

Minutes

Carlyon Beach Homeowners Association

Board Meeting Tuesday, November 13, 2018

- I. Call to order- Margaret DesRochers 7:00pm
- II. Flag Salute
- III. Board members present- Margaret DesRochers, Sandi Allen, Lisa Krupp, Rick Gamas, Lars Swartling, Dick Morton. Mike Cooper absent. **Sandi Allen moved and Lars Swartling seconded to excuse Mike Cooper. Passed 6-0**
- IV. Member comments- None
- V. Approval of October 23, 2018 minutes- **Lisa Krupp moved and Lars Swartling seconded to accept the October 23, 2018 Board Meeting minutes. Passed 6-0**
- VI. Treasurer's Report- Lisa Krupp- Spending is very close to projected as compared to our budget for the year. See attached report.
- VII. Committee and Board Member Reports-
 - A. Maintenance Manager Report- Jesse Conwell
 1. Club House Repairs- After further review it has been concluded that Club House repairs can be held off with no negative consequences for the building. **Rick Gamas moved and Sandi Allen seconded to delay the clubhouse repairs except for the drainage ditch and cedar siding. Passed 6-0** Repairs will be revisited in the spring 2019
 2. Water meters- Some connections have been prefabbed and are ready for installation
 3. Well #1- Worked on issues related to unusual noise. Adjustments were made and now the well continues to be monitored
 4. Possibility of running electrical power to the garage. One advantage is to plug in the pump trucks' engine blocks in cold weather to save 20 minutes of drive time waiting for the engines to warm
 5. WWTP outfall report- Sandi Allen is following this project and is checking on whether a permit is needed. Also, the board is still working with companies to inspect the underwater outfall and to provide estimates for repair
 - B. President's Report- Margaret DesRochers- CDL and water training is on-going for the maintenance staff. One driver has completed training.
 - C. Architecture committee- Rick Gamas said the committee turned over a monthly report to the board covering current and future building projects.

D. Parks and Recreation- Lars Swartling is looking into ordering gravel for the boat launch area to reduce muddy conditions.

VIII. New Business-

- A. Tree trimming door hangers- Lisa Krupp made door hangers to explain trimming requirements for community members when needed.
- B. 2447 Island Dr. NW. -Margaret DesRochers- Discussions about the need to go over the allowing of a 'cut and cover' project to supply power to the property. Attorneys reviewed the contract for allowing the work. **Lisa Krupp moved and Sandi Allen seconded to charge the home owners \$1,022.50 in legal fees. Passed 6-0**
- C. Employee Reviews- Margaret DesRochers- **Rick Gamas moved and Lisa Krupp seconded to complete employee evaluations by December 31, 2018.** This will include all employees.
- D. Employee Holiday Gifts- **Lisa Krupp moved and Sandi Allen seconded to present each employee with a \$100 net check for the holidays.**

IX. Unfinished Business-

- A. Rick Gamas reported that measuring of the rental house floors will be done on December 15, and bids will be given for carpeting.
- B. Lisa Krupp is making regular checks on the condition of the property at 9830 Overlook Dr. NW. Much cleanup has occurred. **Lisa Krupp moved and Dick Morton seconded to send a letter to the owner stating that the current cleanup is minimally adequate but any reversal will immediately trigger a \$1,000 fine.**
- C. Rick Gamas is handling a fine situation related to a car issue at 2424 Crestridge Dr. NW.

X. **Sandi Allen moved and Rick Gamas seconded to adjourn the meeting. Passed 6-0.**
9:06 pm

Respectfully submitted by:



Rick Gamas
CBHA Secretary

**Treasurer's Report
November 13, 2018**

I. Balance Sheet

Operating Funds

General	\$214,329
Marina	\$ 84,217
Sewer	\$ 8,307

Total **\$306,855**

Capital Funds (combined)

Total **\$94,920**

Total Cash **\$464,365**

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

General Fund: As of the end of October, we are about 33% through the fiscal year. **Total expenses** are inline with the budget at 32.8%. **Line 5300 Parts and Supplies** is a little above budget at this time at 42.1%. This is due to a few expensive purchases for the water system. Chemicals, pumps and other supplies related to the water distribution system have cost close to \$4,000. This section also includes Office Equipment. A new laptop and a computer for the shop have been purchased. **Line 5100 Personnel Services** is within budget at 32.6%. **Line 5200 Contractual Services** is within budget at 34.2%.

Sewer: Income in the sewer fund is exceeding expenses through October. Total expenses are at 32.3% of the budget. Net income is \$4,125.

Marina: Total expenses in the marina fund thus far are \$2,979.

Capital: There have been no expenditures from the capital fund in the previous month. The balance in the capital fund (combined) has increased from \$76,448 to \$94,920.