**ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.**

 **BOARD MEETING MINUTES**

**January 12, 2021**

**President, Eugene Hartman called the meeting to order at 7:12 pm via Zoom**

**Board members attending: Eugene Hartman, Kathleen Parvin, Chris Otto, Frank Walls, Dan Kelly, Steve Baker. Absent Bob Simpson.**

**Also attending: Office Manager, Ruby Hall, Office Assistant, Netra Jadhav and one member.**

**Approval of minutes**

* Ms. Parvin moved to approve minutes of the December 8, 2020 meeting. Mr. Otto seconded the motion. Motion passed unanimously. Minutes of the December 8, 2020 board meeting are approved and entered into the association records.

**Public Comment**

**Water Report**

* The circuit breaker replacement cost in the water plant was $1650.39
* Hydrant replacement (2) expenses were $12042.10. Ms. Parvin moved to have this expense be paid out of the water reserve fund. Mr. Kelly seconded the motion. Motion passed unanimously.
* Unaccounted water for December was 12.07%.
* The King Water Management Contract is $1400.00 per month plus testing, labor and service fees as needed.
* Discussed current system issues. December 2020 King Water report is on file in the office.
* There was a major leak at 925 Riepma Ave (10,785 cu’). Due to the location of this leak & subsequent public health risk, the meter was shut off & locked until repairs are made.
* Ms. Parvin & Ms. Hall will follow up on the back flow meter installation & testing requirements.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed December 2020 preliminary financial reports
* The 12/31/2020 deposit was short by $100.
* RHGC credit card ending 9789 was compromised, it has been cancelled & replaced. Same conditions & restrictions are in place for the replacement card.
* The office has received several calls regarding the occupied recreational vehicle letter that was sent out with Jan 2021 billing. In response, members are advised that the letter was sent out in order to make the community aware of the current Island County code, and to notify those who may be in violation so they can take this opportunity to make changes or plan to make a change.
* An application for lot combination was submitted by Vincent & Drennen for Block 1, Lot 11/12 & 12/13, Glencairn Div #1. A boundary line adjustment (BLA) has been processed with Island County eliminating lot 12. Ms. Parvin motioned to accept the BLA and allow the lot combinations with Rolling Hills if the process is complete prior to June 30, 2021. Mr. Kelly seconded the motion. Motion passed unanimously. This will reduce community lots by 1 for the 2021-22 fiscal year.
* RHGC was not re-selected for continued participation in the Bureau of Labor & Statistics study.

**Grounds and Community Report**

**Clubhouse/Pool Report –**

**Dock/Pier Report -**

* The Fair Trade – gate lock should be installed in the next few weeks

The meeting was adjourned at 8:27 pm. The next regular board meeting is February 9, 2021

Submitted by Ruby Hall