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

 **BOARD MEETING MINUTES**

**March 9, 2021**

**Vice President, Kathleen Parvin called the meeting to order at 7:06 pm via Zoom**

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

**Also attending: Office Manager, Ruby Hall, Office Assistant, Netra Jadhav, Sandra Bodamer from King Water, and one member**

**Approval of minutes**

* Mr. Kelly moved to approve minutes of the February 9, 2021 meeting. Mr. Otto seconded the motion. Motion passed unanimously. Minutes of the February 9, 2021 board meeting are approved and entered into the association records.

**Public Comment**

* Nick Ricci is interested in volunteering for the Board member position. He was not able to attend the meeting.

**Water Report**

* The unaccounted water for February is -30.89 %, it is unknown why there was gain.
* King Water Mgmt. bill for January 2021 was $2228.34, which includes monthly water testing.
* Discussed the progress of the “to do list” as presented by King Water in February 2021. They are working to fix the pipe in the pumphouse and are soaking 2 filters. The “to do” list should be complete before the full system flush in April.
* The February 2021 water report has not yet been received.
* There has been a few complaints about “brown” water. King is working on resolving the issue.
* The chlorine transfer pump is broken, King Water requested to purchase a new one. Cost is approx. $700. A verbal approval was given on 2/18/21. Mr. Hartman motioned to approve the purchase of the pump. Mr. Baker seconded the motion. Motion passed unanimously.
* A Full System Flush is scheduled for Tuesday and Wednesday April 20-21, 2021
* A letter was sent to 1609 Allyson and 1118 Paul Ave on January 26, 2021. The letter requested backflow meters be installed and evidence of correct installation of the sewer line in relation to water lines. No response has been received. Ms. Parvin will follow up.

**Bookkeeper/Office Report – Ruby Hall**

* The water revoked fees were paid in full for 1110 Sidney St. and water service was reconnected on February 19, 2021.
* Reviewed February 2021 preliminary financial reports.
* Evaluated 2021-2022 budget requirements, including rate increases.
* Ms. Parvin motioned to raise Ms. Hall, Ms. Jadhav & Mr. Vanderlinden’s pay by 3% this year. Mr. Walls seconded the motion. Motion passed unanimously.
* Reviewed and approved a community homeowner survey. It will be sent out with the next billing. Notification will be posted on the Rolling Hills Neighborhood Watch Facebook page.

**Grounds and Community Report**

* There have been several complaints about a loose Saint Bernard. It belongs to 1051 Sidney St.

**Clubhouse/Pool Report –**

* Ms. Hall’s CPO certification is expiring, it will be renewed online, March 18-19, 2021.

**Dock/Pier Report -**

* The Fair Trade should be installing the post for the beach gate beginning Thursday

The meeting was adjourned at 8:24 pm. The next regular board meeting is April 13, 2021 Via ZOOM

**Executive Meeting Minutes**.

At King Water Company’s request, an executive board meeting was held on 3/24/2021 at 10 am in the water plant. There are several upgrades needed. Further discussion will be made at the regular board meeting on April 13, 2021. No decisions were made nor actions taken. Meeting adjourned at 11:30 am.

Submitted by Ruby Hall