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

**BOARD MEETING MINUTES**

**May 11, 2021**

**President, Eugene Hartman called the meeting to order at 7:04 pm**

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

**Also attending: Office Manager, Ruby Hall, Office Assistant, Netra Jadhav, and three members.**

**Approval of minutes**

* Mr. Otto moved to approve minutes of the April 13, 2021 meeting. Mr. Kelly seconded the motion. Motion passed unanimously. Minutes of the April 13, 2021 board meeting are approved and entered into the association records.

**Public Comment**

* Per Linda Dwight, the Whidbey Audubon Society will be observing the nesting of the pigeon guillemot birds on May 21, 2021 at our community bluff.

**Water Report**

* King Water Mgmt. bill for April 2021 was $7079.91, which includes monthly water testing, large reservoir cleaning, installing a tank gauge and system flush.
* The April 2021 King water report is on file in the office.
* A tank gauge was installed on the outside of the large reservoir on April 15, 2021.
* The full system flush was only ¼ completed. The reservoir continuously ran out water. 2 out of 3 transfer pumps are not working. A full system flush cannot be completed until the transfer pumps are repaired or replaced.
* The fire hydrant at Donald Ave & Allyson St. is not working and is bagged. King water is looking for parts.
* The unaccounted water for April 2021 is unknown. Meter reads were not taken from the water plant on April 30th.
* Ms. Parvin will follow up with sewer and backflow information on 1609 Allyson St and 1118 Paul Ave.

**Grounds and Community Report**

* Reviewed results of the April Community survey. Mr. Otto has been compiling data. He will report the full results at the annual meeting on June 5th. 121 out of 493 surveys have been returned.
* The Bylaws amendment has been sent to Mr. Cohen for legal review. Ms. Hall will post the draft on the web page for the community to review.

**Clubhouse/Pool Report –**

* 2 pool attendants are hired for the upcoming season.

**Dock/Pier Report -**

* The Fair Trade completed gate installation @ the beach. On the 2nd day it was closed, the gate was damaged but was quickly repaired. Ms. Hall is looking into signage “public beach 1.4 mi 🡨. ”
* The float was returned on May 5, 2021. The ramp will be lowered on Wednesday, May 12, 2021 at 6:45pm.
* The annual pier inspection will be Thursday & Friday, June 24 & 25, 2021, at 10am. Pizza & drinks will be provided. Community members will be invited to participate.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed April 2021 preliminary financial reports.
* The Annual newsletter including the 2020 Consumer Confidence Report, 2020-21 proposed budget, and pool information and application was mailed May 5th
* Cost of gate, lock, 200 proximity cards & warranty was $10,757.38. The expenses were spread over 2 year’s budgets.
* Reviewed 2021-2022 Budget draft to be presented at the annual meeting.
* Reviewed the June 5th Annual meeting agenda.
* The annual meeting begins 1pm. Board members will meet at 11am for set up.
* Pacific Canopy will set up Friday, June 4th and will remove on Monday June 7th.
* The Zoom subscription was cancelled.

The Annual Meeting is June 5, 2021 at 1 pm.

The next board meeting on June 8, 2021 will be cancelled. Next meeting will be on July 13, 2021.

Submitted by Ruby Hall