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

 **BOARD MEETING MINUTES**

**November 9, 2021**

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

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

**Also attending: Office Manager, Ruby Hall. Office Assistant, Netra Jadhav and 4 community members.**

**Approval of Minutes**

* Ms. Parvin moved to approve the minutes of the October 12, 2021 meeting. Mr. Otto seconded the motion. Motion passed unanimously. Minutes of the October 12, 2021 board meeting are approved and entered into the association records.

**Public Comment**

* Mr. J requested mowing policy enforcement. Ms. Hall was directed to follow up with a letter to the resident in question reminding them to mow or RHGC will have it mowed.
* Mr. A asked if he should continue to look for replacement valves for the water plant. The Board agreed.
* Ms. H has noticed a lot of speeding cars. Mr. Otto will contact Island County traffic engineer and request a review.

**Bookkeeper/Office Report**

* Reviewed October 2021 preliminary financial reports.
* The Audit is ongoing.
* Mr. Kelly motioned to adopt a Capitalization Policy of $2500. Ms. Johnson seconded the motion. Motion passed unanimously.

**Water Report**

* October 2021 King Water report
* Parts are on order for the basin conversion. Estimated cost $5,000. This project will take approximately 3 days to complete and should be complete before Christmas.
* October 2021 water loss -66.49% (Sold more than we produced)
* The reservoir tank gauge is broken, it can be repaired.
* All water meters are currently active
* Light bulb was replaced at the generator. The light over the water plant door is non-functioning. A new LED fixture was ordered.
* SWSMP progress report-Ms. Parvin is scanning the documents into the new plan.
* Water plant engineering project-no update.

**Grounds and Community Report**

* Mr. Otto will be taking the beach gate for repair this weekend
* Fall field mowing was completed on October 20th.
* Ms. Parvin and Mr. Kelly met with Mr. Cohen on October 20, 2021 regarding the by-laws update. The By-laws must be amended with Covenants & Restrictions included. A by-laws amendment is done by calling a special meeting for review and vote. 50 votes must be cast with the majority approving the change either in person or by proxy ballot. The approved By-laws are then recorded at the county.
* All Island lock and Key was called on 10/29/21 to open the office door. The deadbolt broke.

**Clubhouse/Pool Report**

* The Clubhouse roof was discussed. Bids should include options for increasing the pitch to 3/12 and metal roofing. Ms. Johnson will follow up.

**Dock/Pier Report**

**Meeting adjourned at 8:35 pm.**

**The next regular board meeting is December 14, 2021.**

Submitted by Ruby Hall