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

 **BOARD MEETING MINUTES**

**October 12, 2021**

**President Eugene Hartman called the meeting to order at 7:02 pm**

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

**Also attending: Office Manager, Ruby Hall, Office Assistant Netra Jadhav and Sandra Bodamer from King Water, and 2 community members.**

**Approval of minutes**

* Mr. Kelly moved to approve minutes of the September 14, 2021 meeting. Ms. Parvin seconded the motion. Motion passed unanimously. Minutes of the September 14, 2021 board meeting are approved and entered into the association records.

**Public Comment**

* Ms. Hamburg inquired about the necessity for a gate @ the beach and when it will be repaired.

**Bookkeeper/Office Report**

* Reviewed September 2021 preliminary financial reports
* The annual audit began mid-September.

**Water Report**

* SWSMP progress was reviewed.
* King Water bill for September is $5,310.95, which includes the management fee, full system flush and additional water testing as requested by Davido Engineering.
* King Water report for September 2021.
	+ The full system flush took 3 days to complete (September 22, 23 & 27 – cost $2304.44) There was not enough water in the reservoir to finish in two days. During the flush 2 valves in the field were found broken. 2 hydrants are also non-functioning.
	+ September 2021 water loss -78% (Sold more than produced) Davido suggested a possible cause being water meter failure in the field. Estimated cost to replace water meters is $100- 200. each. King Water suggested the turbine meters in the water plant might need to be cleaned or replaced. The board will request an estimate for cleaning the turbines.
* 1 water service is disconnected for non-payment as of October 4, 2021.
* Office staff delivered schematics of the water plant to Davido Engineering.

**Grounds and Community Report**

* Mr. Otto will deliver the gate to be repaired.
* Mr. Cohen responded to the board’s questions regarding adding CC & R’s to the by-laws. There is still some confusion. Ms. Parvin and Mr. Kelly will meet with Mr. Cohen in-person.
* The lights in the parking area of the water plant & the generator needs to be repaired or replaced.

**Clubhouse/Pool Report**

* Pool was winterized and is closed for the season
* Mr. Hartman and Ms. Hall cleaned the clubhouse roof and coated with sealant. The roof is in very bad shape. Ms. Johnson will gather bids.

**Dock/Pier Report**

* Island Dive returned the float to Port of Coupeville for winter storage on October 4, 2021

**New Business**

* Mr. Armitage resigned from the Board of Trustees (Position #2). He is moving.

Meeting adjourned at 8:31 pm.

**The next regular board meeting is November 9, 2021.**

Submitted by Ruby Hall, Office Manager