

Carlyon Beach Homeowner's Association Board Meeting

Tuesday, February 21, 2023

Minutes

Present : Bill Allen (President), Barbara Quick (VP, Parks & Recreation), Dianne Bradford (Treasurer), Kristina Ramsey (Secretary), Marv Harris (Roads, Stormwater & Wastewater), Stan Harris (Marina & Compliance), Lisa Krupp (Architecture/Water)

- I. **Call to Order at 6:00pm**
- II. **Member Comments**
 - a. Comments regarding the board were expressed
 - b. Concerns regarding the chlorine levels in the water were expressed
 - c. Process changes were discussed. (i.e. suggestion box in office, reporting out regarding committees)
- III. **Approval of Minutes for January 24, 2023**

MOTION 1: Barb Quick moved to approve the minutes for the January 24, 2023 meeting. Dianne Bradford seconded. Board Approved 7/0.

- IV. **Treasurer's Report (see attached report)**
 - a. Dianne Bradford identified the balances in each operating fund
 - i. Member question: How much water is pumped out of our well? How much water is being used a month?
 1. Lisa will get an answer.
- V. **Trustee Reports**
 - a. **President**
 - i. Bill expressed his impression of the Vantage Property Management company presentation held earlier today (2/21). Bill stated he was impressed with what they had to offer. Vantage works with 60 different HOAs in the area. Vantage will need some more information in order to submit a formal proposal.
 - b. **Roads, Storm Water & Wastewater**
 - i. Marv laid out the needs of the community – including the parking lot needing to be paved and potential cold patches for problem areas. Marv expressed that with the water issues, there may not be much money to go to fixing roads this year.
 - ii. Marv expressed concern that the shop is running at bare bones due to several circumstances.
 - c. **Parks & Recreation**
 - i. The parks committee met and did some planning. April 22nd the P&R committee invites the community for bunko. There is discussion about starting craft night.
 - d. **Marina**
 - i. Stan updated the community regarding a couple of ongoing projects happening with the Marina.
 - e. **Architecture**

- i. Lisa is going to set up a meeting within the next couple of weeks to discuss the ADU issue.
 - f. Compliance
 - i. Stan has resumed the compliance duties since Steve's departure. He will check on the status of current compliance issues.
 - g. Water – see attached report
 - i. Lisa discussed 3 major water projects
 - 1. Increase the allowable water connections
 - a. NW Water systems is working with John Krenik to determine the current water pressure in different parts of the neighborhood. A booster pump can be constructed near the tower to fix that issue.
 - 2. Complete the installation of the water meters
 - a. NW Water systems is doing GIS mapping of the water system. We have not officially put out a bid yet, but we received one estimate stating that parts and labor could be \$1000 per meter depending on the difficulty of digging up the water lines. There could be about 90 water meters left to install. It will be necessary to contract out the work or to hire additional staff to help us get back in compliance with the county.
 - 3. Replace Well 1.
 - a. Letters were sent out last week to well drilling companies with a return date of March 24th. There will be more information at the March meeting.
 - ii. NW Water will produce a water system plan that includes a rate study, asset analysis, asset replacement analysis. This is all expected to be completed by April 30th except for the GIS modeling which is expected to be completed by August 30th.
 - iii. The telemetry has not been installed. There are some back ordered parts.
 - iv. The water tower still has sand in it. We have estimates from 2 contractors to clean out the tower.
 - v. No invoice for the repair on well 2 has been submitted, therefore we cannot make an insurance claim at this time.

VI. New Business

- a. Job Description/Ad for Manager
 - i. The board has been working on a job description for a new manager as well as entertaining the idea of using a property management company. The board has not yet made a decision on which is the best way to go.
- b. Report from Vantage
 - i. Vantage Property Management came and gave a presentation to several members of the board and to a couple of community members. The board and the community members reported out on their impressions.
 - ii. Barb Quick is going to schedule a couple more meetings with more companies.
- c. Water Tower Cleaning

- i. We have had two bids which haven't been vetted, Lisa would like to table this discussion at the next board meeting.

VII. Unfinished Business

a. Wanigan Repair – Board

- i. Stan updated the community about where we are on the Wanigan repairs. We have completed the engineering to repair the wanigan and we were told the engineering plan was at the county for approval. However, we recently learned that the plans were never submitted. The question now is: do we get the permits to repair it according to the engineers report or do we seek out bids to replace the wanigan. Stan stated he would like to contact a couple of contractors to see what they think.

MOTION 2: Dianne Bradford moved to go to executive session at 820pm. Kristina Ramsey seconded. Board Approved 7/0.

VIII. Executive Session

MOTION 3: Kristina Ramsey moved to adjourn the meeting at 910pm. Barb Quick seconded. Board Approved 7/0.

Respectfully Submitted,

Kristina Ramsey

CBHA Secretary

*Minutes approved
Kristina Ramsey*

February 20, 2023

Operating Funds:	Balances
General	\$253,832.11
Marina	\$115,278.15
Sewer	\$ 10,835.61
Total	\$379,945.87
Capital Funds Combined	\$507,663.55
Total Cash	\$902,498.41

General Fund	
Budget Income	\$590,148.00
Actual Income	\$552,487.12
Fiscal Expenses	\$401,199.95
Net Income	\$151,287.27

Marina Fund	
Budgeted Income was	\$57,038.00
Actual Income	\$20,904.21
Marina expenses	\$35,683.84

Sewer Fund	
Projected Budget	\$317,500.00
Actual Income	\$187,789.00
Fiscal Expenses	\$182,514.22
Net Income	\$ 4,274.78

Water Expenses	
Supplies Equipment and Tools	\$19,017.59
Repair and maintenance	\$40,166.08
Testing	\$1,575.94
Actual Income	N/A

Water System Update February 21, 2023

Currently, there are three major overlapping water projects. These projects are:

1. Increase the allowable water connections so that every lot has water
2. Complete the installation of water meters
3. Replace Well #1

Todd Krause of Northwest Water Systems is under contract to assist with resolving these issues.

Here's where we are now:

1. **Connections:** An engineer from NWS worked with John Krenik to determine the current water pressure in different parts of the neighborhood. What they discovered is that there is not enough water pressure to support adding 80 more connections. Not a shortage of water, a shortage of pressure. To resolve this, a booster pump may be constructed near the water tower. One of the items in the contract with NWS is to provide the engineering for this addition to the system.

2. **Meters:** To assist with completion of the water meter installation, one aspect of the contract with NWS is to provide GIS mapping of the entire water system. This mapping will show where meters are still needed as well as identify all the valves and their function. We have not created a bid sheet for water meter installation project since there are still unknowns, but we received one estimate that parts and labor could be about \$1,000 for each meter, depending on the difficulty of digging up the water lines. There could be up to 90 meters left to install. Since we are out of compliance with the the deadline to install the meters, as required by the Department of Health, it will be necessary to contract out the work or perhaps hire additional employees to speed this up. Our staff has not been able to get this accomplished given all the other issues that pop up.

3. **Well #1:** Last week, letters requesting bids were sent to 5 well drilling companies. The specifications for the well were determined by Todd Krause and the water committee. The letter requests that the bids be returned by March 24. I will report on the bids at the March board meeting. Fixing well #1 happens to coincide with the need to increase connections and meter installation, but is not related to resolving either of these issues.

Another important component of the contract with NWS is a **rate study**. This will identify what the operating costs are, an asset analysis, asset replacement analysis, and recommendations for a sustainable rate based on consumption or a flat rate.

Finally, NWS will produce a new **Water System Plan** to meet current DOH requirements.

All components of the NWS work are expected to be completed by **April 30** except for the GIS model. That is scheduled to be completed by **August 30**.

Having an updated Water System Plan and a rate study will put us in a better position when applying for loans and grants.

Other ongoing issues:

The **telemetry** has not been installed yet. The electrician was scheduled by the contractor to come a week ago, but a part was still backordered. They should be working on this very soon.

The **water tower** still has up to 18" of sand in it, believed to be coming from Well #1. Some sand was removed the last time the tower was inspected but the contractors didn't have time to finish the job and the board wanted to get estimates. We have estimates from two contractors familiar with this tower to clean the tower to remove the sand. Since we are not using Well #1 except in case of emergency, it seems appropriate to get in line for with a contractor to finish the cleaning now. In addition to the sand, the float inside the tower that indicates the water level in the tower has been stuck for months. The divers removing the sand will fix the float.

No invoice has been received yet for the repair to Well #2 done in December so no insurance claim can be made. The estimate was for about \$11,000. The insurance claim has been started but is not moving forward until we have info from the contractor.

Paying for our water:

We all pay for our water as part of the general fund annual assessment. Dianne and I propose that the board consider having a separate water fund like the sewer fund so that funding of the water system and expenses can be easily tracked. Establishing a water fund will require bylaw changes, so everyone will have a chance to vote on this. The board will be discussing this more thoroughly in March and April. It is assumed that a special assessment will be needed to pay for a new well. Yet to be determined is how much a monthly or annual water fee will need to be to adequately cover the cost of the system on an ongoing basis.

Lisa Krupp
CBHA Trustee
Water and Architecture

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