

Carlyon Beach Homeowners Association
Minutes of the Board Meeting
Tuesday, April 29, 2025
@ 6:00 PM – CBHA Clubhouse & Zoom

Board Members Present: Barbara Quick, Dianne Bradford, Sandra Marsh, David Malaspino, Richard Allard, Chuck Thrap

Absent: Kiffani Iverson

Vantage Management: Mike Haskett

Call to Order: Barb called the meeting to order at 6:03 PM.

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

Member Comments: A homeowner asked the Board to please participate in the 4th of July neighborhood parade.

The Board reminded owners that they are shifting future owner forums to the workshop to allow more time to speak and to allow a more interactive forum for the homeowners to engage with the Board. The Board meetings will be used to conduct business and approvals,

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

Dianne motioned to accept Kiffani's resignation effective May 2nd. Richard seconded; the motion passed unanimously.

Richard motioned to approve Stan Harris' appointment to the Board per Bylaw procedures. Chuck seconded; the motion passed with 5-ayes and 1-nay.

Committee Reports:

President's Report: Barb filled in for the President's report as the current Vice President. Barb reminded everyone that the annual meeting was scheduled at the smaller fire station this year.

Treasurer's Report: Financial packets will be added to the website monthly and be handouts at future meetings. Dianne reported that a debit card is being explored for the maintenance crew to use and credit card expenses are being audited to clean up old subscription fees. Dianne and Mike will meet with FutureClear to create an SOP on spending to present to the Board. Work is beginning on transferring Restricted Capital to a CDARS at Timberland Bank to help consolidate accounts and ensure FDIC coverage of the funds.

Architecture Report: Dave reported there are two ongoing fence issues and that the clubhouse would be closed during the upcoming remodel of the flooring.

Marina: Chuck reported that the permits were good to go on the repairs for the Marina and that he is looking at costs in comparison to the current vendor bid. The plan is to hopefully start repairs in July.

Parks & Rec: Sandy reported that the painting on the wanigan is on hold for now and that the committee is fixing the washed away bark by the kayak racks. The memorial garden was barked as well.

Roads & Stormwater: Dave reported that a bid will be coming in on the stormwater filter phased replacement. Speed bumps are being installed to help deter speeding which has become increasingly rampant. Two maintenance employees parted ways with Carlyon beach and so new candidates are being interviewed.

Water & Wastewater: Richard reported that the new well is currently online and has been performing well during the testing phase. Next week the WSP internal review phase begins and once that is formally approved CBHA can begin issuing additional COWAs. Richard also reported that meter phase testing will begin in June or July which will begin the process of looking at upgrading the water meters.

Management: Mike reported on items currently in process including working with The Shoppers Weekly on printing the annual meeting packets. Mike reported he has an appointment to follow up on the insurance claim by the end of the week and will send the Fire Marshal notice about the marina to the committee.

New Business: Dianne motioned to approve the annual meeting packet and The Shopper's Weekly proposal of ~\$3,500. Richard seconded; the motion passed unanimously. Mike will pick up and mail remaining packets on May 30th.

Dianne motioned to approve the Ballot Committee and members as proposed for the 2025 Annual Meeting. Sandy seconded; the motion passed unanimously.

Dianne motioned to approve the debit card for the maintenance crew with a transaction limit of \$300 and a maximum card limit of \$1,500. Richard seconded; the motion passed unanimously.

Richard motioned to approve the draft budget with a dues increase of \$10/month and an increase to pump fees and the water fee to \$35/pump and \$40/month respectively. Dianne seconded; the motion passed unanimously.

Sandy motioned to approve the bid from Elite Roofing to repair the park restroom roof for \$6,000 from unrestricted reserves. Dianne seconded; the motion passed unanimously.

Dianne motioned to approve the bid from Beardsley for \$11,000 to repair the clubhouse and restroom doors from unrestricted reserves. Sandy seconded; motion passed unanimously.

Dianne motioned to approve the Jimini Asphalt Paving bid per budget of \$137,000 from restricted reserves. Dave seconded; motion passed unanimously.

Richard tabled the bid for the cross connection at the park for further analysis.

Old Business: Mike presented the new draft complaint form and will eblast it out to the community and put on the website if approved. **Dianne motioned to approve the new complaint form as presented. Chuck seconded; 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. Richard 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. Richard seconded; the motion passed unanimously.**

From the Board's discussion in executive session, there were no votes or decisions made.

Adjournment: Dianne motioned to adjourn the meeting at 7:57 PM. Richard seconded; motion passed unanimously.

Respectfully submitted,
Mike Haskett, Association Manager