

Carlyon Beach Homeowner's Association
Special Board Meeting
September 30, 2020

Present: Linda Bremer, Sandi Allen, Patricia Olive, Lisa Krupp, Marv Harris, Bill Allen

Excused: Jeremy Madden

- I. Call to Order at 6:37 pm by Linda Bremer.
- II. Flag Salute
- III. Member Comments
 - a. Stan Harris – see below.
- IV. Finalize Annual Meeting Packet
 - a. Sandi indicated that after reading the lawyers response she is not sure that Proposal #1 can move forward.
 - b. Lisa asked that we work through the packet in order. (we will come back to Sandi's question)
 - c. Lisa said that we need to finalize what we are going to do before we firm up the packet.
 - d. Linda said that she knows someone who facilitates Zoom meetings that would probably come and assist us with the technical aspects around hosting the Annual Meeting via Zoom.
 - e. Sandi feels that it should be a mail in only ballot with a Zoom Meeting.
 - f. Lisa indicated that sometimes the members wanted to ask questions about the Bylaws and then vote.
 - Lisa and Sandi suggested that the ballots not be due until Monday so they can attend the meeting virtually, ask questions, and then submit their ballots on Monday November 9, 2020. If there is another Proclamation, we may not be able to have others in. Even if it goes up to 50, they want 6-foot separation and masks. The Fire Station would not be able to handle that.
 - Lisa suggested we keep the location. Even if there is a proclamation we could Zoom from there on the 7th and have the ballots due at the close of business Monday.
 - Lisa reviewed the schedule of past Annual Meetings.
 - Sandi stated that this offers members more and safer options to attend the meeting and turn in the ballots.
 - The November Newsletter should come out before the Annual Meeting and can have all the information in it.
 - It was agreed that we should stay at the Griffin Fire Department with a Zoom meeting.
 - Sandi asked if the same Zoom link could be used for multiple meetings. Linda explained that we can use the same meeting number and change the password if we want.
 - Sandi thought we might be able to have a test run before the meeting. It can be set up however we want it.
 - Sandi suggested we have a facilitator that can mute people so there aren't noise issues during the meeting.
 - Pat would like to look at the different options that Zoom offers so we purchase the best one for our needs.
 - Marv asked if we still need the Lawyer at the meeting. He generally figures out if we have a quorum at the meeting. He counts the ballots and the number of people that are attending.

Lisa did not feel it was necessary to have him at the meeting. We can count the ballots on Monday and figure out if there is a quorum.

-A Counting Committee needs to be established. Lisa will contact the "June Counting Committee" to see if they are willing to participate at this meeting.

- g. The draft agenda was reviewed and updates and corrections were made. Pat will get with Marcia with changes.
- h. Lisa will check to see if the Lawyer is required to participate in the Annual Meeting. She later stated that she could not find anything that specified that he is required to attend the meeting.
- i. Linda asked what the Cross-Connection Survey is. Sandi explained that it had to do with various plumbing systems that someone might have on their property.
- j. There was a question about who needs to approve the previous year's Minutes. Bill indicated that this is the membership's meeting not the Boards meeting, so the membership should approve them. It was determined that the Minutes will be included in the packet and there will be a call to approve the Minutes from those attending the Zoom meeting as well as any people who can attend the meeting.
- k. Treasure's Report for the original June Annual Meeting was written up and approved. Lisa will include an updated financial report through September if possible.
 - She will also include an update of the Reserve Study.
 - Linda indicated that due to the number of infrastructure projects needed we will need to start talking about the dues. She feels that we should maintain these items in our community. She asked if the Reserve Study was available to the members. Sandi indicated that it is available on our website under CBHA Docs, Annual Reports. -Lisa felt that Linda could include this information in the Presidents' Report. In future Newsletters she will include some of the items on the Task List and in the Reserve Study that we are seeing to give them some data.
 - Lisa will mention the Reserve Study and make sure that it is updated regularly.
 - Patricia will work with Lisa to develop a slide show. This could be shared over Zoom at the meeting.
 - Linda stated that the more informed the membership is the better off we all are. Some people like the data and some like the graphs.
- l. Cross-Connection survey. The state requires it.
 - What happens if we don't follow up? Linda will follow-up to see what the consequences are if people don't fill out the survey.
 - Lisa stated that it is required on new construction.
 - It has to do with water potentially washing back into the drinking water system. Bill explained that new homes have a Back Flow Check Valve.
 - Linda would like to know what RCW requires this information to be collected?
 - The survey will be included in the packet. Because the member name is in the Cross-Contamination survey, it should be placed in the outside envelope. The directions will be changed to indicate how the survey should be returned.
- m. Proposed Bylaw changes. Linda asked if Lisa and Patricia will present as they have been working on them.
- n. Ballot collection information should be changed to Monday, November 9, 2020 at 4:30. The results will be posted on the door on Tuesday, November 10, 2020.
- o. There is no new business that needs to be addressed outside the Trustee Reports. It can be removed from the agenda.

- p. Final call for ballots can be crossed off.
- q. Break for collection of the ballots can be crossed off.
- r. Trustee Reports remain on the agenda.
- s. There will be no election results until the morning of Tuesday, November 10, 2020. The results will be posted on the door and on the website.
- t. Sandi wondered if someone should have keys so they can check the drop box over the weekend to make sure it doesn't overflow? Marcia might be able to pop up a little each day to check the drop box. She could adjust her schedule or use comp time.
- u. The Bylaws Applicable to the Carlyon Beach Homeowner's Association Annual Meeting page will remain in the packet. People will be able to participate via Zoom. We should enforce the 3 (to 5) minute limit.
- v. Financial Report, President and Trustee Reports – Consumer Confidence Report comes from John Krenik regarding our water quality. A statement will be added at the end that states "If you would like a full copy of all the tests that were performed please check the website under CBHA Docs, Annual Reports, or contact the office for a hard copy."
- w. Voters' Guide –
 - Proposal 1. Article II Section 1. LLC Bylaw. We may want to revisit this when we look at Bylaws again in June taking some of the Lawyers recommendations and suggestions into account. It seems clear that we cannot find out all members of an LLC. This proposal will not be included in the amendments.
 - Proposal 2 will become Proposal 1.
 - Article IV Sections 3 – 5 and Article VII Section 1 – 4. The only thing that changes is the Board Comment...These changes are proposed to make the bylaws inclusive by removing gendered pronouns."
 - Article IV Section 7 and Article VI Section 3 and 7. The word Operations will be removed from the job title leaving just the word Manager.
 - Article V Section 4 – The purpose of this change is to give the board the flexibility to schedule the required monthly meetings when necessary to accommodate board members' schedules. Having this flexibility may encourage more people to be willing to serve on the board.
 - Linda would like the typos to be corrected. Patricia and Lisa will follow up on this with Marcia.
 - Lisa feels that the section labeled Board of Trustee Analysis and Comment can be removed. The explanation is sufficient.
 - There will be three proposals to vote on.
- x. Ballot Sheets – Instruction Sheet.
 - Ballots should be the same. They are all absentee ballots.
 - All ballots will be sent through the mail.
 - There will be no ballots to pick up at the meeting. Instructions should state – All Ballots will be mailed out. No ballots will be available that the meeting. Ballots are due November 9, 2020 by 4:30pm.
 - Sandi indicated that this information should also be on the website, newsletter, and the sign board.
 - The date should be changed on the Official Ballot page to November 9, 2020. This page should include the information about ballots not being available at the meeting.
 - The proposed number of bylaws amendments is now 3.
 - Last year's Annual Meeting minutes will be approved at the meeting. They are a draft until approved.

- y. Time line – Packets should be in the mail the week of October 12, 2020.
 - Trustee Reports should be to Marcia by October 9, 2020.
 - Mail packets by the October 14, 2020.
 - Linda asked if her President’s Report is just for the 6 to 8 weeks she has been in the position? What are they expecting? Bill suggested that the membership wants to know what has happened, what are the expectations, and that they don’t want to be surprised. Check what Matt highlighted for the past. Keep it short. What are your goals?

Motion 1. Sandi Allen moves to excuse Jeremy Madden from this meeting due to his family emergency. Bill seconded. Approved 6 – 0

Member Stan Harris of Westwind, asked if Security was going to be discussed at the Annual Meeting. There has been discussion about it and he is wondering what the status is. It was explained that the Board approved stickers for cars which is a simple inexpensive solution for cars in the parking lot. He asked if any alternates to stickers had been considered. Hanging tags were discussed but it was determined that they could easily be passed around. Bill indicated that this was a first step. Linda reiterated this point. Sandi mentioned that stickers for the boats will be coordinated the color with the car stickers. Stickers will also help at the launch. Linda will make sure it is covered in the Trustee report.

Motion 2. At 7:49 pm Lisa moved that we go into Executive Session to discuss a legal matter related to property and debt as well as a marina issue. Marv Harris seconded. Approved 6 – 0.

Motion 3. At 8:09 pm Linda moved that we return to open session of the Special Board Meeting on September 30, 2020. Marv seconded. Approved 6 – 0.

Motion 4. Sandi moved that we adjourn at 8:07(8:10 pm - please note that the times on this report are based on the clock on Patricia’s phone, not the clock in the room). Bill seconded. Approved 6 – 0.

Respectfully submitted,



Patricia Olive, CBHA Secretary
Water and Wastewater Trustee