

**Carlyon Beach Homeowner's Association  
Board Meeting Minutes  
November 17, 2020**

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

**I. Zoom Meeting called to order at 7:04pm by Linda Bremer**

**II. Member Comments:**

- a. Carol Skinner
- b. Robby Queen
- c. Lynda Gift, CBHA Bookkeeper

**III. Approval of Minutes of October 27, 2020 Board Meeting.**

**Motion 1 – Sandi moved to accept the Board Meeting Minutes of October 27, 2020. Discussion – Lisa indicated that there had been some corrections that needed to be made. Patricia stated that the corrections that were discussed have been made and that she will sign the corrected minutes. Bill seconded. Approved 7 - 0**

**IV. Treasurer's Report (see attached)**

Lisa reports that there is nothing out of the ordinary to report. At four months we are approximately 34% through the fiscal year. Everything is in line where we expect it to be. She reviewed again why line 5400 was so high. It is due to the Capital Gains taxes paid on the sale of the rental house. Parts and Supplies was under budgeted so appears high. Personnel remains low since we continue to be without a Manager. Sewer fund is OK. There was no Capital Fund spending this past month. Lynda Gift will be working with the auditors on Thursday, November 18, 2020 at 10am.

**V. Committee and Board Member Reports**

- a. **President's Report** – Teams are working hard on all types of projects and maintenance. Office staff, Lynda Gift and Marcia Vaughn, are really strong.
- b. **Roads and Storm Water** – Marv has checked the roads during this hard rain and noted that the drains are working well. The crew are doing their best to keep the drain covers clear, and are doing a good job. In process of determining where the new speed bumps need to go. The ecology blocks have been delivered to the water tower. The crew will get three to the end of Channel and will install the dead-end street signs. Marv tours the neighborhood to identify where people are parking in the bioswales. He has let residents know if they are parked in an area they should not be in. Would like to put in some barricades on Island at the end of Sea View for safety. Lisa asked if they might be the wood post and metal guard rail type vs. the ecology blocks.
- c. **Water and Wastewater** – There was work done on the valve at the WWTP that will allow the second tank to be used. There was no pumping done on Tuesday due to this work as well as one of the trucks going in for maintenance. The pump schedules are going to be high the rest of this week. John continues to work on the deficiencies cited by the Department of Health Sanitary Survey. These deficiencies do not affect the quality of our drinking water. The work being done will keep our drinking water safe.

- d. **Marina** – Sandi reports that the crew has made the docks more stable to make it through the winter. We have 2 sea lions that have caused some noise issues. Permits are still in process.
- e. **Architecture** – There is one property on 2638 Westwind that is having some wetland issues. They need to confer with the County to find out what the wetland restrictions are. Then and only then can they apply for anything to happen to that lot.
- f. **Park and Recreation** – Jeremy researching solutions for the latches and springs to keep the gates closed at the big park. He would like to schedule a Silent Auction in December for the kayak and canoe that were found on CBHA property but not claimed this past year.

**VI. New Business**

**a. Language on passed By-Laws**

**Motion 2 – Sandi moved to pass the By-Laws that were approved by the members at the annual meeting. Lisa seconded. Discussion – Lisa wanted to clarify that we are only approving the insertion of the By-Laws as they were approved by the membership at the Annual Meeting. There were a few typographical errors that Lisa pointed out. Patricia will make sure that Marcia gets the corrections. Approved 7 - 0.**

**b. Annual Meeting follow up –** Linda felt it went well. Using a Moderator kept things running smoothly. Member comments were insightful. With the passing of the By Laws Jeremy would like to move the meetings to 6pm. Lisa suggested having the Workshop and the Board Meetings on the same days of the week. Workshops and Board Meetings will now be held on Tuesdays. Sandi informed us that there were approximately 20 people that attended the Annual Meeting via Zoom. There were member comments to start using Zoom for regular meetings as well. With new guidelines from the Governor this could be a good solution.

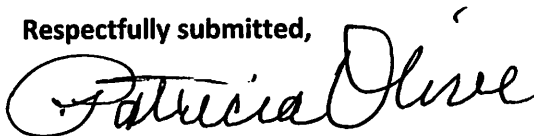
**Motion 3 – Sandi moved to standardize our meetings to Tuesdays at 6pm for both the Workshop and the Board Meetings. Bill seconded. Discussion – Lisa asked if the meetings were going to stay on the third Tuesday and fourth Tuesday. Sandi suggested the motion as Tuesdays at 6pm with changes to be posted a week in advance. Approved 7 – 0.**

**c. – Water tower maintenance –** Patricia stated that there is no estimate at this time for someone to go up to the top of the water tower and take the pictures of the hatch as required by the Department of Health. We need the pictures submitted to the Department of Health prior the maintenance that is scheduled for January. This will be reviewed at the December meeting.

**Motion 4 – At 7:40 Bill moved that we go into Executive Session. Sandi seconded. Approved 7 – 0.**

**Motion 5 – At 8:09 Sandi moved to return to regular session. Jeremy seconded. Approved 7 – 0.**

Respectfully submitted,



**Patricia Olive  
Secretary  
Water and Wastewater Trustee**

**Treasurer's Report  
December 15, 2020**

**I. Balance Sheet as of November 30, 2020**

**Operating Funds**

General	\$333,098
Marina	\$160,695
Sewer	\$ -1,722

**Total**                      **\$492,070**

**Pledged funds**

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

**Total**                      **\$ 14,780**

**Capital Funds (combined)**

**Total**                      **\$455,972**

**Total Cash**              **\$962,923**

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

**General Fund:** We are 5 months, about 42% through the fiscal year. Looking at the right column on the profit and loss page, you can see that **Personnel Services** are within budget as is **Utilities and Fuel**. **Line 5200 Contractual Services** indicates that we are over the projected budget for the first 5 months. This section of the budget includes security, and vehicle repair and maintenance, both of which have already exceeded the amount budgeted for the year. This is something to keep an eye on. **Line 5300 Parts and Supplies** has exceeded the amount budgeted for the entire year. This is the area that we shorted in order to make the budget balance. In the last fiscal year, unaudited profit and loss for June, 2020, shows expenditures of \$28,000. In 5 months, half of that amount (\$14,455) has been spent. **Line 5400 Other Expenses** is over budget because it includes the capital gains tax. Other expenses within that section of the budget are on target.

**Marina Fund:** Line 5300 includes materials purchased to repair the docks and logbook.

**Sewer Fund:** At this time, the sewer fund expenses are not exceeding income on an accrual basis. The sewer account balance (cash) was in the hole by about \$4500 on June 30, 2020 and is still negative.

**Capital funds:** There were no expenses in this account in November.

Financial Report  
December 31, 2020

Balance Sheet as of November 30, 2020

Operating Funds	
General	\$330,098
Maintenance	\$100,000
Sewer	\$ 1,732
<b>Total</b>	<b>\$431,830</b>
Pledged Funds	
Maintenance	\$10,000
Sewer outfall lease	\$ 1,710
<b>Total</b>	<b>\$11,710</b>
<b>Capital Funds (combined)</b>	
<b>Total</b>	<b>\$100,000</b>
<b>Total Cash</b>	<b>\$643,540</b>

Profit and Loss Budget vs. Actual Actual Basis July through November 30, 2020

General Fund: We are 5 months, about 45% through the fiscal year. Looking at the right column on the profit and loss page, you can see that Personnel Services are within budget as is Utilities and Fuel. Line 5200 Contractual Services indicates that we are over the projected budget for the first 5 months. This section of the budget includes security and vehicle repair and maintenance, both of which have already exceeded the amount budgeted for the year. This is something to keep an eye on. Line 5300 Parts and Supplies has exceeded the amount budgeted for the entire year. This is the area that we shored in order to make the budget balance. In the last fiscal year, un-audited profit and loss for June, 2020, shows expenditures of \$23,000. In 5 months, half of that amount (\$11,500) has been spent. Line 5400 Other Expenses is over budget because it includes the capital gains tax. Other expenses within this section of the budget are on target.

Maintenance Fund: Line 5000 includes materials purchased to repair the docks and logbook.

Sewer Fund: At this time, the sewer fund reserves are not exceeding income on an accrual basis. The sewer account balance (cash) was in the hole by about \$400 on June 30, 2020 and is still negative.

Capital Funds: There were no expenses in this account in November.