

**Carlyon Beach Homeowners Association
Board Meeting Minutes
April 25, 2023**

Present: Bill Allen, Dianne Bradford, Barbara Quick, Stan Harris, Marvin Harris, Lisa Krupp

I. Call to order The meeting was called to order at 6:05

II. Member Comments

- a. Marcia Rugg asked for clarification on the procedure for handling the ballot box. It was agreed that one person on the committee would take the key to the padlock on the box and a different person would take the box home to make it convenient to get the box to the fire station early on Saturday, June 10.
- b. Chuck Thrap commented on the difficulty of finding pump out connections when he is asked to fill in for a driver and also mentioned conditions at the shop, including lack of a restroom.

III. Approval of Minutes

Motion 1. Dianne moved to approve the minutes of March 28, 2023. Seconded by Barb. Motion carries.

Motion 2. Barb moved to approve the minutes of April 11, 2023. Seconded by Marv. Motion carries.

IV. Treasurer's Report

Dianne stated the balances in each operating fund. (see attached report)

V. Trustee Reports

- a. **President:** Bill mentioned the work being done to count the number of homes and vacant lots in the neighborhood and commented on the work the board was able to accomplish during the work shop.
- b. **Roads, Storm water, Wastewater:** Marv stated that he has call in to Jimini to get a bid on paving the entire parking lot. Regarding the bioswale between Whitecap and Steamboat Island Road, bids are still being requested to clean out the plant material and downed trees. Marv pointed out that the Department of Ecology has given another award to Brian Gibbs for the excellent work at our waste water treatment plant.
- c. **Parks and Recreation:** Barb stated that it would be a good idea for us to reserve 4th of July security now. The plan is to have 3 guards again, booth, boat ramp, and roving. We now have a contractor lined up to do the repair to the wanigan. He will not be able to do the full repair until later in July, but he will add some temporary support so that the wanigan can be used prior to the full repair. The first bunko night was a good time and perhaps this will be repeated each month.
- d. **Marina:** Permits are still in process. RFPs have been sent out for surveying the pilings, which may cost a couple thousand dollars. The contractor has not come out to do warranty repairs on the new slips and seems to be ignoring the request. The gates cannot be replaced until the permits are in hand. A committee may be formed to assist with the current repair projects.
- e. **Compliance:** Dianne would like to put together a committee to assist with property management complaints. Some complaints can't be enforced by the board and the most

important first step is to talk to your neighbor. Notices will be placed on vehicles stating that the vehicle is parked in the right of way. A concern was also brought up about contractors parking in the road. Given the limited parking along the road for contractors, it is suggested that contractors considering parking some of their vehicles at the clubhouse parking lot.

- f. **Water and Architecture:** Given the building moratorium, there are not many new homes under construction. Recently, there have been permits for septic systems, decks, and fences. Please see the attached Water System Update for more information on the status of projects and information on how our water is funded. On April 11, the Board approved contracting with American Pump and Electric to drill the new well and update the electrical components at well 2. If financing and permitting are in place, the well drilling will begin in late July. We may also contract with that company to install the remaining meters.

VI. New Business

- a. **Annual Meeting Packets:** Drafts of the annual meeting packet were reviewed and edits/revisions recommended. The proposed operating and capital budgets were included in the discussion.

Motion 3. Barb moved to approve the annual meeting materials subject to revisions. Seconded by Marv. Motion carries.

- b. **Approve Ballot Committee:**

Motion 4: Lisa moved to approve the ballot committee consisting of Marcia Rugg, Chairperson, John and Nance Eller, Ilona Munson, Colleen Weston, and Judy Parry. Seconded by Dianne. Motion carries.

- c. **Property Management Company:** Barb shared information about the property management company and how the transition will occur. A representative from the company will attend the upcoming town hall meetings and the annual meeting.

Motion 5: Barb moved to contract with Vantage Community Management Company and open an account with \$5,000. Seconded by Dianne. Motion carries.

- d. **4th of July Security:**

Motion 6: Dianne moved to contract with SecurUs Asset Protection to provide 3 security guards on the 4th of July, not to exceed \$2,000. Seconded by Barb. Motion carries.

- e. **Well 2 Improvements:** Lisa described the work that is recommended at well 2 to improve the electrical components and increase the volume of water pumped by lowering the motor and pump.

Motion 7. Lisa moved to accept the bid from American Pump and Electric to upgrade the electrical components in well 2 which includes surge suppression and generator hookup not to exceed \$18,000 from unrestricted capital. Seconded by Dianne. Motion carries.

Motion 8. Lisa moved to accept the bid to lower the pump in well 2 not to exceed \$6,000 from unrestricted capital. Seconded by Dianne. Motion carries.

- f. **Bio-swale Maintenance:** Dianne is collecting bids to remove debris from the bioswale. Written bids and proof of insurance have not been received.

g. Steps by Kayak racks:

Motion 9: Stan moved to discuss this item in executive session. Seconded by Dianne. Motion carries.

h. Wanigan:

Motion 10. Barb moved to approve contracting with John Rummel to repair the wanigan at a cost not to exceed \$24,000. Seconded by Dianne. Motion carries.

- i. Information on old wells:** Don Welliever shared information he had discovered on wells that had been drilled in the neighborhood decades ago. The Water committee had previously determined that none of these wells were viable options. Don suggested that we consider purchasing ground penetrating radar to locate lines at a cost of \$20,000-35,000. Also, we could be utilizing the county's website and recording system for managing wastewater systems and keeping track of when individual systems are inspected.

Motion 11. Dianne moved to go into Executive session at 8:18. Seconded by Marv. Motion carries.

Motion 12. Dianne moved to return to open session at 8:55. Seconded by Barb. Motion carries.

Motion 13. Dianne moved to accept the write off for 9910 Whitecap for the sum of \$387.55. Seconded by Barb. Motion carries.

Motion 14. Dianne moved to send to collections the balance of \$4109.64 for the property on Lookout. Seconded by Barb. Motion carries.

Motion 15. Dianne moved to adjourn at 8:58. Seconded by Barb. Motion carries.

Submitted by:

A handwritten signature in cursive script that reads "Lisa Krupp".

**Lisa Krupp
acting secretary**

Carlyon Beach Treasurer's Report April 30, 2023

Operating Funds:	Balances
General	\$192,631.84
Marina	\$ 92,390.16
Sewer	\$ 7,622.28
Total	\$292,644.28

DNR Security Deposits	
Marina Lease	\$ 13,283.93
Sewer	\$ 1,512.40
Total	\$ 14,796.33
Petty Cash	\$ 92.66
Total	\$ 14,888.99
Capital Funds Combined	\$572,129.00
Total Cash	\$879,662.27

General Fund	
Budgeted Income	\$590,148.00
Actual Income	\$561,031.12
Expenses	\$513,106.86

Personnel services is our largest expense at \$313,071.42. Contractual Services have been \$106,467.88. We are currently at 86.9% of budget, we are currently 65.7% above budgeted expenses. Our income is 29,000.00 less than projected which accounts for some of our over budgeted expenses.

Marina Fund	
Budgeted Income	\$57,738.00
Actual Income	\$56,871.56
Marina Expenses	\$40,486.91

Marina is at 98.5% of its income budget it is in excellent shape. Contractual services had the biggest impact on the Marina fund for \$34,507.84. Approximately \$23,000.00 of that was for permitting fees. We are at 70.1% of our expense budget for Marina Fund.

Sewer Fund	
Projected Budget	\$317,500.00
Actual Income	\$262,513.00
Sewer Expenses	\$260,916.18

Sewer is at 82.7% of its income budget it is in good shape. We will need to address Trucks and Plant in the next year. We are at 82.2% of our expense budget for Sewer Fund.

Thank-you,

Dianne Bradford, Treasurer

Water System Update Board Report April 25, 2023

In February, I reported that there are three overlapping water projects underway, replace well 1, increase connections, install meters. Here's where we are now.

Replacing Well #1: Bids were received from 2 out of the 5 companies that received RFPs. At the Special Board meeting on April 11, the board voted to contract with American Pump and Electric. If permitting proceeds as expected and the special assessment is approved, work will begin in mid-July. The cost of the well is around \$450,000. This does not include the cost of abandoning the existing well (TBD).

Increasing available connections: As I reported previously, in order to increase the number of water connections so that all buildable properties can have water, it is necessary to add a booster pump to the system. The engineer just submitted a proposal to the Department of Health that calls for updating the existing reservoir on Crestridge to provide more water pressure to Lookout. No cost estimates are available for this yet.

Meter Installation: CBHA is out of compliance with the Department of Health because we don't have meters on every property. The Board is considering contracting with Mike Brewer, American Pump and Electric, to complete this. Our staff is in the process of confirming how many more meters are needed so that we can get a bid for completing that work.

Other components of the contract with Northwest Water Systems: The rate study and Water System Plan are in progress. The engineers need more specific information to complete their work, so last week CBHA staff and volunteers walked the neighborhood to get a more accurate count of full-time residences, part-time residences, RV connections, gardens, and vacant properties. Once this information is verified, we will get this to the engineers so they can continue their work. The last component of the contract, the GIS mapping will occur in the Fall.

Telemetry: The installation is in progress and the system should be working very soon.

Water Tower: A contract has been signed with Inland Potable Services to remove the sand from the tower. This will not occur until the Fall. We have not requested bids yet on painting the lower exterior portion of the tower but this needs to be done soon.

Adding surge protection and the ability to connect to a generator at Well 2: Two bids have been received for this project. One bid is a suitable solution to the current situation but does not provide the same level of control as the second bid. The bid from American Pump and Electric includes the ability to phase on and off which will save electricity and be better for the motor. This bid is more expensive, but the Board thinks it is wise to contract with the same company for all of the improvements necessary. I will present the motion for this work later in the meeting and we can discuss it more then.

Lowering the pump/motor in well 2 to provide more volume: Mike Brewer, The contractor who will be doing the new well and has worked on the existing wells, recommends lowering the pump so that there is always sufficient water above the motor. If we turn up the volume above the current flow to meet summer needs, there is a risk of sucking air. I will make a motion to proceed with this work later in the meeting.

Paying for Our Water

Water Fund: Members will have the opportunity to vote to establish a water fund that will operate like the sewer fund. A flat rate monthly charge is proposed, to be assessed on all properties currently consuming water. Vacant properties will not be charged the assessment for fiscal year 2023-24. Once every property is metered and the plan to increase connections has been approved by the Department of Health, all properties with water availability will be assessed the base rate.

Capital Funds (Reserve and Unrestricted): Some projects related to the water system will be paid from this fund as usual. Generally, any purchases or improvements over \$5000 are paid from the capital funds. For example, painting the water tower or electrical upgrades to the well houses would come from these funds.

Special Assessment: The cost of the booster pumps, meters and the well will be included in a special assessment that members will be voting on in June. We don't know the full amount now. At this point, Mike Brewer has been in contact with me, and Todd Krause of Northwest Water Systems, and a loan officer at Commencement Bank who is working with the USDA to put together a loan package. The Board has not yet considered how much cash in reserve will be applied to the project. The loan may be a 3-5 year loan so that we can keep monthly assessment low.

Motions:

I move to accept the bid from American Pump and Electric to upgrade the electrical components in well #2 which includes surge suppression and generator hook up not to exceed \$18,000 from unrestricted capital.

I move to accept the bid to lower the pump in well 2 not to exceed \$00000 from unrestricted capital.

Make two Wall Charts**Projects**

Meter installation

Well

Booster pump

Clean water tower

Paint water tower lower portion

Surge protection and generator hook up at well 2

Financial Resources

Capital Funds: used for regular projects, repair, and maintenance over \$5000

Water Fund (if approved): Water manager's salary, additional staff, parts and supplies, vehicle, etc

Special Assessment: Necessary for projects that exceed the available cash in the capital funds.