

## Carlyon Beach Homeowners Association

# Board Meeting Minutes

February 27th, 2024

**Present: Destiny Hagest, Mike Haskett, Pat Olive, Richard Allard, Marv Harris, Dianne Bradford, Stan Harris, Barb Quick**

**Absent:**

- I. **Call to order: 6:01pm**
- II. **Flag salute**
- III. **Board meeting protocol**
- IV. **Member comments**
  - A. No comments
- V. **Approve minutes**

**[6:03pm] Motion 1: Pat moves to approve January board minutes. Seconded by Stan. Unanimous. No discussion.**

### VI. **Treasurer's report**

- A. What would CBHA's income be if every account was in good standing?
  1. Since we're accrual, we don't have this number on hand, but it could be added to future reports
  2. It might make sense to show a cashflow statement as well as accrual accounts receivable
- B. Delinquency report – Dianne
  1. Dianne made 77 phone call attempts, and collected on 28 accounts
  2. Over \$24,000 was collected
  3. Letters need to be sent, this will cost \$560
  4. Payments not received by Friday will receive letters from Vantage next week
  5. Question from member (Lyle): Are there any amounts that will be written off as uncollectable? How will that be handled in the budget?
    - a) Pat says this will be handled in the annual budget work over the next couple months

### VII. **Board member, committee, and management reports**

- A. **Annual meeting timeline**
  1. Information has been distributed, available online and in the office
- B. **Call for annual meeting committee members**
  1. Interested parties should let Pat know
- C. **Budget development committee**

**[6:17pm] Motion 2: Pat moves to form a budget committee to work on the budget to present to the community, and moves that we include Dianne, Mike Haskett, Richard, Stan, Lisa Krupp, Mike Butch. Seconded by Richard. Dianne requests an additional member. Pat says we'll assess participation and revisit adding more members later. Dianne abstains. Rest of board carries the motion.**

- D. **Bylaw submissions**

1. Stan, Pat, and Barb are reviewing bylaws and working on submissions to the board
  - a) Member comment from Don: When will we discuss water, sewage, and septic regulations. Concerned about e coli toxicity, claims the issue has been ongoing. Claims to have paid a bioswale improvement fee in the 90s and it was never touched. Concerns about communication not being available for analog users.

**[6:28pm] Motion 3: Pat moves to have Mike Haskett serve as Sergeant at Arms for the annual meeting. Seconded by Barb. No discussion. Unanimous.**

E. Committee charters

1. They'll go out to all committee members, allow each committee to define their role, mission, responsibilities, etc.

VIII. Management report

A. Working with CPA on tax return audit, should have draft by first week of March

B. Reached out to the reserve study consultant

C. Working through the list of documents needed for employee health plan

1. Destiny voices concerns about creating a public health hazard by shutting off septic service
2. Stan notes that water shutoff would need to occur simultaneously
3. Stan makes a comment about avoiding attorney billable hours when submitting Intent to Lien
4. Pat notes that the attorney will verify the legality of septic and water service shutoff

D. Collection policy would address defining assessments, liens, delinquency notices, late fees, service shut off, legal action, fees and interest, attorney fees, payment plans, collection costs, foreclosure, payments received, communication and administration.

E. Members on payment plans are considered members in good standing

**[6:45pm] Motion 4: Pat moves to accept the B plan for the CBHA collection policy and send to attorney for review. Seconded by Richard. No discussion. Unanimous.**

- F. Reviewing the payment plan example, needs to be revisited for further review. Several members have asked for a payment plan

IX. Architecture

- A. Rules and regs review has been conducted, off to the attorney for review
- B. Still need to review forms
- C. Meeting tomorrow

X. Communications

- A. Blog post about annual meeting items, budget
- B. This content will also go out via email and social media
- C. Forms to be served in the office and on the website as word docs, emailed to the office

XI. Compliance

- A. Barking dog, unauthorized business. Total complaints: 4
- B. Last month a fine was reversed after a hearing request

- C. One fine was paid by an owner
- D. Working meeting Friday, no guests permitted
- E. Issues with OneDrive access persist, Destiny has requested the Compliance committee communicate these issues since she was unaware
- F. Kiffani to reach out to Destiny for further training

XII. HR

- A. New office staff person Kim is adapting really well
- B. We will need to hire more staff for maintenance and driving
- C. Confidentiality agreement, review and signature

**[7:00pm] Motion 5: Barb moves that we accept the confidentiality agreement for board members and committee members. Seconded by Marv. No discussion. Unanimous.**

XIII. Marina

- A. Still waiting for government permits, the only one we're waiting for approval on is the DNR for replacement of Dock A
- B. Working on forming a committee
- C. Member comment: Lyle asks if there's a plan to address an emergency ladder. Stan says this will be addressed

XIV. Memory garden

- A. Nothing new to report

XV. Parks and Rec

- A. Bid from security team for 4<sup>th</sup> of July, they send three people from about 10a-11p
- B. Cost is \$1,700 for the day
- C. Marv has a comment about keeping security around later, there's been some difficulty shutting down the park at night

XVI. Roads and stormwater

- A. Marv wants to do the parking lot this year, spots down by the sewer plant, potholes on Westwind
  - 1. \$117,000 to do the entire parking lot, will pull bumper blocks, would be done in two days, drainage connected to the bottom
  - 2. Costs of paving the road to the pump out at the clubhouse vs. running a pipe and pump up to the lot
  - 3. Member comment from Don: Septic tanks are not supposed to be located on bulkheads
  - 4. **Action item: Stan to look into getting the pump and pipe on the clubhouse septic pump out next week.**
- B. Stormwater filter replacement (1/3 of units). Dianne has received a bid. Those filters need to be replaced every two years, He'll also clean the pond
  - 1. Bid is around \$20k
  - 2. There is an RCW that states these filters need to be replaced every 3 years
  - 3. This contractor suggests we do 1/3 of them every year, Stan wants to know if we should just change them every three years
    - a) What is best practice?
    - b) Member comment from Don: The filters lose efficiency of about 1/3 per year, if you replace them all at the same time, they're all spent at the same time
    - c) There are few people who do this kind of work.
    - d) **Action item: Destiny to ask her brother for references for additional bids for this work.**

- e) Comment from member, Lisa Krupp: She thinks there should be \$30k in annual budget for this work
- f) Bid is good for 15 days, work would commence in July.
- g) **Action item: Richard and Marv to solicit additional bids where possible.**

XVII. Water and wastewater

- A. Last month we approved the bid for the variable speed booster pump
  - 1. There were some electrical difficulties but those were resolved
  - 2. We need to price some metal doors for the pumphouse to secure the building, we're expecting about \$2500 for three doors
  - 3. Metering update: weather has slowed down the work considerably
  - 4. Member comment from Don: Where is the booster pump? (Crestridge)
  - 5. Question from Dianne: Can people who lost their COWAs due to the water issues get them back? Richard isn't sure, this is an ongoing discussion related to COWA database hygiene.
    - a) Pat clarifies that nobody "lost" their COWA, these are issued when someone is planning on building. The COWA is a promise that we can provide the property owner with a water connection
  - 6. Pat requests Richard to schedule a meeting with Mike Breward and the water committee to get some definitive answers around water, COWAs, etc
  - 7. Budgeting for improvements to the wastewater treatment plant, addressing capacity concerns

XVIII. Old business

- A. PO process training, getting this scheduled to familiarize all members with the process
  - 1. Lunchtime training may be ideal
  - 2. **Action item: Dianne to set this up via email and coordinate schedules**
- B. Member comment, Lyle: Bonified list of owners and voting rights prior to the election, what's our plan for this?
  - 1. Mike has been working on this list, Dianne has access

**[7:42pm] Motion 6: Pat moves to move into executive session. Seconded by Barb. No discussion. Unanimous.**

XIX. New business

XX. Executive session

**[8:48pm] Motion 7: Pat moves to move into executive session. Seconded by Barb. No discussion. Unanimous.**

**[8:48pm] Motion 8: Pat moves to ratify an existing vote to pay out an employee's vacation time. Seconded by Dianne. No discussion. Unanimous.**

**[8:48pm] Motion 9: Pat moves to adjourn. Seconded by Barb. No discussion. Unanimous.**

XXI. Adjournment