**ROLLING HILLS-GLENCAIRN**

**BOARD MEETING MINUTES**

**January 8, 2019 @ 7:00 pm**

**President, Eugene Hartman, called the meeting to order at 7:00 pm.**

**Board members attending: Eugene Hartman, Kathleen Parvin, Dan Kelly, Bob Simpson, Chris Otto, Juliabeth Coppage, Frank Walls and Carol Goeth.**

**Also attending: Office Manager, Ruby Hall and Office Assistant, Becky Kelly.**

**Approval of Minutes-**

* Mr. Simpson moved to approve the minutes of the December 11, 2018 meeting. Mr. Kelly seconded the motion. Motion passed unanimously. Minutes of December 11, 2018 board meeting are approved and entered into the association records.

**Bookkeeper/Office Report –**

* December 2018 preliminary financial reports were reviewed.
* Reviewed coverage and premiums of the three new insurance companies. It was agreed to increase the Glatfelter (water system) deductible to $5000 if the savings were significant. Pier coverage (Cochrane) has $500,000 coverage and $5000 deductible. Facilities coverage (Philadelphia) for liability is $1M with $5000.00 deductible.
* Paid Family and Medical Leave is an insurance program funded through premiums paid by employers and/or employees in the form of payroll expenses and withholdings. Employers are required to collect and remit the premiums. This program begins Jan. 1, 2019. The premium is .4% of gross earnings. Ms. Parvin moved that RHGC pay the full expense. Ms. Coppage seconded the motion. Motion passed unanimously.
* An application for lot combination was submitted by Mr. Paul Motter for Lots 19-2 & 20-1, Block 1, RH Div # 1. A second request for Lots 5 & 6, Block 19, RH Div # 2 was submitted by Mr. Michael Brown and Ms. Ann Dehn. Mr. Simpson moved to accept the lot combinations with Rolling Hills if the entire lot combination process is complete prior to June 30, 2019. One Water and Facilities Assessment will be billed in July 2019 per combined lot. Ms.Coppage seconded the motion. Motion passed unanimously. This will reduce community lots by 2 for the 2019-20 fiscal year.

**Grounds and Community Report-**

* Waiting for AA Electric to set date to install basketball court lighting.
* Reviewed recent survey and prior surveys of Lot 43. Mr. Kelly moved to send letters to request a meeting to the five affected lot owners (Lots 1,2,3,4 and 42). Mr. Otto seconded the motion. Motion passed unanimously.
* To reduce costs, Mr. Simpson moved to have Harmsen & Associates surveyors set only 1 of the corner pins of lot 43. The northwest corner is the only one needed in order to establish a straight line. Mr. Kelly seconded the motion. Motion passed unanimously.
* PSE’s bid to replace the 24 streetlight bulbs with LEDs is $8261.91. It is tabled until planning for the fiscal year 2019-2020 budget.

**Dock/Pier Report**

* Float was moved to Carlson Marine in LaConner on December 6.The tow fee was $1630.50.
* Waiting for Carlson Marine’s float repair bid.

**Clubhouse/Pool Report-** no report

**Water Report –**

* Island H2O December water report was reviewed.
* Unaccounted water for December was 12.3%.
* Includes about two weeks of a bell joint leak at 1617 Penn Cove Road. Repaired on 12/31/18. Cost was $2607.25.
* The Aquamatic Filter Controller project is complete. Total cost was $13,916.42; $5000 was paid in the 2017 fiscal year. The balance ($8,916.42) will be expended from the water reserve fund.
* A new service connection was installed at 1020 Shawn Ave. on 12/31/18. Cost was $2623.59. Water billing begins immediately.
* Mr. Simpson will train Mr. Otto on emergency protocols for the water plant as a backup in the event of future power outages.
* Lighting outside the water plant door was tabled until February 2019 meeting.
* Mr. Simpson moved to send the new water management contract to Island H2O. Mr. Kelly seconded the motion. Motion passed unanimously.

The meeting adjourned at 9:15pm. The next regular board meeting is scheduled for February 12, 2019 at 7pm.

Submitted for approval by Ruby Hall.