

**Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, December 16, 2025
@ 6:00 PM – CBHA Clubhouse**

Board Members Present: Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Vern Jensen, Judy Parry, Chris Williams

Absent: None

Vantage Management: Mike Haskett

Call to Order: Dianne called the meeting to order at 6:00 PM.

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

Homeowner Forum: An owner discussed an ongoing issue with their catch basin/French drain on their property. Dave stated the dye test was being scheduled so they can identify where the system is leaking to cause the issue and he will follow up with the maintenance crew.

Vern motioned to appoint Chris Williams to the Board to fill the remaining open position. Sandy seconded; the motion passed unanimously with Chris abstaining.

Meeting Minutes: The Board reviewed the November Minutes. **Chris motioned to approve the minutes with no corrections. Sandy seconded; the motion passed unanimously.**

Vern motioned to ratify the unanimous email approval of the NW Dock & Pile emergency repairs and sealion abatement. Sandy seconded; the motion passed unanimously.

Vern motioned to approve the NW Dock & Pile contract adjustment to \$25,000 to accommodate additional hours for the repairs. Sandy seconded; the motion passed unanimously.

Committee Reports:

President's Report: Barb had nothing to report at this time.

Treasurer's Report: Dianne re-iterated financials would be handed out at the meetings and added to the website on a monthly basis.

Architecture: Dave reported the committee would be meeting on January 2nd and have a couple ongoing issues to resolve. The committee is starting to work on changes to the CBHA rules they will propose.

Marina: Vern reported that he met with an electrician to address the repairs to the marina lights which were damaged by the sealions. There is a need to replace eight bollards with disconnect switches. Vern motioned to approve the bid from DF Electric up to \$5,000 from unrestricted reserves. Dianne seconded; the motion passed unanimously.

Parks & Rec: Sandy reported that the vendor who installed the new doors would be investigating closure issues that had been reported.

Roads & Stormwater: Dave reported that he is following up on an owner's suggestion regarding a sweeper for the roads and will work on getting pricing and rental information for the equipment.

Water & Wastewater: Dave reported he has a pending meeting with Futureclear Environmental who oversees the treatment plant and water system. The vendor has been a bit short-staffed lately due to an emergency at another property.

Management: Mike discussed the proposed price for the association's attorney to overhaul the governing documents to be in compliance with new state statutes. The Board discussed getting a scope of work from the attorney and a breakdown of how necessary the changes are.

New Business:

Chris presented a proposed rules change he will submit with other owners asking the Board to address rental restriction requirements in the neighborhood including tenant screening.

The Board discussed adding a reminder to their newsletter about renter orientations needing to be scheduled for any tenants moving into Carlyon Beach.

Old Business: Barb discussed scheduling a work session for the Board to discuss an RFP for the treatment plant/ water system management as we approach the upcoming contract renewal period. The Board discussed the week of January 12th on scheduling that session. Mike will email a sample RFP to the Board prior to the session.

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. **Sandy motioned to move from regular session into executive session. Dianne seconded; the motion passed unanimously.**

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 or decisions made.

Adjournment: Chris motioned to adjourn the meeting at 7:44 PM. Sandy seconded; motion passed unanimously.

**Respectfully submitted,
Mike Haskett, Association Manager**

CBHA Board Motions 251216**Results 12/16/2025**

Board Members attending and proxies: Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Vern Jensen, Judy Parry, Chris Williams

All motions must be proposed by a Board Member, seconded, and discussed before a vote is called.

Motion Type: Architectural (ACR); Financial (FIN); Compliance (CMP); Legal (LGL); Maintenance (MNT); Member (MBR); Policy (POL); Other (OTH)

Motion Status: Passed (PD); Failed (FD); Tabled (TD); Withdrawn (WD); Ratified (RD)

#	TYPE	MOTION	STATUS	NOTES
1	OTH	Approve the appointment of Chris Williams to the Board	PD 6-0	Chris abstained.
2	OTH	Approve the November 2025 Board Meeting minutes	PD 7-0	
3	FIN	Ratify unanimous email approval for NW Dock & Pile emergency repairs and sealion abatement	PD 7-0	
4	FIN	Approve contract for additional \$25K in marina repairs from restricted reserves	PD 7-0	
5	FIN	Approve bid from DF Electric to repair eight bollard with disconnect switches up to \$5K from unrestricted reserves	PD 7-0	
6	OTH	Approve moving from regular session to executive session	PD 7-0	
7	OTH	Approve closing executive session and returning to regular session	PD 7-0	
8	OTH	Approve adjourning the meeting	PD 7-0	