Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, July 28, 2026, 6:00 PM
CBHA Clubhouse

Board Members Present: Chris Williams, Lisa Krupp, Kim James, Shannon Soto, Richard Clay, Gary Jensen

Absent: Barbara Quick

Vantage Management: Mike Haskett

Call to Order: Chris Williams called the meeting to order at 6:00 PM. Quorum was present. The Board led those in attendance to recite the flag salute. A motion was made by Rich Clay to excuse Barbara Quick. Gary Jensen seconded and the motion carried unanimously.

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

- Letty Nutt stated that there were errors on the HOA website and wanted to know how to report these errors. She was referred to member services email address.
- John Hendricks requested to discuss his building permit denial. He stated that he does not own a slide lot; he has submitted planes to the county; and that the board has not asked for his geotechnical studies. Chris advised him that a registered letter had been sent to him and that his permit had been denied. He was further advised that any further action regarding this matter should go through the association's attorney.

Administrative Motions:

- Lisa Krupp made a motion to approve the minutes of the June 23, 2026 board meeting. Gary seconded and the motion was passed unanimously.

Trustee/Committee/Interest Groups/Management Reports:

President's Report: No report submitted.

Treasurer's Report: Lisa presented the financial report showing current bank loan status, expenses, and reserves, noting that insurance costs exceeded budget by $47,000.
Lisa stated that she would like the board to review wages and benefits for the employees prior to their annual reviews. A motion to approve the Treasures reports was made by Gary and seconded by Shannon. The motion passed unanimously.

Architecture Report: Two architectural variance requests for height compliance at properties on Steamboat Island Road and Island Drive were approved after the builder modified the plans to meet height requirements.

Marina Report: A proposal was made by the Marina Advisory Group to allow immediate family members and renters to obtain marina slip leases after the annual renewal period for Carlyon Beach members has closed. This includes specific criteria for eligibility, pricing structure, and lease requirements; with family members paying approximately $156 monthly and renters

paying in full upfront. The advisory group agreed to create a fee chart and lease templates for review before implementation, with the goal of filling available slips immediately to increase marina revenue. A motion was made by Rich to approve the proposal, and it was seconded by Gary. The motion was passed unanimously.

Parks & Rec Report:

- Lisa said that there was a safety issue at the small playground regarding children climbing on the propane tank. A fence needs to be installed around the tank due to safety concerns. Randy Curtis, Maintenance Supervisor, will be directed to assess the area and suggest appropriate fencing. Cyclone fencing was suggested.
- Community Garden: Eleven families are participating.
- Dog Park: Forty people presently pay fees for the park.
- Sign for entrance: A flyer will be distributed via the newsletter and email requesting ideas for a new entrance sign on Island Drive. September 29th is due date for proposals.
- Maintenance workers need to use caution when weed whacking by trees. Damage has been noticed on the tree bark.
- Playground balls have disappeared in the parks. Lisa will check in the basement for playground equipment.

Roads & Water Report:

- Erosion issue on Sand Dollar Lane: A catch basin to direct water to outflow pipe in needed. Bid for the catch basin was $900. There will also be some minor costs for an erosion blanket. A homeowner volunteered to run digging equipment for free. Work needs to be done during dry weather. Rusty ,from Future Water, met with Randy and homeowner Erick McMasters regarding the erosion issue. Erick had paid for remediation due to ground settling of his drive. The maintenance crew improved drainage into a culvert to prevent further damage. Other possible issues might be:
    1. a clogged culvert pipe which might cause insufficient drainage;
    2. possibility of all or part of the treatment plant to slide into the ravine due to erosion;
    3. outfall piping could be leaking (Mike is waiting for a bid for a camera inspection of the pipes. He will submit to the bid board for approval).

Management Report:

- Does CBHA have an emergency action plan if a catastrophic event happens to the treatment plant. An outdated action plan from the seventies may exist in HOA archives. Mike will get bids.
- Water Meters - There was discussion on how to recoup the cost of meter damage and meter replacement. Can the meters be locked if they are not currently being used? Owners will need to be informed before removing or locking their meter.
- Access Hatches- Mike obtained one bid of $20,594 from KCL Construction. Additional bids were requested by the Board. Replacement of the hatches are not urgent currently.

Old Business:

- Motion was called to approve draft reserve study by Gary and seconded by Rich. The motion passed unanimously.

New Business:

- Online Voting/Survey program – Chris introduced the possibility of subscribing to an online Voting/Survey program. This would increase voting participation for the annual meeting and save on cost for postage. Renters and members not in good standing would need to be manually block out of the survey distribution. Chris has looked into some online voting systems. One program, E-Survey, costs $12.19 depending on the size of the community. The size of the CBHA community would cost approx. $400 per year with unlimited surveys. This program can also be subscribed to for six months at a time.
- Compliance Advisory Group – Group would be made up of at least three people. The group would report on properties that are incompliance of the CBHA Rules and Regulations but would not be responsible for contact and enforcement. An exploratory group meeting will be held July 29, 2026.
- Chris noted that a number of trees on power lines that are posing a hazard. These trees are either dead or limbs are in danger of interrupting power. He will contact the power company to determine responsibility for trimming.

Executive Session: The Board thanked everyone for attending the regular session and announced that the meeting would proceed into executive session to discuss any sensitive legal, financial, or HR matters. Lisa motioned to move from regular session into executive session. The motion was seconded and passed unanimously. The general meeting adjourned and moved into executive session at 7:50 PM.*

At the close of the Executive Session at 8:50 PM, the regular board meeting resumed. A motion was made by Rich to adjourn the meeting and was seconded by Shannon. The vote was passed unanimously and the meeting adjourned at 8:50 PM.

Respectfully submitted,

Kim M. James, Secretary
Carlyon Beach Homeowners Association

***Executive session minutes recorded in a separate document.**