

**Carlyon Beach Homeowner's Association
Board Meeting Minutes
October 27, 2020**

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

I. Call to Order at 7:02pm by Linda Bremer

II. Flag Salute

III. Member Comments

- a. **Karen Ahnemann** – Asked what the procedure is for dead deer removal from property, personal and HOA. Linda will follow up with the plan.
- b. **Tom Balbo**

IV. Approval of Minutes

Motion 1 – Sandi moved to approve the minutes of September 22, 2020 Board Meeting and the Special Board Meeting Minutes of September 30, 2020. Marv seconded. Approved 7 - 0

V. Treasurer's Report (see attached)

Lisa indicated that there is no issue with cash on hand. She reviewed the Balance Sheet and explained items that stand out in the General Fund. She indicated that expenses will exceed income but there is carry over from previous year.

VI. Board Member Reports

- a. **President's Report** - Marcia has been able to deal with many of the issues that have come up. Linda has been working on making sure we are ready for the Zoom Annual Meeting.
- b. **Roads and Storm Water** - Marv indicated that there are a couple of places that need to be corrected on the roads. Signs have been ordered for the end of Channel. Waiting for the ecology blocks to be delivered and placed. Driveway on Island needs more work to complete. Put -1/2" gravel to fill gap until road paving is done next year. Marv would like to get 2 tons of new cold patch to fill potholes. Lisa will follow up with Lynda on request for cold patch. Bill and Linda both indicated that they appreciated the work done on the roads.
- c. **Water and Waste Water** – Brian at WWTP sent a request for the replacement of the valve so the 2nd tank can be used. The estimate to complete this work is \$3296.76.

Motion 2 – Sandi moved that we approve the request to replace the valve for the WWTP not to exceed \$4000. Jeremy seconded. There was discussion regarding how the second tank will help on the high pump days (40). General Mechanical, Inc. will install the valve. Approved 7 – 0.

There have been several water main leaks. Patricia wants to make sure materials are on hand when necessary. We received the 2020 Stormwater facility Inspection Results for CBHA. We have a few deficit areas that need to be corrected. These mostly refer to routine maintenance and removal of sediment and vegetation build up. John and the crew will need to correct the areas pointed out within 30 days and return a form to that effect to Thurston County. We are still waiting for the

Sanitary Survey regarding our drinking water. Waiting for interpretation of the results of the water samples from the retaining pond in the park.

d. **Marina** - Sandi stated that she knows the paperwork has gotten to the USACE but has not received a reply. Plans are being made so work on the pilings and the docks can move forward once approval is received. Shout out to John and the crew for the work they have done. It should hold us through the winter.

e. **Architecture** – Bill reports that they have dealt with the property owner who moved in before all approvals were granted. A fine has been assessed against their deposit. There was an Architecture Committee meeting. It was determined that there needs to be a way to track open items through resolution. The committee also discussed issues that neighbors have regarding trees, or other issues, and feel that is not the Boards responsibility to be the referee. The owners need to be as proactive as they can. Bill will get information about lot clearing and if the Architecture Committee or the County are the Initiators of permits. There was discussion about moving a storage shed off a renter's property. Lisa would like to work with the Architecture Committee on rules and regulations pertaining to landscaping. There was follow up with the homeowner that attended the last meeting and gave him some options which were documented in a letter.

f. **Parks and Recreation** – Jeremy reported that Seth evaluated the condition of the wanigan and came up with a plan to beef it up. He felt the crew could do the work along with volunteers, perhaps in the spring of 2021. Lisa indicated that tree trimming in the park will happen on November 10th. It will cost almost \$900 to move the wires that run through that area. They are not PSE wires. The crew will be involved hauling away the brush. The trees are American Elm and may be more than 100 years old.

VII. New Business

a. **Annual Meeting Zoom details** – We have a Zoom account. A facilitator has been contracted to help us. Sandi will post information about the meeting on the website 2 or 3 days ahead of the meeting. Marcia should have all the information with instructions. We will have a practice set up session.

b. **Approve Ballot Committee for November 9, 2020 counting** -

Motion 3 – Sandi moved that we accept the ballot counting committee consisting of Marcia Rugg, John and Nancy Eller, Ilona Munsen, and Colleen Weston. Jeremy seconded. Discussion regarding count to be on Monday, November 9th with results posted on the door. Passed 7 – 0.

c. **Water tower maintenance** –

Motion 4 – Lisa moved that we approve the maintenance required on the water tower to be performed by Liqui-Vision not to exceed \$3700. Bill seconded. Approved 7 – 0.

VIII. Unfinished Business –

a. **Parking Stickers** – Inside window, static cling on front left side of windshield. Stickers will be numbered. Boats will receive permanent stickers. Guest passes will be hanging tag. One per household per year. Groups using the park will need to ask for guest passes. Signs should be placed at the entrances to parking lots and at the launch/marina. May want signs to direct visitors to the office during regular business hours.

b. **Larger Updated CBHA Signs** – Blue with white letters.

Motion 5 – Marv moved that we install 4 new signs that Sandi proposed for a total of \$500 including tax. Lisa seconded. Passed 7 – 0.

c. Decant Facility – Sandi’s packet shows plans for lowest level decant facility that is a concrete slab that helps separate road materials from water. Our crew will do the work.

Motion 6 – Lisa moved that we approve spending up to \$6000 from Capital Unrestricted fund to construct a decant facility up by the water tower. Marv seconded. Approved 7 – 0.

It is important to make sure that the billing for materials (eco-blocks) is made correctly. How much is assigned to Capital and what is assigned to roads? There was a discussion about the number of eco-blocks are needed.

Member comment - Tom asked for *Hold Harmless* papers for the work he had to do on his driveway due to leaks in the water main and meters that crosses his property and the repairs he made. He suggests that the water pressure be checked as it is about twice what it should be. He also asked if there is an Emergency Management Plan and what can be done. Volunteers can set up programs that might meet needs.

Motion 7 – At 8:04pm Jeremy moved that we adjourn to Executive Session. Bill Seconded. Approved 7 – 0.

Motion 8 – At 8:58pm Sandi moved to return to regular session. Bill seconded. Approved 7 - 0.

Motion 9 – Lisa moved to apply raises to designated employees as discussed in Executive Session. Bill seconded. Approved 7 – 0.

Motion 10 – At 8:59pm Sandi moved to adjourn the meeting. Jeremy seconded. Approved 7 – 0

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia Olive".

**Patricia Olive
Secretary
Water and Wastewater Trustee**

**Treasurer's Report
October 27, 2020**

I. Balance Sheet as of September 30, 2020

Operating Funds

General	\$358,076
Marina	\$159,356
Sewer	\$ 3,362

Total **\$520,795**

Pledged funds

Marina lease	\$13,269
Sewer outfall lease	\$1,510

Total **\$14,780**

Capital Funds (combined)

Total **\$419,140**

Total Cash **\$954,816**

II. Profit and Loss Budget vs. Actual Accrual Basis July through September 30, 2020

General fund: It is important to keep in mind that expenses will exceed income this fiscal year. This was intentional because of the amount of carryover that has accumulated over the past few years. Rather than raise the annual assessment, it makes sense for at least this year to use carryover to meet our fiscal needs. The budget itself can only reflect the actual income we expect to get. Therefore, I will be pointing out areas that is expected will be over budget. For example, in **Line 5300, Parts and Supplies**, we have already spent almost the whole budgeted amount in 3 months. Clearly, we won't stop purchasing Parts and Supplies. **Line 5200, Contractual Services** covers many areas. No surprise, we have far exceeded the amount budgeted for Security because of the additional days of security coverage during the summer. Vehicle Repair and Maintenance has also exceeded the budgeted amount for the year. **Line 5400 Other Expenses** includes our corporate taxes and property taxes. In September, we paid \$55,000 in capital gains tax for the sale of the rental house. This amount actually came from the proceeds of the house sale, not general fund income, but it shows up as an expense in this fiscal year.

Marina fund: No significant expense in the past month. Saving for major repairs.

Sewer fund: Income and expenses in this account are on budget.

Capital funds: There have been no expenditures from this fund after paying for the roads and playground equipment.