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

**BOARD MEETING MINUTES**

**April 13, 2021**

**President, Gene Hartman called the meeting to order at 7:06 pm via Zoom**

**Board members attending: Eugene Hartman, Kathleen Parvin, Chris Otto, Frank Walls, Dan Kelly, and Steve Baker**

**Also attending: Office Manager, Ruby Hall, Office Assistant, Netra Jadhav, Sandra Bodamer from King Water, and three members**

**Approval of minutes**

* Ms. Parvin moved to approve minutes of the March 9, 2021 meeting. Mr. Otto seconded the motion. Motion passed unanimously. Minutes of the March 9, 2021 board meeting are approved and entered into the association records.

**New Business**

* Mr. Simpson resigned from the board of trustees, effective immediately.
* Mr. Armitage volunteered to serve on the board of trustees. Ms. Parvin motioned to appoint Mr. Armitage to Mr. Simpson’s position (#2) until the June 5, 202 election. Mr. Otto seconded the motion. Motion passed unanimously.
* As Treasurer, Mr. Dan Kelly has primary control of Rolling Hills Glencairn Community Service, Inc. funds. Mr. Kelly moved to revoke check signing privileges of former board member, Mr. Bob Simpson, from the Heritage Bank Checking account ending 8773 and USDA Restricted CD ending 918. Mr. Otto seconded the motion. The motion passed unanimously.

**Water Report**

* King Water Management bill for March 2021 was $4369.91, which includes monthly water testing, quarterly TTHM & HAA testing and the small reservoir drain & pressure wash.
* Unaccounted water for March was -8.5%. (possible backflow is causing the reverse readings)
* The March 2021 water report is on file in the office.
* Reviewed the quarterly TTHM (50.2/trigger 80 mcl) & HAA (36.3/trigger 60 mcl) results.
* An emergency water shut off on 3/12/21 occurred due to potassium permanganate in the backflow contaminating the reservoir. The small reservoir was drained and pressure washed.
* The Executive board met with King Water on 3/24/21 at the water plant. Complete re-engineering and replacement of the filtration system is needed. Estimated cost $250,000. Ms. Parvin and Ms. Hall will work with King Water to get a bid from local hydro engineers for the cost and timeline of the project.
* King Water would like to install a tank gauge on the outside of the large reservoir, it will cost approximately $700-800. Mr. Kelly motioned to approve the purchase of the tank gauge, Mr. Otto seconded the motion. Motion passed unanimously.
* The 2020 consumer confidence report (CCR) will be mailed with the annual newsletter.
* In preparation for the full system flush, the large reservoir will be cleaned on Thursday, April 15, 2021 from 9am-5pm. The community members were notified via robo-call, the webpage and on Facebook.
* The Full System Flush is scheduled for April 22 & 23 from 8am-5pm both days. A notification was given in the monthly newsletter and on the website. A reminder will be sent out the evening before via robo-call.
* Ms. Parvin followed up with the owners at 1609 Allyson St & 1118 Paul Ave regarding the sewer installation & backflow testing. Mr. Allen stated that photos were taken by the installer-Water & Waste Water Services. Ms. Parvin will continue to follow up. No response from Mr. Fisher.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed the March 2021 preliminary financial reports
* Reviewed the 2021-2022 Budget draft. After discussion, Mr. Kelly motioned to increase the dues by $10 per month, water by $15 per month and the clubhouse rental fee to $40 per day beginning July 2021. Mr. Hartman seconded the motion. Motion passed unanimously.
* A Community Homeowner survey was sent out with the April billing. Mr. Otto will compile the data.
* The June 5, 2021 annual meeting will be held outdoors due to COVID-19. Ms. Parvin will rent a tent for the event.

**Grounds and Community Report-**

* There are no roads in our community scheduled for repaving this summer.

**Clubhouse/Pool Report –**

* Ms. Hall’s CPO certification is renewed for another 5 years.
* The pool will be open Memorial Day weekend, May 29-31, then re-open for the summer, June 18th.
* The pool reservation schedule is in place allowing 1 family per hour with no guests outside their household. Adult swim will be up to 6 at a time.

**Dock/Pier Report -**

* The Fair Trade installed the gate and set the post. Reflector tape and no parking signs are on order. Keycards will be mailed in a separate mailing because of their bulk.
* The float will be returned shortly. Mr. Hartman will be in contact with Port of Coupeville
* Pier inspection is scheduled for end of June. We will ask the community for volunteers.

The meeting was adjourned at 9:28 pm. The next regular board meeting is May 11, 2021 at the clubhouse.

Submitted by Ruby Hall