**ROLLING HILLS-GLENCAIRN**

**BOARD MEETING MINUTES**

**November 12, 2019 @ 7:00 pm**

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

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

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

**Approval of Minutes—**

* Ms. Parvin moved to approve the minutes of the October 8, 2019 meeting. Mr. Otto seconded the motion. Motion passed unanimously. Minutes of October 8, 2019 board meeting are approved and entered into the association records.

**Water Report—**

* Unaccounted water for October was 20.17%, this includes a full system flush on October 10th.
* Island H2O water report was reviewed.
	+ 893 Sharon St., Sand complaint-possibly caused by improper flush in October.
	+ 1664 Allyson St., high chlorine reported-Chlorine was 1.84 ppm at H2O plant per Jon.
	+ Allyson St. & Donald Ave, a homeowner reported no water available at the fire hydrant. It was discovered when a fire truck tried to fill their water tank. The foot valve was turned off per Jon. It has been turned back on.
* Annual generator maintenance complete (diesel is good, oil changed & fuel filters replaced).
* Water Service was revoked at 1624 Allyson St. (Vignjevic Foreclosure) on 10/17/2019. Water billing has been suspended until full payment plus $5000.00 reconnection fee is paid. Dues and Assessments continue to accrue monthly.

**Bookkeeper/Office Report—**

* October 2019 preliminary financial reports were reviewed.
* Member, J.R. O’Riley offered $3000 for lot 26-2, Block1, on Riepma Ave. The board agreed an offer won’t be considered until the houses he currently owns are completed. They are in violation of RHGC’s bylaws. A letter stating this from the board will be mailed to him.
* Review Audit results:
* Carryover depreciation from 1996 has been used up. $5,169.00 was paid in corporate taxes and $175 in penalties FYE June 30, 2019.
* Quarterly Federal tax withholding of $1300.00 begins with the 3rd quarter 2019. This year’s estimated tax burden is not planned for in the current budget.
* A new bank account is needed for 2018 and 2019 Water Assessment funds. Due to IRS regulations, assessed amounts that are allocated for capital project expenses must be kept in a separate account until the project’s completion. (Cycle Stop & Filter Controller)
* Ms. Parvin moved that a new Heritage Bank Checking account be opened with the executive officers as signers. Mr. Kelly seconded the motion. Motion passed unanimously. As Treasurer, Mr. Kelly retains primary control of Rolling Hills Glencairn Community Service, Inc. funds. The new account will be opened with funds from the General Checking account ending in 8773. Total opening balance is $67,869.86 (allocation from Water Reserve funds). Current executive officers are: Mr. Eugene Hartman-President, Ms. Kathleen Parvin-Vice President, Mr. Chris Otto-Secretary, and Mr. Daniel Kelly-Treasurer.

**Grounds and Community Report—**

* The Bakke Estate property is cleaned up.
* Island County Code Enforcement Officer, John Brazier, followed up on recent board of trustee complaints. He visited several of the property owners and explained to them that they will be receiving clean up notices.
* No new complaints about the rooster on Donald Ave.
* Crime has been on the rise in recent weeks**.**
	+ On November 5th, a car’s gas tank was punctured in RHGC and gas stolen. A second one was punctured in Sierra the same night.
	+ A prowler was reported in a Riepma Ave. backyard on the night of November 11th.
	+ On Donald Ave., a midday break in occurred while the homeowner was home. A similar midday break in occurred in a nearby community.

**Dock/Pier Report—**

* The float was moved to Coupeville on October 24, 2019 by Island Dive Services. Cost was $326.10. The chains and conduit are stored in Coupeville Port’s fuel dock shack.
* The dock gate repair is scheduled for November 19th by The Fair Trade.

**Clubhouse/Pool Report—**

* The 1 remaining camera at the pool has been repaired following a pump room entry and vandalism.
* New cameras and security systems were discussed.
* Thom Lawless of Rapid Wi-Fi was contacted about reinstalling internet at the pool/clubhouse.
* Members have asked for internet service at the clubhouse.

**New Business—**

* Ms. Goeth is installing a neighborhood book library on her property.
* Reviewed other communities Covenants & Restrictions. Ms. Parvin will work on a proposal of amendments to our By-laws for the next board meeting.
* Purchase of the Bakke Estate property by RHGC was discussed.

The meeting adjourned at 9:00 pm. The December 10, 2019 meeting is cancelled. The next regular board meeting is scheduled for January 14, 2020 at 7pm.

Submitted for approval by Ruby Hall.

Approved by:

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Eugene J. Hartman, President