

Minutes

Carlyon Beach Homeowners Association

Board Meeting Tuesday, October 23, 2018

I. Call to order – Margaret DesRochers 7:00 pm

II. Flag Salute

III. Board members present: Dick Morton, Sandi Allen, Margaret DesRochers, Lisa Krupp, Rick Gamas, Mike Cooper. **It was moved by Rick Gamas and seconded by Sandi Allen to excuse Lars Swartling. Passed 6-0**

- A. IV. Member comments: Community members expressed concern over “unkempt” properties, siting eyesore conditions, health and safety issues. President DesRochers said that the board shared their concerns and that the offending owners were being contacted, sent letters or even fined.

V. Approval of September 25, 2018 minutes. **Lisa Krupp moved and Mike Cooper seconded to approve the minutes. Passed 6-0**

VI. Treasurer’s Report – Lisa Krupp See attached.

VII. Committee and Board Member reports

- A. Maintenance Manager Report – Jesse Conwell
- Hazardous pump connections – a list will be compiled and presented to the board on November 6, 2018
 - Small Park Fence – Some bids are in, waiting for another
 - Clubhouse repair – Monies were approved, waiting to make final decision to proceed
 - Water meters – ten more meters placed
 - Locate main water mains. There seems to be no final master map. So many changes were made over the years and not recorded, that it is now an on-going process of updating.
- B. President’s Report- Margaret DesRochers said that things were fairly typical. Lots to do: following up on property issues, personnel, maintenance, etc.
- C. Roads and Storm Water – Dick Morton -Who maintains the rights-of-way? The maintenance crew is involved but it was pointed out that if trees, shrubs, or other materials are extending from member properties, it is the responsibility of the property owner to maintain these offending issues. Growth originating on the rights-of-way are maintained by the association. It is deeply appreciated that many people do maintenance out to the road. You are also welcome to call in an issue to the Clubhouse.
- D. Marina – Sandi Allen – Waiting for the delivery of coffers to continue repairs and updates on the fingers/docks.
- E. Architecture – Rick Gamas – A spreadsheet of on-going projects was provided. New fences and homes are continually evaluated by the committee. A letter will be sent to 9842 Windward to the owner and/or builder to remind them that there is a water main between the two properties that are being developed.

- F. Parks and Recreation – Lisa Krupp announced there will be a family Holiday Party on December 16, at the Clubhouse. More info to follow. The passing of Sharon Dorning was honored at the Clubhouse on Oct 28, 2018 from 1:00 to 4:00 pm.

XIII. New Business -

- A. Margaret DesRochers explained that bids are being sought to complete regularly scheduled maintenance of our outflow pipe into Puget Sound from the WWTP.
- B. The community member at 9607 Whitecap expressed concern about trimming trees or shrubs near member properties without the courtesy of informing the member. This would give the owner the opportunity to remedy the issue first. Whereas, it is the property owner's responsibility to maintain their area at all times, the board agreed that alerting the owner was a reasonable request.
- C. A concern was expressed about a tree trunk that was dropped in a storm water easement at 9732 Steamboat Island Dr. NW. The owner will be notified to remove it.

IX. Unfinished Business –

- A. A bid is being sought to replace the carpet in the rental house.
- B. **Sandi Allen moved and Rick Gamas seconded to accept the new Rules and Regulations as amended. Passed 3-2-1.**
- C. 10001 Mariner Dr. and 2513 Island Dr. have trees of concern about view blockage.
- D. **Dick Morton moved and Mike Cooper seconded to extend Brian Gibson's contract as water manager to December 31, 2018. Passed 6-0**

X. **Rick Gamas moved and Sandi Allen seconded to adjourn to executive session. Passed 6-0**

XI. Return to regular session. **Lisa Krupp moved and Sandi Allen seconded to send letters to 10001 Mariner Dr. and 2513 Island Dr. about view blockage. Passed 6-0**

XII. **Sandi Allen moved and Dick Morton seconded to adjourn the meeting. Passed 6-0 10:45pm**

Respectfully submitted by:



Richard Gamas

Secretary

**Treasurer's Report
October 23, 2018**

I. Balance Sheet

Operating Funds

General	\$216,710
Marina	\$ 82,220
Sewer	\$ 9,649

Total **\$308,580**

Capital Funds (combined)

Total **\$ 76,448**

II Profit and Loss Budget vs. Actual Accrual Basis July through September, 2018

General Fund: Three months, or 25%, into the current fiscal year, we would expect to see that about 25% of the budget has been spent. Total expenses in the general fund are \$124,629. This is 25.3% of the budget, so on target thus far. Personnel expenses are currently within the budget at 25.5%. Other areas are also within budget at this point.

Marina Fund: Marina expenses have been very minimal to date, only \$2,132.

Sewer Fund: To date, the sewer fund has an income of \$64,417. Expenses total \$58,576, a difference of \$5,841. Personnel expenses (24%) and contractual services (21.8%) are within budget. Total expenses are 23.4% of budget.

Capital Fund: The capital fund assessment is \$220,847 for 2018-19. Because we paid for the truck during the current fiscal year, the profit and loss statement will show a negative in net income for the entire fiscal year, even though money in the reserve account paid for the truck. Capital expenses this year total \$249,723 for the truck and paving. Thus, the \$-28,876. The Balance Sheet shows that the capital fund is increasing in value, from \$63,892 last month to \$76,448 at the end of September. While there will be additional capital expenditures this year, the intent of the Board is to rebuild the reserve fund.