

## Carlyon Beach Homeowners Association

# Board Meeting Minutes

March 26th, 2024

**Present:** Destiny Hagest, Pat Olive, Richard Allard, Marv Harris, Dianne Bradford, Stan Harris

**Absent:** Mike Haskett, Barb Quick

**I. Call to order: 6:02pm**

**II. Flag salute**

**III. Board meeting protocol**

**IV. Member comments**

- A. From Marsha: Don Hancock passed away Thursday, he lived on Island Drive. Respected member of the community
- B. From Lyle: Concerns about the board's adherence to the bylaws. According to the bylaws, the board is required to get estimates from three separate vendors. Lyle says this has not happened consistently. She says that the board insists there have been no competitive bids sought. Claims of a lack of due diligence to see if contractors are licensed, bonded, etc. Resulting in issues of poor quality work. She's also concerned about purchasing processes being abused by board members, because all board members are now authorized to make purchases. Lyle encourages members to attend meetings.
- C. From Kiffani: What would the board propose to provide confidence in a solution to this? Destiny refers the members to submit comments a week prior to board meetings in writing, so that the board can determine next steps.
- D. Another comment from a member on water updates.

**V. Approve minutes for February board meeting**

- A. Dianne noted that she abstained on the second motion's vote, Destiny to correct. No vote for approval today.

**VI. Treasurer's report/financials**

- A. Note that we are underbudget due to being underbudget on employment expenses. If we were spending at budget for employment, we would be running over budget
- B. Delinquencies**
  - 1. The board will need to review a few past due accounts, as due dates changed for some during the changeover from Quickbooks to Vantage

**6:24pm Motion 1: Pat moves to approve the B plan from the delinquency collection plan. Seconded by Richard. Stan asks about the specifics of starting the legal process, and communicates a need to implement now, rather than waiting until July 1. Dianne agrees that we should implement April 1. Pat agrees to amend usage from July 1 to April 1. Unanimous.**

**6:26pm Motion 2: Pat moves that we excuse Barb Quick for personal reasons, and Mike Haskett for illness. No discussion. Unanimous.**

**C. Budget proposal**

1. Budget is still a work in progress. Pat says we may have it done in time to call a special meeting to discuss.

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

### **A. President's report**

#### **1. Annual meeting committee**

- a) Pat calls for volunteers to help with the annual meeting packet

#### **2. Board bylaw submissions review and vote**

- a) We did not receive bylaw submissions from the community, just from the board.

- b) Proposed bylaw review

- (1) Proposed bylaw article IX, Section 1: Question from membership about how we can write off debt while increasing budget. Member is concerned about removing the language prohibiting budget increase over 10% from the previous year. This concern is seconded by another member.

- (a) Question from Lyle, are bylaws approved individually as a bulk item? They're approved as a bulk item.

- (b) Stan notes that we can reference the original RCW rather than duplicating the language so that these are easier to modify going forward

- (2) Proposed bylaw: Article X, Sections 1 and 2

- (a) Stan voices concerns about this big of a change based on one recommendation from an attorney, notes that we may want to get a second opinion. Destiny concurs.

- (b) There's also some commentary around enforcing what's required by Thurston county. Destiny comments that this has the potential to be a runaway train, and that we should only move to enforce what's covered in our covenants.

- (3) Comments from the community about overall format, organization, and grammar in the governing documents. Lyle notes that they're planning to submit a revised version of this document to the board. Destiny notes that this version should be submitted as a redline, not a clean re-write, so that we can clearly demarcate changes.

- (4) Comment from member about new legislation changes. Pat notes that if this changes, much of the board's work should look toward this new legislation to guide and refine our next steps. There are four years to get into compliance, but we can be proactive rather than reactive.

#### **3. Board application reminder**

- a) Applications accepted until April 1 (not an April Fool's joke)

#### **4. Budget proposal**

- a) We're not ready to propose the new budget yet, committee still finalizing

### **B. Management report**

#### **1. Audit**

- a) Pat asks board to approve

#### **2. Payment plan/delinquency policy**

- 3. **BIAW health trust**
- C. Architecture**
- D. Communications**
  - 1. **End of year process documentation**
    - a) Committee documentation
    - b) Emergency communication
    - c) Safety committee and communication (Marv)
  - 2. **Contract uploads**
    - a) Okay to leave these to Destiny to upload on trustees' behalf
- E. HR topics**
  - 1. We're down to two drivers and one water maintenance person and one part time maintenance person. We've posted and publicized the roles to no avail.
    - a) Destiny proposes posting flyers on local bulletin boards. Pat to pass this suggestion to Barb.
    - b) Dianne proposes bringing the job descriptions to the driving school down in Woodland.
- F. Marina**
  - 1. DNR will include approval for the new work on the A dock and in the lease. We're still waiting on this permit and the lease to begin the work.
  - 2. Dianne: someone ripped down the towing signs and fire dept signs by the marina
- G. Parks and rec**
  - 1. Very close on the Wanigan. Spare parts have been locked in the events committee shed
  - 2. Unsure about the feasibility of the grand opening for the wanigan
- H. Roads and stormwater**
  - 1. **Filter replacement**
    - a) Everything is flowing well, bioswales seem to be functioning well again
      - (1) Colleen notes that the one by her home is low in the middle and doesn't flow well
      - (2) Yellow house (Liz) has a drainpipe full of mud. Who is responsible for this? It's an association responsibility per Stan.
  - 2. **Paving**
    - a) Waiting for a bid on paving
- I. Water and wastewater**
  - 1. Wastewater:
    - a) we're looking at a proposal to increase capacity for the water treatment plant because we've increased our number of connections
  - 2. **Water distribution update**
    - a) Water committee meeting last Thurs the 21
    - b) Booster station is in, pressure is up, telemetry system is in, this is complete and approved, but it's one piece of increasing our connections. We're likely 3-6 months out from approving new connections due to approval timelines with the state
    - c) Member comment about increasing wastewater capacity as we increase water output and connections. Richard comments that this is in the works for next year's proposed budget.
    - d) Member comment: ADUs, when will the HOA consider implementing restrictions on these, which the member feels puts some additional

strain on the wastewater system. Richard notes that this is something we will consider, but that we don't have an immediate plan, and that it's not specifically noted in CBHA CCRs.

- e) Member comment: request for update on water meter installation. Richard reports that there are only about 11 more to go!

## **VIII. New business**

### **A. Ballot committee**

**7:52pm Motion 3: Pat moves that the ballot committee be made up of the following people:**

- Lyle Morgan
- Colleen Weston
- Ilona Munson
- John and Nancy Eller
- Judy Perry
- Marsha Rugg – Ballot Chair

**Seconded by Dianne. No discussion. Unanimous.**

## **IX. Compliance committee**

A. Monthly report, Lyle presents

B. Dianne notes that the board is considering temporarily disbanding the Compliance Committee due to recent issues

1. Dianne makes a case for continuing the committee, and points out that paying Vantage to do this work is not in the current budget
2. Pat notes that there are litigation concerns, a letter sent in direct opposition to board recommendation
  - a) Dianne notes that she didn't send this letter, and that it must have been sent by Mike
3. Pat notes that numerous committee members have voiced concerns over the complexity of the processes
  - a) Colleen notes that she was one of these members. She believes there should still be a committee, but that the processes need work. Colleen expresses concerns about technology requirements for this type of work.
  - b) Stan notes that the committee members are not protected by our insurance
  - c) Pat notes that we will continue the discussion during executive session

**8:10pm Motion 4: Pat moves that we go into executive session until 8:40pm, and the board is expected to take further action. Seconded by Dianne. No discussion. Unanimous.**

## **X. Executive session**

**9:19pm Motion 5: Pat moves that we provide the proposed health insurance policy to our employees who work a minimum of 30 hours. Seconded by Richard. No discussion.**

**9:19pm Motion 6: Pat moves that we offer a 10% raise to John Krenick effective next pay period, with the note that in July, a further increase will be evaluated. Seconded by Marv. No discussion. Unanimous.**

**9:20pm Motion 7: Pat moves that we adjourn. Seconded by Marv. No discussion. Unanimous.**

## **XI. Adjournment**