

Minutes

Carlyon Beach Homeowners Association

Board Meeting January 22, 2019

- I. Call to order – Margaret DesRochers – 7:00 pm
- II. Flag Salute – Rick Gamas
- III. Member Comments – There was discussion around ‘light, air, and view’ and trees that block their neighbor’s sight lines. There was also conversation regarding septic tanks – the types sanctioned and the permits required. For more detailed information check in the office.
- IV. Approval of the December 18, 2018 board minutes. **Sandi moved and Dick Morton seconded to approve said minutes. Passed 7-0**
- V. Treasurers Report – Lisa Krupp stated that expenses are in line with the budget through the first 6 months of the fiscal year. See attached report.
- VI. Maintenance Report – John Krenik
 - A. **Small Park Fence - Lars Swartling moved and Mike Cooper seconded to approve \$3,800 to Southgate Fencing Co. from operating funds for Small Park Fence. Passed 5-2, Dick and Rick against.**
 - B. Reservoir #2 received damage form the high winds and must be repaired.
 - C. Fencing around the filtration pond was discussed for safety reasons.
 - D. **Mike Cooper moved and Lisa Krupp seconded to set truck weight limits at 35,000 lbs. Passed 7-0. This is the loaded weight.**
 - E. The water main on lots 32 and 33 to be repaired.
- VII. Presidents Report – Margaret DesRochers said Skylar Barker is set to take his CDL test. By-Law changes are due next month.
- VIII. Water and Waste Water – **Dick Morton moved and Lars Swartling seconded to adopt the following water efficiency goals:**
 1. **10% or less water leakage**
 2. **Developing a plan to reduce leakage to under 10% if over**
 3. **Have all customers metered by the end of 2023**
 4. **Provide public education through DOH brochures and other materials**
 5. **Set water use efficiency goals every 6 years**
 6. **Continue to record source meter data**

7. Provide annual water use efficiency report to the DOH

Motion Passed 7-0

- IX. Sandi Allen will be working with a new DNR representative to discuss upcoming updates to the Marina.
- X. Architecture – Rick Gamas – the architecture committee is working with builders and calling them about road closures as cold weather approaches.
- XI. New Business -
A. 2018 audit – **Lisa Krupp moved and Rick Gamas seconded to accept the draft audit of 2018 from Newman and Associates CPA, PC.** Passed 7-0
B. Future water conservation goals were discussed.
- XII. Unfinished Business –
A. Rental Carpet – **Rick Gamas moved and Dick Morton seconded to approve \$3,150 for new rental house carpeting.** Passed 6-0
B. New quote for WWTP outfall repairs including the cost of an outfall dive has not been received.
C. Boat launch rocks and signage. **Lars Swartling moved and Dick Morton seconded to spend up to \$1,500 for gravel, cost to be split between the Marina and General funds.** Passed 6-0
D. Operations manager’s search – Mike Cooper and Sandi Allen say the work is ongoing. The board said managerial skills were paramount.
- XIII. Adjourn to Executive Session – 8:45 pm
- XIV. Return to regular meeting and call to order at 9:53 pm
A. **Lisa Krupp moved and Sandi Allen seconded to provide for a range of \$50,000 to \$55,000 for the manager’s position.** Passed 6-0
B. **Lisa Krupp moved and Dick Morton seconded to employ Marcia Rugg for 100 hours to continue sorting and organizing records.** Passed 6-0
- XV. **Sandi Allen moved and Dick Morton seconded to adjourn.** Passed 6-0 9:56 pm

Respectfully submitted by:



Rick Gamas
CBHA Secretary

**Mid-year Treasurer's Report
January 22, 2019**

I. Balance Sheet as of December 31, 2018

General Fund	\$193,493
Marina Fund	\$ 87,943
Sewer Fund	\$ 6568
Total Operating Funds	\$288,005
Pledged Funds	\$ 62,499
Capital Funds	\$131,798
(combined reserve and unrestricted accounts)	
Total in checking and savings	\$482,403

II. Profit and Loss Budget vs. Actual Accrual Basis

Now that we are halfway through the fiscal year, we can study the **Profit and Loss** statements to determine if we have spent about **50%** of the budgeted amount. This gives us a rough estimate of our spending, keeping in mind that not all expenses occur equally throughout the year.

General Fund: Total expenses in the General fund are at 47%, or \$231,324 of the projected income of \$491,894. The largest expense category in the general fund is personnel. At this time, Personnel expenses are within budget at 48.4%. The second largest expense category is Contractual Services. This area is also within budget at 48.3%.

Marina Fund: Expenses in the marina fund have been minimal in the first 6 months of the fiscal year, only \$3,144. A continuation of the major dock repairs and replacement are expected this spring and summer.

Sewer Fund: Total expenses in the Sewer Fund are at 49.2% of budget. Currently there is a net income of \$3,255.

Capital Fund: We started this fiscal year with \$276,781 in the Reserve Fund. Of this, \$165,000 was committed to the purchase of the truck. Over the summer, about \$95,000 was spent on road repairs. Those large expenses early in the summer depleted the reserve fund, but since then the fund has been rebuilding. With the increase approved by the members last June, over \$18,000 is deposited into the capital funds each month. If there are no emergency expenditures over the next 6 months, allowing for marina repairs and park maintenance, the capital reserve fund will continue to build, projected to end the year with close to \$200,000.