

**Carlyon Beach Homeowners Association**  
**Minutes of the Board Meeting**  
**Tuesday, October 22, 2024**  
**@ 6:00 PM – CBHA Clubhouse & Zoom**

**Board Members Present:** Kiffani Iverson, Dianne Bradford, Sandra Marsh, David Malaspino, Richard Allard

**Absent:** Barbara Quick, Chuck Thrap

**Vantage Management:** Mike Haskett

**Call to Order:** Kiffani called the meeting to order at 6:01 PM.

**Flag Salute:** The Board led those in attendance to recite the flag salute.

**Opening Remarks:** **Dianne motioned to excuse Barbara Quick from the meeting. Richard seconded; the motion passed unanimously.** Kiffani noted that Chuck was not present and the absence will be considered unexcused. Kiffani re-iterated the strategic mission statement and vision statement and summarized technology efforts the Board is undertaking to connect Zoom users into the Board meetings.

**Member Comments:** An owner requested clarifications on kayak leases including how paid leases are tracked and what the status of open spots are. The Board will research and get in touch with the member.

An owner asked if there were marina leases available. The Board confirmed there were spaces available and the member thanked the Board for the work done on the marina.

An owner asked if the Board is planning to proceed with the planned repairs for the dock. The Board confirmed that was on their radar and was being addressed in the budget.

An owner requested the Board provide discussion forums for members before assets are removed from the parks. The Board agreed to take that into consideration.

**Meeting Minutes:** The Board reviewed the September Minutes. **Dianne motioned to approve the minutes with no corrections. Richard seconded; the motion passed unanimously.**

**Treasurer's Report:** Dianne presented the September financial summary which was shortened per owner comments in the prior Board Meeting. The long-form report will be added to the website. Dianne stated a reminder about late fees and the collections policy. Kiffani reminded homeowners about assistance that can be obtained from the WA Homeowner Assistance Fund.

### **Committee Reports:**

**President's Report:** Kiffani reminded owners to sign up for the CBHA texting program and reported the dates of the Board meetings in November and December. Those dates are November 12<sup>th</sup> and 19<sup>th</sup> and December 10<sup>th</sup> and 17<sup>th</sup>. Kiffani reported on the compilation of rules change submittals from members and committees which are due on October 31<sup>st</sup>.

**Architecture Report:** David reported the committee submitted their proposed rules changes to the Board. David thanked Colleen Weston and the committee for all their work in processing applications and reviewing everything submitted to ensure compliance with CBHA rules.

**Marina:** Kiffani reported for Chuck that the hinge replacement project has been completed.

**Parks & Rec:** Sandy reported the dog park absorption would be reported in the newsletter and the office has already started working on the admin to cover the new key purchases and applicable forms. A kayak cleanup project is scheduled for February and bids were obtained for replacement/cleaning of the park restroom roof and the clubhouse roof. Dianne reported the memorial garden has run the waterlines and is looking for volunteers on an upcoming bark project. Dianne thanked Vern and Teresa for helping with the memorial garden and reported plaques can now be ordered.

**Events:** Dianne reported on the trick or treat map which has been setup with many volunteers. Decoration and costume contests are scheduled to be held on the 31<sup>st</sup>. Dianne reported the craft fair/bake sale is scheduled for early November and all tables have been filled. The annual Christmas event date is to be determined.

**Roads & Stormwater:** David thanked Dianne and Sandy for their help in painting the stop bars around the community. The newest crew member is studying to get a CDL license to help provide backup for the crew. Maintenance is slightly behind due to staff shortages. David reminded owners to please slow down and keep our crew safe.

**Water & Wastewater:** Richard reported that the new well is still pending approval. Richard reported the booster station upgrades with installed telemetry have been completed. A 50' variance in the source approval for the well has been submitted and the water system plan that was previously submitted for review back in May 2024 is pending review which the County said they should be reviewing the plan in November. Kiffani added that a 5-10 year plan presentation for community transparency is currently being worked on to relay the big picture of CBHA's water system.

**New Business: Dianne motioned to approve absorbing the dog park as common area and earmarking the funds. Richard seconded; the motion passed unanimously.**

Richard presented a bid on removing tagged trees on Steamboat Island Road that needed to be removed. **David motioned to approve the bid to remove the tagged trees with a contingency up to \$3,500.00. Sandy seconded; the motion passed unanimously.**

Sandy presented bids on replacing the roof of the park restrooms and cleaning the roof of the clubhouse. **Sandy motioned to approve the bid to replace the restroom roof and clean the clubhouse roof for the \$4,600.00 estimate. Dianne seconded; the motion passed unanimously.**

**Executive Session:** The Board thanked everyone for attending and announced they would proceed into executive session to discuss any sensitive legal, financial, or HR matters. **Dianne motioned to move from regular session into executive session. Sandy seconded; the motion passed unanimously.**

The Board finished their discussion in executive session. **Dianne motioned to close executive session and move back into regular session. Sandy seconded; the motion passed unanimously.**

From the Board's discussion in executive session, there were no votes held nor formal decisions made.

**Adjournment: Dianne motioned to adjourn the meeting at 8:09 PM. Sandy seconded; motion passed unanimously.**

Respectfully submitted,  
Mike Haskett, Association Manager