**ROLLING HILLS-GLENCAIRN**

**BOARD MEETING MINUTES**

**May 12, 2020 @ 7:00 pm**

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

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

**Also attending: Office Manager, Ruby Hall, Office Assistant, Becky Kelly and Brian Folkestad of The Fair Trade.**

**Approval of Minutes—**

* Mr. Kelly moved to approve the minutes of the April 14, 2020 meeting. Ms. Parvin seconded the motion. Motion passed unanimously. Minutes of the April 14, 2020 board meeting are approved and entered into the association records.

**Public Comment—**

* Ms. Hall relayed requests from 2 members.
  + Include a line item in the budget for a beach parking lot gate.
  + Approval of a lot combination even though paperwork was not submitted by the deadline. The board agreed to adhere to the bylaws timeline and not make an exception.

**Water Report—**

* Unaccounted water for April was 15.84%. This includes the April 24th full system flush.
* Reviewed Island H2O report for April.
* Parts are on order to repair the drainage valve to the small reservoir.
* Island Handyman Services, LLC removed the pressure tank at a cost of $7,908.24.
* Mr. Kelly moved to close the Heritage Bank Capital Projects account (ending in 6319) once final payments have cleared. Funds should be returned to Rolling Hills General Checking account (ending 8773) with allocation to water reserves. Mr. Otto seconded the motion. Motion passed unanimously. As Treasurer, Mr. Kelly retains primary control of Rolling Hills Glencairn Community Service, Inc. funds. Current executive officers are: Mr. Eugene Hartman-President, Ms. Kathleen Parvin-Vice President, Mr. Chris Otto-Secretary, and Mr. Daniel Kelly-Treasurer.
* Michael Pelzer will be rehired to paint equipment in the water plant.
* Mr. Breilein of Island H2O and Mr. Simpson are working on ideas to fix a leak in the water plant distribution line.

**Bookkeeper/Office Report—**

* April 2020 preliminary financial reports were reviewed.
* The annual newsletter including 2019 Consumer Confidence report, 2020-21 proposed budget, pool information, etc. was mailed to members May 5th.
* A notice cancelling the June 6th Annual Meeting will be posted on the clubhouse door and in the monthly newsletter.
* If full payment is not received by 5/15/2020, water service at 1110 Sidney St (Lot, 1, Block 10, Rolling Hills Division #1) will be revoked. Ms. Hall will have Mr. Cohen file the necessary paperwork on that day.
* The community website, rollinghillsglencairn.com is online.

**Grounds and Community Report—**

* Dogs must be under their owners’ control at all times. Complaints should be directed to the sheriff’s non-emergency number. The June newsletter will include this information.
* Tractor mowing of vacant lots is underway.

**Dock/Pier Report—**

* The float is scheduled to be returned May 15th.
* Annual pier inspection will be Thursday, June 4th at 9:00am and Friday, June 5th at 10:00 am.
* Ms. Parvin will provide photos of the original outflow diffuser foundation to Mr. Folkestad.
* Mr. Folkestad gave an estimate of $6,000-$6,500 plus tax for a 15’-16’ wide swinging gate for the beach parking lot. Ms. Parvin motioned to accept the estimate and begin the project. Mr. Otto seconded the motion. Motion passed unanimously. The Facility Reserve will fund this project.
* Locks for the gate were discussed.

**Clubhouse/Pool Report—**

* Internet is installed at the clubhouse. Cameras will be installed soon.
* Island County Health Dept. agrees that our plan for pool opening complies with social distancing guidelines & regulations.
* One of the pool attendants, Tucker Hall, will be responsible for pool reservations by phone/text.

The meeting adjourned at 8:05 pm. The next regular board meeting is scheduled for

June 9, 2020 at 7pm.

Submitted for approval by Ruby Hall.

Approved by:

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Eugene J. Hartman, President