Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, October 27,2026
CBHA Clubhouse

Board Members Present: Barbara Quick, Chris Williams, Lisa Krupp Kim James, Shannon Soto

Absent: Gary Jensen, Rich Clay

Vantage Management: Mike Haskett

Call to Order: The meeting was called to order at 6:00 PM A motion was made by Chris to excuse Gary and Rich from the meeting It was seconded by Lisa and the motion carried unanimously.

Flag Salute: The Board led those in attendance to recite the flag salute.

Homeowners Forum: Homeowners in attendance were asked if they had any questions or concerns:

- A homeowner asked if the Architecture Committee entered the responsibility for setting the high point grade rests with the builder in the permit packet. Chris stated that it is already listed in the permit and is part of the permit process and it is the responsibility of the Association, not the builder.
- A homeowner thought the low points in the speed bumps were for the fire trucks and pump trucks to allow ease of passage. Chris said that pieces of other speed bumps had to be placed in the cutouts at the entrance to Westwind Dr. due to speeding traffic.
- A homeowner asked if there was time to discuss an emergency preparedness plan. Barb will meet with him to put together an outline for a meeting.
- A homeowner requested an update on a letter she sent to the Board. She was advised will be discussed by the board during Executive session.

Administrative Motions:

- A motion was made to approve the September minutes by Lisa. The motion was seconded by Chris and carried unanimously.
- A motion was made by Chris to approve the September group and committee minutes. The motion was seconded by Shannon and passed unanimously.
- A motion was made to approve the 2027 fund raising proposal was made by Lisa and seconded by Chris. The motion passed unanimously.

Trustee/Committee/Interest Groups/Management Reports

President's Report: Employee reviews, to be discussed during Executive session.

Treasurer's Report: Lisa reported that we are one quarter the way through the fiscal year. Water funds are negative $58,000. The income for water does not cover the costs due to the water meter project as we are not charging for water use yet. Under General Employment, $5,000 went towards training a truck driver that was not factored in the original budget. Chris had proposed a Town Hall Meeting to inform the membership regarding the water systems costs.

A motion was made by Chris to approve the financial report. The motion was seconded by Shannon and the motion was passed unanimously.

Architecture Committee Report: A motion was made by Lisa to approve the Type 2 permit for 2516 Westwind Dr. The motion was seconded by Shannon and passed unanimously.

Marina Report: There was no Marina meeting this month. Water to the marina will be turned off on November 1st.

Parks & Rec Report:

- There was a motion made by Chris to change the due date for the Dog Park key exchange to July 1st. The new fee will go into effect July 1st and last through June 30th of 2027. The motion was seconded by Kim and carried unanimously.
- Two bids were obtained for limb trimming and removal of dead or dying limbs. One bid was for $1600 and the second for $2,439, which included cleanup. The bids were from Adam Shade and the other from Tree Walker, LLC. PSE will come through to inspect power lines again in 2028. They will respond earlier to hazardous situations. A motion was made by Lisa to accept the bid from Adam Shades. The motion was seconded by Shannon and carried unanimously.
- Lisa obtained an estimate for the entrance sign from Crown Sign. Their estimate ranged from $800 to $3800, depending on the type of sign. This will go back to the Parks group for discussion. Nothing will be done with the sign until January or February. Costs may change by then.
- Playground painting will probably be done in the spring. The ladder may be painted with primer until then, depending on it's condition. Randy will be contacted regarding the ladder.
- Food Truck vendors will be discussed at a later date.

Roads & Stormwater Report:

- Shannon made a motion to ratify the purchase of pump truck tires, approx. $4200, not to exceed $6,000. Lisa seconded the motion and it passed unanimously.
- There was discussion regarding the purchase of a riding mower to mow the bioswales. A used mower might cost approx. $500 and wouldn't need board approval. A new mower could be approx. $5,000. A small trailer would be needed to transport the mower to

different locations in the community. The maintenance creew could handle the regular maintenance.

Water & Wastewater Report: A dishwasher is still needed for cleaning sampling containers. One estimate was obtained at the cost of $5,000-$10,000, including installation. More estimates are needed from different models.

Memorial Garden/Events Groups: Events will be holding the Craft Fair on November 7th.

Management Report:

- The Vantage software update is still in progress. Mike will be loading events onto the calendar.
- Mike and Kim will be removing owners' documentation from website due to safety concerns. Document retention and storage is also being reviewed as well as policy formatting.
- Chris is researching employee time clock options, including biometric models.
- The use of the RCV123 electronic voting program will be tested with small surveys. Electronic voting will not be used in the 2027 annual vote.

Old Business: None.

At 7:40 PM the board voted to close the regular session to move into Executive Session.

At 9:06 PM the board returned to regular session. A motion was made by Chris to adjourn the meeting. The motion was seconded by Kim and passed unanimously. The meeting was adjourned at 9:06 PM.

NOTE: Executive session minutes are recorded on a separate document.

Respectfully submitted,

Kim M. James, Secretary
Carlyon Homeowners Association