

Carlyon Beach Homeowners Association

Board Meeting Minutes

Tuesday, March 28, 2023

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

I. Call to order with flag salute at 6:05

II. Member Comments:

- a. Marcia Rugg explained that she has recruited members for the Annual Meeting ballot counting committee. The Board will approve the ballot counting committee at the April board meeting.
- b. Chuck Thrap asked about the process for acquiring a property management company and what the responsibilities of the company would be. Bill and Barb clarified that a property management company would not be responsible for the marina, treatment plant, water, or CBHA employees.
- c. Sharon Harris read a letter praising Marcia Vaughn and asking that her member rights be restored.
- d. Don Welliever brought up the issue of disclosure of public information, specifically a letter from Thurston County related to Ecoli in stormwater bioswales. Marv and Dianne explained that they have recently been in contact with Colton Kearns of Thurston County and will be following up with the requirements to bring CBHA into compliance. The question was also raised about the amount of liability insurance CBHA has if the association were to be sued by the shellfish growers on Totten Inlet.

III. Resignation

- a. Dianne read a letter from Kristina stating that for personal reasons she is resigning from the Board.

Motion 1: Lisa moved to accept the resignation of Kristina Ramsey from the Board. Seconded by Barb. Motion carries.

IV. Approval of Minutes

Motion 2: Dianne moved to approve the minutes of February 14, 2023 and February 21, 2023. Seconded by Marv. Motion carries.

V. Treasurer's Report

- a. Dianne read her report including the balance in the different funds. She explained that the sewer and marina funds are in good shape. The general fund is over budget and income is less than was projected. See attached report.

VI. Trustee Reports

- a. **President:** Bill reviewed what is expected of members at workshops and how that differs from board meetings. Conversation turned to the issue of the condition of the bio-swales and Dianne suggested that a committee be established to focus on the county's requirements for maintenance of the bio-swales. It was mentioned that while committees are useful, it is important to look at the big picture and utilize experts to develop a plan.
- b. **Roads, stormwater and wastewater:** Marv commented that we have just become aware of the urgency and significance of the Ecoli problem. Attention will be focused on this immediately. Regarding paving this summer, the parking lot is really needing attention. Marv will get a bid for that project.
- c. **Parks and Recreation:** Barb will be requesting new locks for the bathrooms in the park and mentioned that the repairs need to be made to the glass panels in the bulletin boards outside the clubhouse. The committee is organizing a Bunko night.
- d. **Water and Architecture:** **Water:** Well 2 is working satisfactorily. Bids are being requested to upgrade the electrical components in the Well 2 building including surge suppression and ability to hook up to a portable generator. Claims will be filed with the insurance company and PSE for the two motors that needed to be replaced due to power outages. Two bids have been received for drilling a new well. The range is \$430,000-475,000. More information is needed on the cost to decommission the existing well, install a booster pump, and install the remaining meter setters and meters. We are looking at a variety of ways to finance this infrastructure improvement including conventional loans and USDA loans or grants. Recommendations for financing will be shared at the April board meetings. A question was asked about the daily or monthly consumption of water. Currently, well 2 was pumping 140 gallons/minute. **Architecture:** The committee met and discussed ongoing construction projects and new permits for a fence. No violations were noted except for the property on Mariner in the slide area. The owner has been sent a letter. The next time the Rules and Regs are revised specific language prohibiting ADU structures will be added. In the meantime, the committee and board do not want to penalize people who are living in an ADU that may have been existing for decades.
- e. **Marina:** Permits are in progress. The contractor who did the last repairs and replacement of piers will be coming out to do some repairs, warranty work. There are concerns about some of the existing pilings being not structurally sound, as well as the gates. It was suggested that caution signs be put on the gates warning people that they are not structurally sound. Stan is interested in forming a committee to oversee needed improvements.

- f. **Compliance:** The first step in compliance issues is for neighbors to talk to each other. Much can be resolved this way. A compliance committee may be formed.

VII. New Business

- a. **Review bylaw proposals:** The Board reviewed the comments on each bylaw and confirmed the decisions to agree or disagree with the proposals. The proposals will now be forwarded to the attorney for review.
- b. **Operating and Capital Budgets:** moved to April
- c. **Schedule Town Hall Meetings:** Barb will work on this and put dates in the April newsletter. Meetings will be in May after the annual meeting materials are mailed. There will be an evening meeting and a Saturday morning meeting.
- d. **American Pump and Drilling invoice:**

Motion 3: Lisa moved to approve \$10,400 to pay for the December invoice for the well 2 motor from capital unrestricted fund. Seconded by Dianne. Motion carries.

- e. **Water tower sand removal:** Lisa explained that we have tried to get more than one bid for this project, but the other company that has sent divers into our tower is not responding and has not provided a complete bid.

Motion 4. Lisa moved to authorize up to \$20,000 from the unrestricted capital fund to Inland Potable to remove sand from the tower and fix the float. Seconded by Barb. Motion carries.

- f. **Garden group update:** The community garden group has agreed to install lattice material to diminish the glare from the metal planting boxes. The new metal boxes are acceptable because they are painted a muted green color.
- g. **Memorial Garden:** Volunteers are needed to work on cleaning out the existing garden and improve it so that members can have access to it.
- h. **Wanigan repair:** The engineering report will go to the Thurston County for a permit once a licensed contractor has agreed to do the project. Ted Cohen will work on this as well as Barb, Dianne and Ray Bradford. In addition, a three compartment sink and instant hot water heater will be added so that potlucks and community dinners can proceed following Thurston County Health Department requirements.

VIII. Unfinished Business

X. Executive Session

Motion 5. Dianne moved to go into executive session for the purpose of discussing possible violation of the Bylaws. Seconded by Barb. Motion carries.

Motion 6. Dianne moved to return to open session and adjourn. Seconded by Marv. Motion carries.

Submitted by:



Lisa Krupp
acting secretary

Carlyon Beach Treasure's Report March 28, 2023

Operating Funds:	Balances
General	\$277,031.16
Marina	\$ 92,093.41
Sewer	\$ 11,456.34
Total	\$330,580.91

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	\$531,899.40
Total Cash	\$877,369.30

General Fund	
Budget Income	\$590,148.00
Actual Income	\$553,985.36
Expenses	\$441,516.91

Personnel services is our largest expense at \$269,511.95 Contractual Services have been \$90,671.48. We are currently at 74.8% of budget, we are currently 7% above budgeted expenses. Our income is 36,00.00 less than projected which accounts for the which accounts for some of our over budget expense.

Marina Fund

Budgeted Income was	\$57,038.99
Actual Income	\$56,607.77
Marina expenses	\$38,415.01

Marina is at 66% it is in excellent shape.

Contractual services had the biggest impact on the Marina fund for \$32,894.99. Approximately \$23,000 00 was for permitting fees.

Sewer Fund

Projected Budget	\$317,500.00
Actual Income	\$210,431.00
Expenses	\$209,262.06

Sewer is at 65% of its budget it is in good shape.

We will need to address Trucks and Plant in the next year. We are at 65%of our budget for Sewer Fund

Thank-you,
Dianne Bradford