunshots came from a Hunter Point property, and someone at the dog park yelled out, "Hey, there are people over here." To which the person in Hunter Point yelled back "Mind your own business." We encourage every person that hears something that feels not quite right to contact the Sheriff's office, with pictures or video, if possible.

Another member wanted to add something to what Robynne discussed earlier. He said committees have done a lot of work, then had it shot down by the board, which is very discouraging. Other people had spoken to him about committees that worked independently and accomplished many, many things elsewhere, so maybe Carlyon Beach could enact a change to allow less board involvement in committees, like Robynne had suggested.

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

- 1. Motion: Sandi moved to accept the minutes from the April 24, 2018 board meeting. Dick seconded. Motion passed unanimously.**
- 2. Motion: Lisa moved to assign Marcia Rugg the task of organizing the CBHA records archive, not to exceed \$2000. Marv seconded. Motion passed unanimously.**
- 3. Motion: Dick moved to accept Robynne's resignation letter, her resignation to be effective end of the Annual Meeting. Lisa seconded. Motion passed unanimously.**

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

Meeting was adjourned at 8:55 p.m.

Respectfully Submitted By,



Sandi Allen,
Secretary