

**Carlyon Beach Homeowners Association
Board Meeting Minutes
April 28, 2020**

Present: Matt Barnhart, Sandi Allen, Bill Allen, Jeremy Madden, Dick Morton, Lisa Krupp

I. Call to order at 7:00 by Matt Barnhart

II. Flag salute

III. Member Comments: none

IV. Approval of Minutes

Motion 1. Sandi moved to approve the minutes of the February 25, 2020 Board meeting. Seconded by Bill. Approved 6-0

V. Treasurer Report

Lisa read aloud a brief statement for the newsletter explaining that no finance charges would be imposed 2/29/20-5/17/20 in accordance with the governor's proclamation.

(See attached report)

VI. Committee and Board Reports

- a. President:** Matt explained that he has been in communication with Skip Houser to make sure CBHA is in compliance with the governor's proclamations regarding Covid-19 and our ability to have meetings. He continues to chat with members on their concerns.
- b. Roads and stormwater:** Dick commented that there is nothing out of the ordinary with the roads right now.
- c. Water and Stormwater:** Jeremy reported that SBR 1 is running now. The 2nd SBR unit needs a valve repair. Dick asked if it would be a good idea to have an extra unit available in an emergency. Jeremy will talk with Brian about that. The Department of Ecology may require adjustments to our treatment plant to control nutrient discharge into the Sound. More information will be coming on that. WWTP operator Brian provided a memo that suggests the possibility of Covid-19 in the air around the treatment plant and around the truck when it is pumping. Because of this possibility, a notice will be in the newsletter and website advising people to follow certain safety guidelines. In addition, appropriate PPE will be provided to the pump truck drivers.

Motion 2. Dick moved that pump truck drivers must use appropriate PPE and sanitizer which will be provided to them. Seconded by Sandi. Approved 6-0.

d. Marina: Sandi reported that the permitting process continues for marina repairs. A bid was received from Quigg Brothers to replace the pilings on A and B docks. The bid is \$147,400 plus tax to do the docks at the same time. Replacing the pilings before enlarging any of the finger piers is recommended by engineers Skillings and Connolly. The permit process continues while anticipating the requirements DNR might impose to renew the lease in 2021. Sandi explained the plan for increasing the fees for the 18’ slips over 3 years to make the costs of the different size slips equitable.

Slip	2018 per foot	Month Rate	2019 per foot	Rate 2019 by Month	Rate 2019 by year	2020 per foot	Rate 2020 by month	Rate 2020 by year	2021 per foot plan*	Monthly 2021 plan*	Yearly 2021 plan*
18'	\$1.94	\$35	\$2.35	\$42.30	\$507.60	\$2.75	\$49.50	\$594	\$3.00	\$54.00	\$648

Motion 3. Sandi moved to increase the 18ft slip rate to \$2.35 a foot to \$2.75 a foot, for a cost of \$49.50 per month for the 2020-2021 marina lease year. This is the next step to bring the entire marina into a parity-based fee structure in time for our DNR lease renewal in 2021. The 22 foot slips and the 26 foot slips were set at \$3.00 per foot in 2019. The 18 foot slips are stepped up over 3 years. Seconded by Lisa. Approved 6-0

e. Architecture: Bill brought up the recent communication regarding using an undeveloped lot on Westwind to access property on Hunter Point for a logging operation. The Board does not support this use of a lot, but more discussion may be needed.

f. Parks and Recreation: Jeremy commented that it seems there are fewer geese in the park. One member has been using their two dogs with special permission and CBHA vests to scare the geese away occasionally and perhaps the dog silhouettes are having an effect.

VII. New Business

a. Operating Budget: The proposed 2020-2021 operating budget to be presented to the community for a vote was discussed.

Motion 4. Lisa moved that the proposed 2020-2021 operating budget for the general, marina and sewer funds be put to a vote of the membership. Seconded by Sandi. Approved 6-0

- b. **Capital Budget:** The proposed 2020-2021 Capital budget to be presented to the community for a vote was discussed. Ideally, in a couple more years, the budget for road paving should decrease.

Motion 5. Lisa moved that the proposed 2020-2021 capital budget be put to a vote of the membership. Seconded by Bill. Approved 6-0

- c. **Pledged Funds:** For many years there have been 4 pledged funds listed on the monthly balance sheets and there has been discussion about transferring these 4 accounts to the capital fund. The motion to move the account labeled emergency H2O and filter replacements to the capital reserve makes sense at this time because materials are being purchased for both of these purposes. The accounts labeled Marina DNR and Squaxin Outfall will remain separate accounts as required by the DNR.

Motion 6. Lisa moved that the Pledged Funds currently labeled emergency H2O and Filter replacement be transferred into the Capital Reserve fund by June 30, 2020. Seconded by Sandi. Approved 6-0

Motion 7. Lisa moved that the Pledged Funds currently labeled Marina DNR and Squaxin Outfall be identified on the balance sheet as DNR Security Deposits as of July 1, 2020. Seconded by Dick. Approved 6-0

- d. **Approve Ballot committee:** This committee will count the ballots collected on June 12.

Motion 8. Sandi moved to approve the following ballot committee: Marcia Rugg, Ilona Munson, and John and Nancy Eller. Seconded by Bill. Approved 6-0

- e. **Approve Information and Voting packet for annual budget and trustee election**

Motion 9. Sandi moved to approve the voting packet for the budget and trustee election. Seconded by Jeremy. Approved 6-0

- f. **Approve moving the annual meeting:** Following recommendations from the attorney and with regards to the governor's current proclamations regarding holding meetings, it has been decided that it is not possible to have the annual meeting as specified in the bylaws. The annual meeting needs to be held at a later date. Availability of using the fire station impacted the timing of the rescheduled meeting. Proposed Bylaw changes will be voted on at that time.

Motion 10. Sandi moved to postpone the annual meeting until Saturday, November 7, 2020 at 10:00 a.m. at the Griffin Fire Station. Seconded by Bill. Approved 6-0

Motion 11. Lisa moved to allow the membership to submit proposed bylaw changes until July 31, 2020. Seconded by Bill. Approved 6-0

g. Marina slip fees: See Sandi's report and motion above.

VIII. Unfinished Business

a. Speed bumps: Jeremy has spoken with the residents on Westwind about the placement of the new speed bumps (safety bumps). He will contact the fire department to determine if they have any concerns about speed bumps in that area. It was agreed that placing traffic pylons at the intersection of Whitecap and Westwind may slow traffic turning that corner.

Motion 12. Jeremy moved to install speed bumps on Westwind and other locations as needed. Seconded by Dick. Approved 6-0

Motion 13. Sandi moved to adjourn at 8:13. Seconded by Jeremy. Approved 6-0

Submitted by:



**Lisa Krupp
CBHA Secretary/Treasurer**

**Treasurer's Report
April 28, 2020**

I. Balance Sheet as of March 31, 2020

Operating Funds

General	\$211,713
Marina	\$132,285
Sewer	\$ 5,723

Total **\$349,722**

Pledged funds

Marina lease	\$13,268
Sewer outfall lease	\$ 1,510
Stormwater filters	\$36,631
Water supplies	\$11,112

Total **\$ 62,523**

Capital Funds (combined)

Total **\$535,561**

Total Cash **\$947,907**

II. Profit and Loss Budget vs. Actual Accrual Basis July through March 31, 2020

General fund: The end of March is 75% though the fiscal year. Overall expenses in the general fund are at 67% of the budgeted amount. Parts and Supplies is the only area of the budget that is higher than expected at this time.

Marina Fund: Expenditures in the Marina fund have been minimal while waiting for the permits to be approved for major improvements.

Sewer Fund: Overall expenses in the sewer fund are on budget at 71%. Currently, the income to the sewer fund is a little less than budgeted, so the fund does show expenses over income by \$2,072.

Capital Funds (Combined): There have been no recent expenditures from the capital funds. Total expenditures in this fiscal year are \$124,953.