**ROLLING HILLS-GLENCAIRN**

**BOARD MEETING MINUTES**

**October 13, 2020 @ 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, Bob Simpson and Dan Kelly. Absent: Carol Goeth and Frank Walls.**

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

**Approval of Minutes—**

* Mr. Kelly moved to approve minutes of the September 8, 2020 meeting. Mr. Simpson seconded the motion. Motion passed unanimously. Minutes of the September 8, 2020 board meeting are approved and entered into the association records.

**Public Comment—**

* The office has received complaints about unkempt lots on Donald Ave. and about multiple occupied RVs.

**Bookkeeper/Office Report—**

* Becky Kelly will retire as Office Assistant on October 31, 2020. Ms. Parvin moved to hire Netra Jadhav. Mr. Simpson seconded the motion. Motion passed unanimously.
* Discussed policies for properties with two residences. Island county ordinances need to be reviewed as well as considering nearby communities with similar policies.
* A letter regarding occupied recreational vehicles will be sent to all property owners. It will include the current Island County code.
* The ZOOM subscription will be cancelled and future board meetings will be held at the clubhouse using current social distancing guidelines.
* Reviewed September 2020 preliminary financial reports.
* Taxes for 2019-2020 were filed and the audit is complete.
* Ms. Parvin moved to approve Rolling Hills-Glencairn Policies and Procedures as written. Mr. Simpson seconded the motion. Motion passed unanimously.
* Ms. Hall’s Notary Public license is active.
* Proxy ballots for the 2019 Annual meeting minutes were mailed to the 22 households who attended the annual meeting. Fifteen members approved the minutes as written. Seven ballots were not returned. Mr. Simpson moved to accept the proxy vote majority and approve the 2019 Annual meeting minutes. Mr. Kelly seconded the motion. Motion passed unanimously. Minutes of the June 6, 2019 annual meeting are approved and entered into the association records.
* Ms. Goeth, Position #8, has resigned from the Board of Trustees. Her check signing privileges are terminated.

**Clubhouse/Pool Report—**

* Pool is closed for winter.
* Propane was refilled.

**Dock/Pier Report—**

* Gate will be programmed to remain locked from 10pm to 6am daily.

**Water Report—**

* Unaccounted water for September was 3.54%.
* Reviewed September 18th TTHM and HAA reports.
* Reviewed the September Island H2O water report.
* A full system flush is scheduled for October 22nd.
* Loss of water incident on October 5th occurred when Well #1 went offline causing reservoirs to drain. The issue was quickly fixed.
* Water main leak at 1691 Penn Cove Rd. was repaired October 7th. Repair of leak at 1615 Penn Cove Rd. is scheduled for October 14th. Leak repair at 1689 Glencairn Rd. is yet to be scheduled.
* Timely leak repair adjustment was made of $975.05 for 16,215 cf of water loss on Diane Ave.
* Generator was refilled with diesel by Skagit Farmers.
* Hydrants were replaced at Donald & Sidney and Mark & Riepma. Backfill still needs to be done. A third hydrant was purchased and will be held in reserve.
* Mr. Simpson has drafted water softener plans. He will give them to Wilson Engineering to submit to the state.

The meeting adjourned at 8:45pm. The next regular board meeting is scheduled for November 10, 2020 at 7pm at the clubhouse.

Submitted for approval by Ruby Hall.