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

**BOARD MEETING MINUTES**

**June 8, 2021**

**President, Eugene Hartman called the meeting to order at 7:10 pm**

This meeting, though previously cancelled was held per usual as there were pending issues.

**Board members attending: Eugene Hartman, Kathleen Parvin, Chris Otto, Frank Walls, Dan Kelly, Ian Armitage & Alexandria Johnson. Absent: Steve Baker**

**Also attending: Office Manager, Ruby Hall and three community members.**

**Approval of minutes**

* Mr. Kelly moved to approve minutes of the May 11, 2021 meeting. Ms. Parvin seconded the motion. Motion passed unanimously. Minutes of the May 11, 2021 board meeting are approved and entered into the association records.

**Public Comment**

* Mr. Ashley is waiting for a response from King Water for model and serial numbers for replacement parts in the water plant.
* By-laws notes received from Mr. Ashley.
* Mr. L. Hall does not approve of the expenses for the beach gate.
* Ms. T. Bradley is interested in serving on the board of trustees.

**New Business**

* Ms. Parvin moved to maintain Executive Board officers as currently held. Mr. Armitage seconded the motion. The motion passed unanimously.
  + - Mr. Eugene Hartman—President
    - Ms. Kathleen Parvin—Vice President
    - Mr. Dan Kelly—Treasurer
    - Mr. Chris Otto—Secretary
* Mr. Steve Baker resigned from the board of trustees, effective immediately.
* After discussion. Mr. Otto motioned to appoint Ms. Tahira Bradley to Mr. Baker’s position (#4) until the June 2023 elections. Ms. Parvin seconded the motion. Motion passed unanimously.
* As Treasurer, Mr. Dan Kelly has primary control of the Rolling Hills Glencairn Community Service, Inc. funds. Mr. Kelly moved to revoke check signing privileges of former board members, Mr. Bob Simpson, Ms. Carol Goeth & Mr. Steve Baker from the Heritage Bank Checking account ending 8773 and USDA Restricted CD ending 918. Ms. Parvin seconded the motion. The motion passed unanimously.
* Mr. Kelly moved to add check signing privileges for Mr. Ian Armitage, Ms. Alexandria Johnson & Ms. Tahira Bradley on the Heritage Bank checking account ending 8773 & CD account ending 918. Ms. Parvin seconded the motion. The motion passed unanimously.
* Current board members with check signing authority (Checking & CD) are as follows. RHGC policy maintains 2 signatures required on all checks.
* Mr. Eugene Hartman, President
* Ms. Kathleen Parvin, Vice President
* Mr. Daniel Kelly, Treasurer
* Mr. Chris Otto, Secretary
* Mr. Frank Walls, Trustee
* Mr. Ian Armitage, Trustee
* Ms. Alexandria Johnson, Trustee
* Ms. Tahira Bradley, Trustee

**Bookkeeper/Office Report – Ruby Hall**

* Robin Horngren, our auditor from Edwards & Associates is retiring due to ill health. Edwards and Associates will not be hiring a replacement. They will be unable to continue with our annual audit services. Larson Gross from Bellingham specializes in non-profit accounting. Ms. Parvin motioned to engage their services for a full audit and corporate tax filing for the fiscal year ending 2020-21.
* May 2021 preliminary financial reports were reviewed at the annual meeting.

**Water Report**

* Jeff Tasoff of Davido Engineering is working on the engineering of the water plant.
* WA State DOH Sanitary survey of the water system was May 26, 2021 with Mr. Bob James. Ms. Parvin, Ms. Hall & Steven of King Water Co. were in attendance.
* The current water hook-up fee was discussed. Actual installation costs are as high as the current connection fee. The fee has not been raised since 2005. Ms. Parvin motioned to raise the water hook up fee to $20,000.00 effective July 1, 2021. This fee includes the cost of connection to the main & installation of the meter box, meter and setter. Mr. Armitage seconded the motion. Motion passed.

**Grounds and Community Report**

* No Report.

**Clubhouse/Pool Report –**

* The pool opened Memorial Day weekend with no incidents. It will re-open for the summer on June 18, 2021.

**Dock/Pier Report -**

* The gate was damaged on May 13, 2021 between 8:00 and 8:20am. It was repeatedly rammed by a light blue truck with an open back. A report was made to the Island County Sheriff. Island County Sheriff Case is #21-I07546.
* An insurance claim for repairs could be made but will likely be rejected. The gate was not added to the policy as a new fixture and our deductible is $5000. The cost of repairs could make the necessity for a claim impractical. Mr. Otto will look into local welders that may be able to do the repair. Ms. Hall is looking into security options.
* The annual pier inspection will be Thursday & Friday, June 24 & 25, 2021, at 10am. Pizza & drinks will be provided. Community members will be invited to participate.

**Meeting adjourned at 9:04pm**

**The next regular board meeting is July 13, 2021**.

Submitted by Ruby Hall, Office Manager

Approved by Eugene Hartman, President

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