

**Carlyon Beach Homeowners Association  
Board Meeting  
April 24, 2018**

**I. Call to Order:**

Meeting was called to order at 7 p.m. by Rick Gamas, President, and was followed by the Flag Salute.

**Board Present:** Rick Gamas, Mike Cooper, Robynne McWayne, Marv Harris, Lisa Krupp, Sandi Allen, Dick Morton.

**II. Members Comments:**

No member comments this evening.

**III. Approval of the Minutes**

Marv moved to approve the minutes. **See motion below.**

**IV. Treasurer's Report**

**3rd quarter Treasurer Report  
April 24, 2018**

**I. Balance Sheet as of March 31, 2018**

**Operating Funds**

General	\$119,623
Marina	\$108,513
Sewer	\$ -7,890
<b>Total</b>	<b>\$ 220,246</b>

**Capital Funds**

<b>Total</b>	<b>\$239,229</b>
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## **II. Profit and Loss Budget vs Actual through March 2018**

### **General Fund**

Total expenses in the general fund are at 70% of budget. As we are 9 months or 75% into this fiscal year, that is well within the budget. The general fund assessment (the \$53/month you pay) generates \$427,334. Other sources like the rental house, architecture fees, finance charges, and title transfer fees generate an additional \$67,000. Thus, the total general fund budget is \$494,484. As of March 31, 2018, income from these other sources is about \$20,000 less than estimated. If the income remains about 4% under budget, it is good to note that overall our expenditures to date are also about 4% under budget.

### **Marina Fund**

Work is now underway to repair the docks and finger piers in the marina. Over \$63,500 has been spent on repairs through March. An additional \$55,000 has been approved.

### **Sewer Fund**

Total expenses in the sewer fund are at 82% of budget, with expenses exceeding income by \$12,233 over 9 months. Hauling the sludge and truck repairs have been a major cause of this deficit.

### **Capital Funds**

Capital expenditures through March total \$162,758. This includes the \$16,000 deposit on the new pump truck. The last capital project for this year will most likely be repairing the termite damage to the corner of the clubhouse.

The Treasurer's report in the annual meeting packet will contain additional details and information related to this year's budget.

After Lisa finished her report Rick asked Chuck about the termite damage and the number of bids we had. Chuck said we had 2 bids. When asked how many were contacted for bidding Chuck responded that he had contacted 10 companies, 6 came out to look at the damage, and only 2 submitted bids. The 2 bids were not equal, and the cheaper one wanted to put a smaller 10" x 10" post in place on the same low footing. The other wanted to replace with same 16" x 16" size but laminated and treated beam on a raised footing to keep the wood further from the dirt so termites would have a harder time finding the new treated wood post.

## **V. Manager's Report:**

With the arrival of the warmer weather we are advertising for our summer help. If you know someone that would be a good fit please have them come in to apply. The crew has started trimming bioswales, but summer help is needed for the amount of work at this time of year.

Things that were accomplished:

All the maintenance staff now hold CDL B licenses.

We ordered the new 2019 Peterbilt pump truck that should be here in July of 2018.

We switched Propane vendors and are expected to have very good savings in the upcoming year.

Well house number 2 (AKA the little park) has been surveyed and we are considering having a fence installed with gates.

The old white pump truck is being sold to the highest bidder. Top bid was \$2100 and the other 2 bids were for \$1650 and \$1100.

Getting estimates to install an additional 20 Kayak rental slots for those on the waiting list. Please remember all watercraft must be in serviceable condition and stored in a way as to not collect stagnate water.

We have accomplished many necessary maintenance issues with the existing equipment facilities and vehicles.

We have completed the first phase of pressure washing the docks in the marina and surprising to me the floor boards were not gray but are beige.

For those of you that live near storm water retention ponds, you may notice some work that we will be doing that is mandated by the county.

We will be adding an additional doggie refuse station in the neighborhood and will be replacing old worn out/ faded signs for some of the existing stations.

Lastly, just a reminder that the grass is growing and we all need to maintain our yards. Thank you in advance.

Chuck also said he gathered information on a lift station for the clubhouse pump out so the trucks do not have to back down the narrow driveway leading to the lowest level. Tire tracks in the lawn show that there is just barely enough room for the truck on the blacktop, and slight over- or under-steering can drop the truck off the pavement. While all has gone well for years, with the slope there is the potential of a rollover. Houses built on lots with that much rise were required to install a lift station so the trucks pump at street level and it would be a good idea to consider this modern improvement for the clubhouse. The cost, split between \$2200 for electrical work and \$1900 for the plumbing materials, would mean the truck could pump from the parking lot, keeping employees and the truck safer.

## **VI. Committee Reports:**

### **Roads & Storm Water:**

Marv said we've got some bids in on a couple of roads, but it depends on the budget what gets done.

### **Parks & Recreation:**

Lisa reported the Parks and Rec Committee is discussing ideas, but nothing has firmed up yet.

### **Water & Wastewater:**

Mike said Water and Wastewater are doing well; we'll still paying the bills from last September. He had a concern about squatters, breaking the locks off when the water is turned off for nonpayment. Chuck said he contacted a firm out of Texas that has a solution if we pull the meter off and screw this in place of the meter, its solid stainless steel, and will be imperious to cutting. Additionally, it has a special tool required to install and remove, so common tools won't work. With the right tools it takes 5 minutes to install or de-install. Rick asked how many of these units we needed. Chuck said 3 should do it. Mike said we should charge anyone who tampers with the locks or meters for all costs on top of the usual fees. Chuck reported that legally we cannot evict squatters. It is the owners' responsibility.

### **Marina:**

Sandi said work was continuing on the marina. Ziegler's Welding can make the brackets like some of the old hose and fire extinguishers. She made a motion for this. **See motion below.**

### **Architecture:**

Marv said there were a couple fence applications.

### **VII. New Business:**

Lisa showed the annual packet as it is now for the board to offer critiques and suggestions, additions, deletions. Discussion followed about many items in the packet and in the budget, such as roads and the emergency generator for Well #2.

Then the discussion moved to the Request For Copies Of Documents form, and how to follow the By-Laws to give the manager this task. Dick moved requests for copies of documents, reports, and records shall be acted upon by the General Manager. **See motion below.**

Then Lisa moved to approve the General Fund budget. **See motion below.**

Lisa moved to approve the Annual Meeting Packet. **See motion below.**

Lisa moved to sell the International Truck to the highest bidder. **See motion below.**

The need for more kayak racks is a fact, with the waiting list. Lisa moved to approve construction of more kayak racks. **See motion below.**

Chuck said we had 2 bids for the clubhouse repair. The first one was \$3638 and the other was \$6677. The difference is primarily the cheaper one is for a 10 x 10 post to replace the 16 x 16 post on the existing footing, which is at the same level as the dirt. The dirt contact caused the problem. The second one is for a 16 x 16 post with a customized bracket, on a raised concrete footing. The

scope of work is completely different. Discussion followed and the lower cost bid was not considered appropriate or good value.

Dick moved to approve Sound Choice Construction for the repair of the North East corner support post on the lowest level of the clubhouse. **See motion below.**

Rule enforcement was next. This had to do with trash and debris in a member's yard. A letter was sent requesting this be cleaned up. A few items were specifically listed along with a statement about the trash not in keeping with the rules. The occupant picked up the items specifically listed, but they continue adding trash to the rest. The rules say the board must authorize the fines, so Chuck wanted that authorization. Mike moved to authorize the manager to assess escalating fines as needed. **See motion below.**

Complaints have come in to the office from people unhappy with chickens being kept against the rules. The chickens are an issue, as the Covenants do not allow poultry. The offender tried to say the Covenant was written in 1959 so it's out of date. Rick asks how we are going to support our manager on this. One complaint mentioned smell, and filth because the chickens weren't being kept in clean surroundings. Robynne brought up that chickens attract rats, which can become a big problem. Mike said we need to stand behind him, because if we don't our Covenants, By-Laws, and Rules and Regulations have no meaning. And this should be whether we're talking chickens, or any other rule not being followed for the good of all.

Mike said a member declined to speak during the beginning of the meeting, but asked for status on the tree complaints. Rick reported that the majority had taken care of all or part of the trimming at this time, with plans to finish as funds allow. Chuck concurred and said everyone is trying to make an arrangement to be good neighbors.

Robynne asked about the barking dogs on Crestridge, if there were any written complaints at this time. Chuck reported there were none. Robynne said the dogs still barked a lot.

Lisa moved to go into executive session to discuss personnel issues. **See motion below.**

Robynne moved to return to regular session. **See motion below.**

Back in regular session, Dick moved Marcia Vaughn be notified we want her to return to work on Monday, April 30. **See motion below.**

Dick then showed a spreadsheet he'd created to track expenditures from Capital accounts. Lisa mentioned that Dick had combined them like she does for ease of discussion, and he said that was correct. He then described what he was trying to collect here. Not to pick on individual expenditures, but to track the growth of the Capital Funds. Mike asked about the percentage of dues income that does not get collected and needs to be written off. Dick felt that was around 6%. Chuck asked what the pledge funds were. It was explained that money was set aside for specific needs in the past, and to make sure certain items would be funded when needed such as the filters for the water run-off.

Dick showed how we've built up a much better Capital Fund balance since these funds were started, but Sandi pointed out that his chart made it look like a spending spree happened in 2016-2017, which wasn't reality. Because the money was in the Capital Funds, as Manager Bill uncovered the hidden issues that had been ignored, and basic maintenance that hadn't been scheduled, beginning to catch all that up took a lot of money. And again, this past year, 2017-2018, it's not been buying big new extra items for CBHA, but repairing, or replacing existing items. These were things that kept getting put off for whatever reason. Yes, the truck is a large purchase, but not a frivolous one. Roads took a lot of money, but they were also not a frivolous expenditure. Robynne said that's called taking care of business. Mike said in that regard he wanted people to know that the pump truck, almost \$200,000, wasn't the only big expense this past year. There was a large expense over last summer and into the fall getting the Waste Water Treatment Plant back up. A failure there was very possible if the work had been put off any longer. This concluded the discussion.

Sandi moved to adjourn. See motion below.

1. **Motion: Marv moved to approve the minutes from March 27, 2018. Lisa seconded. Motion passed unanimously.**
2. **Motion: Sandi moved to purchase dock brackets from Zeigler's Welding from the marina fund, not to exceed \$2200, with a 25% down payment to be paid immediately. Robynne seconded. Motion passed unanimously.**
3. **Motion: Dick moved requests for copies of documents, reports, and records shall be acted upon by the General Manager and provided for as little cost as the Manager deems necessary, per ARTICLE VI, Section 5 which states "The Association may impose and collect a reasonable charge for copies and any reasonable cost incurred by the Association in providing access to records." Robynne seconded. Motion passed 5-1, Mike against.**
4. **Motion: Lisa moved to approve the 2018-2019 General Fund budget, to put before the members for approval at the Annual Meeting. Marv seconded. Motion passed unanimously.**
5. **Motion: Lisa moved to approve the two Capital Fund budget options to put before the members. Robynne seconded. Motion passed 5-1, Dick against.**
6. **Motion: Lisa moved to approve the Annual Meeting Packet, including Ballots, with the noted corrections. Mike seconded. Motion passed unanimously.**
7. **Motion: Lisa moved to sell the International Truck to the highest bidder for \$2100. Sandi seconded. Motion passed unanimously.**
8. **Motion: Lisa moved to approve construction of additional kayak racks, that will extend the existing racks toward the restroom to the west and toward the elm tree on the east, creating 20 new 42" racks for kayaks. Marv seconded. Motion passed unanimously.**
9. **Motion: Dick moved to approve Sound Choice Construction, LLC to do the replacement of the North East corner support on the clubhouse to repair termite damage, not to exceed \$7500, from the Unrestricted Capital Fund. Marv seconded. Motion passed unanimously.**

10. Motion: Mike moved to authorize the manager to assess escalating fines as needed for 9814 Whitecap, on the ongoing violation of Rules and Regulations, General, #7: "...No lot shall be used or maintained as a dumping or storage ground for items such as old appliances, furniture or any other unsightly material. Trash, garbage and other waste shall be kept in sanitary containers. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition." Robynne seconded. Motion passed unanimously.
11. Motion: Lisa moved to adjourn to executive session at 9:25pm. Marv seconded. Motion passed unanimously.
12. Motion: Robynne moved to return to regular session at 9:35 Marv seconded. Motion passed unanimously.
13. Motion: Dick moved to authorize the manager to notify Marcia Vaughn she may return to work on Monday, April 30, 2018. Mike seconded. Motion passed unanimously.

Motion: Sandi moved to adjourn, which was seconded by Marv. Motion passed unanimously.

Meeting was adjourned at 9:57 p.m.

Respectfully Submitted By,



Sandi Allen,  
Secretary