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

 **BOARD MEETING MINUTES**

**September 14, 2021**

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

**Board members attending: Eugene Hartman, Kathleen Parvin, Alexandria Johnson, Chris Otto, Ian Armitage, Dan Kelly & Frank Walls. Absent: Tahira Bradley**

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

**Approval of minutes**

* Mr. Otto moved to approve minutes of the August 10, 2021 meeting. Ms. Parvin seconded the motion. Motion passed unanimously. Minutes of the August 10, 2021 board meeting are approved and entered into the association records.

**Public Comment**

* Mr. Ashley would like more information for the control valves in order to search replacements.
* Mr. Zimmerman has complained that his neighbor, Mr. P, has turkeys, sheep and roosters. He has called animal control but nothing is being done.

**Bookkeeper/Office Report- Ruby Hall**

* Reviewed August 2021 preliminary financial reports.
* First class mail stamps have increased by 3 cents per item.
* All board members are now authorized check signers.
* Microsoft office is not working properly on the office computer. September 26th, Mr. M, a community member, did some trouble shooting. He suggested upgrading to Microsoft 2019 as well as adding Malwarebytes software. Office staff research.
* The VISA card ending XXXX 8966 was compromised. A new card was issued.

**Water Report**

* King water report for August 2021 was reviewed
* August 2021 water loss data shows we sold more than we produced.
* On August 17th 2 leaks were reported on Penn Cove. A saddle connection leak was found (not a bell joint). The other was excessive watering by a community member.
* A full System Flush is scheduled for September 22 and 23 from 8am-5pm. Notices were sent out with the September 4th billing and posted on the website.
* No update on the engineering of the water plant. Ms. Parvin will follow up with Davido Engineering.
* Ms. Parvin proposed a fee schedule of 60-100 hours @ $25/hour to update the Small Water System Management Plan (SWSMP). Ms. Parvin will report progress monthly. Mr. Kelly motioned to accept the proposal. Ms. Johnson seconded the motion. Ms. Parvin abstained from the vote. Motion passed.

**Grounds and Community Report**

* Mr. Streleki will repair the beach gate for an estimated $250-$350.
* A letter was sent to members regarding farm animals. Mr. P expressed his lambs were to clear brush and turkeys were to needed to protect his hens. Ms. Hall has asked him to comply with community resolutions and find new homes for these animals. Other members who received letters have since re-homed their nuisance animals as requested.
* Ms. Parvin will follow up with Mr. Cohen regarding amending the bylaws.

**Clubhouse/Pool Report –**

* Pool was closed early due to algae, stripped media & broken filter laterals.

**Dock/Pier Report**

* The float will be returned to Coupeville at the end of the September.
* Ms. Parvin proposed a fee schedule of 80-120 hours @ $25/hour for permitting & oversight of the upcoming pier piling replacement project. Work will begin after the SWSMP is complete and progress will be reported monthly. Ms. Johnson motioned to accept the proposal, Mr. Otto seconded the motion. Ms. Parvin abstained from the vote. Motion passed.

**Meeting adjourned at 9:22 pm.**

**The next regular board meeting is October 12, 2021**.

Submitted by Ruby Hall, Office Manager