

**Carlyon Beach Homeowners Association
Board Meeting Minutes
September 28, 2021**

I. Call to order at 7:00

Motion 1. Bill moved to accept Jeremy Madden's resignation. Seconded by Stan. Approved.

Motion 2. Bill moved to invite Barbara Quick to take Jeremy's place on the Board. Seconded by Pat. Approved.

Motion 3. Stan moved to excuse Marvin from the meeting. Seconded by Barb. Approved.

II. Member Comments

1. Colleen described the events that are planned for Halloween including a pumpkin decorating contest and a food truck. She also mentioned that the craft show is full as far as vendors.
2. Julie inquired about garbage cans that are left in the right of way permanently. She also pointed out that the builders of the new house on Westwind are parking in the road. What can be done about both of these issues? Stan and the architecture committee will follow up.
3. Jeremy commented on the success of the parking lot permit stickers even though no cars were towed this summer. Next summer, no more warnings.
4. Marcia Rugg mentioned that some of the stop signs are either dirty or just faded and need attention. Also, more speed bumps are needed, particularly on Island Drive. Marv will address this.

III. Approval of Minutes

Motion 4. Pat moved to approve the minutes of the August 24, 2021 Board Meeting. Seconded by Bill. Approved.

IV. Treasurer's Report

Bill explained the current financial status of the CBHA. No unusual or unexpected activity. See attached report.

V. Trustee Reports

- a. President: Lisa reported no specific issues or problems arose this month.
- b. Roads and Stormwater: No report due to Marv's absence.

- c. Parks and Recreation: Barb has stepped into this role and is addressing the structural problems with the wanigan. She has gone to Thurston County to get more information on applying for a building permit. A committee of Barb, Sandi, Lisa, Ted Cohen and Seth Schade will be working on this.
- d. Water and Wastewater: Pat gave a detailed update on various issues. See attached report.

Motion 5. Pat moved to approve up to \$4500 to clean the water tower of sediment. Seconded by Stan. Approved.

- e. Marina: Sandi reported that new docks will be installed in November and that a volunteer is working on the gates to the docks.
- f. Architecture: The committee is addressing noncompliance issues related to construction. The committee is asked to post the meeting agendas on the website, the front door or bulletin board and calendar.
- g. Compliance: Stan commented that some issues, including property maintenance, have not been addressed while the Rules are in the process of being revised.

VI. New Business

(none)

VII. Unfinished Business

- a. Clubhouse repair: The 16" X 16" corner posts in the ground level of the clubhouse have more significant damage than the engineer and contractor realized. The engineer now recommends that the posts be replaced. This will require removing more siding than originally discussed and rebuilding the outside stairs. Stan will follow up with the engineer and an architect who will provide a bid to do the drawings the county will require for a permit.
- b. Rules and Regulations: There was a lengthy discussion particularly on the topic of property maintenance and vehicles. There is disagreement on what constitutes a "junk vehicle", how long a vehicle can be parked in the right of way and where/how many boats and RVs can be parked on a lot. Also discussed was the issue of blackberries and other shrubs on vacant and established lots. The Board will need to continue the discussion at the workshop in October.

VIII. Executive Session

Motion 6. At 7:55 Bill moved to go into executive session. Seconded by Barb. Approved.

Motion 7. At 8:00 Barb moved to return to open session. Seconded by Bill. Approved.

Motion 8. Pat moved to alter the fine assessed to the owner of 10016 Lookout to \$100. Seconded by Sandi. Approved.

Motion 9. At 8:25 Barb moved to adjourn. Seconded by Bill. Approved.



**Submitted by
Lisa Krupp
CBHA President**

Carlyon Beach Homeowners Association
Treasurer Report

September 28, 2021

To: Homeowners and Trustees

Highlights:

- 1. Our quickbooks system has a feature which can show prior year and month to month comparisons. Thanks to Pam Callea, our bookkeeper for putting this to work for us!**

Balance sheet as of August 31, 2021:

ASSETS:

Operating Funds **\$490,065.87**

DNR Security Deposits

Marina lease **\$ 13,273.22**

Sewer outfall lease **1,511.19**

Total **\$ 14,784.41**

Capital Funds (combined) **\$ 436,598.23**

Total Liquid Assets (Cash) **\$1,146,911.92**

Total Current Assets (A/R etc) **\$1,496,578.09**

Total Assets: **\$2,526,828.39**

LIABILITIES AND EQUITY:

Liabilities: **\$ 145,538.35**

Equity: (General, Marina, Sewer) **\$ 2,381,290.04**

Total Liabilities and Equity: **\$ 2,526,828.39**

Profit and Loss August, 2021: (Accrual basis)

General Fund: \$492,969.48 vs. Budget \$523,824.00 (on track per our fee increases)

**Expenses: Wages: \$54,517.30 mtd vs Annual Budget \$347.885, 15.8% of budget
Contractual Services \$15,327.59 mtd vs. 105,250 Ann Budget , 14.6%
Util and Fuel \$7357.61 mtd vs. \$36,500 Ann Budget 20% of Budget
Parts and Supplies mtd 8,803.53 vs. \$14,250 Budget 61.8% of Budget**

Marina Fund:

**Income \$57,043.01, Budget 59,646.00
Expense: \$4299.64 (7.2% of annual)
Net Income: \$52,743.57**

Sewer Fund:

**Income \$51,823, Annual Budget \$287,500
Expense \$46,893
Net Income: \$ 4929.93**

Respectfully,

William A Allen

Water/Wastewater Trustee Report
September 28, 2021

Water –

Well #1 – Moerke & Sons will be back on October 12, 2021 to add another stick of pipe to the well and put it all back together.

Well #2 – The Controller is to be installed and programmed tomorrow, 9/29/21 per John K. This should complete work at that location.

Leaks continue to be addressed as they are reported.

John has completed what he believes is his portion of the paperwork to get the Water Capacity Study initiated. This work is being completed to ensure that we have adequate water hookups for all the new homes that are being built in our community. Currently there are 5 connections available before we meet our cap, as set by the Department of Health. Paperwork and deposit will be submitted this week.

The gutters at Well#1 and the WWTP have been installed. Dallas reports that all work looks satisfactory.

Following a member concern about the area around the water tower, Dallas met with Mark Koster from the Department of Health to review this area, including the slope area on the south side. Mark was able to provide suggestions about ways to clean up the area starting with removing broken up concrete and metal. Mark was also able to give some cost saving suggestions. He is going to check further to find other ways we can adapt our processes to meet DoH and DoE guidelines. There was a question about the decant area and how it is currently set up to drain. Mark will get back to Dallas when he has done more research into this system and where the outflow is currently focused.

MOTION – Move to approve up to \$4500 to have the sediment in the water tower suctioned out to prevent contamination into water system.

Wastewater –

Dallas continues to look of a vendor that will come out and clean the SBR tanks.

Dallas has indicated an interest in getting his CDL so he can cover for our pump drivers. We will come up with a plan so this could be completed in a timely manner.

A meeting has been scheduled with Brian Gibson to discuss continuing his contract to operate our WWTP.

Both pump trucks will be in for maintenance or repair over the next week or so. The pump on the older Peterbilt stopped working over the weekend.

The Dodge is back up and running...for now.

The backhoe needs some work, including fixing a flat tire. Dallas has located a company that will come on site to work on it and is scheduling an appointment.