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

**BOARD MEETING MINUTES**

**JULY 12, 2022**

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

**Board members attending: Eugene Hartman, Kathleen Parvin, Dan Kelly, Chris Otto, Eric Bowden & Alexandria Johnson. Absent: Frank Walls and Austin Harris**

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

**Approval of Minutes**

* Ms. Parvin motioned to approve the minutes of the May 10, 2022 meeting. Mr. Kelly seconded the motion. Motion passed unanimously. Minutes of the May 10, 2022 board meeting are approved and entered into the association records.

**Public Comments**

* Mr. A asked if any replacement valves have been purchased. PVC valves have been installed.

**Water Report**

* King Water report for June 2022
  + The engineering plans to replace like for like was not approved by WA State DOH. New projected timeline for completion is May/June 2023
  + Voluntary PFOA/PFOS testing detected PHPA @ 6.19 mg/l. All other results were non-detected. WA State has not set guideline levels yet.
  + Well 4 (RHGC) - repair to begin within the week.

**Bookkeeper/ Office Report- Ruby Hall**

* Reviewed June 2022 preliminary financial reports
* Current Cash assets exceed the threshold for FDIC insurance at Heritage Bank.Ms. Parvin motioned to begin the process of dividing assets between Heritage Bank and Key Bank. Mr. Bowden seconded. Motion passed unanimously.
* Larson Gross CPA’s internal audit expenses exceeded revenue which means RHGC may be dropped. Ms. Hall will request a quote for a compilation audit.
* Voting Results
  + The 2022 By-Laws Amendment is ratified by 88 yes and 25 no votes. They will be signed, notarized and recorded on July 20, 2022.
  + The 2022-2023 budget was approved by 87 yes and 23 no votes.
  + Ms. Parvin and Mr. Otto will serve another 3 year term as Directors

**Grounds and Community Report**

* The first field mowing is done. Letters are being sent to occupied lots as needed.
* Doran Fence was asked to repair the Basketball court fence. Mr. Doran will also provide a bid to replace the entire fence as he recommended.
* A resident asked to set up a lemonade stand at the pool. Permission was denied due to liability and precedent.

**Pool/Clubhouse Report**

* The PH sensor will be replaced under warranty. The CAT 5000 is failing. The newer version (CAT5500) will cost approximately $6,400.
* Pam Jocelyn is interested in the pool operator position. Training to begin next week.
* Savage Roofing clubhouse bid is $75,840. Top Notch Roofing declined to bid.
* Michael Zimmerman is interested in submitting a 1/12 pitch metal roof bid.
* JVA will be asked to provide an additional bid with 1/12 pitch and metal roof option.

**Dock/Pier Report**

* The pier was inspected on June 15th & 16th. Some new deterioration was noted on piling 18W; pilings 4, 5, and 6 exhibit a brown spongy feel; piling 2W needs a patch.
* The Fair Trade has been asked to cut back brush at boat ramp.

**New Business**

* Mr. Kelly motioned to maintain Executive Board officers as currently held. Ms. Johnson seconded. The motion passed unanimously.
  + President – Eugene Hartman
  + Vice President – Kathleen Parvin
  + Treasurer – Dan Kelly
  + Secretary – Chris Otto
* As Treasurer, Mr. Kelly maintains primary control of the Rolling Hills Glencairn Community Service, Inc. funds. Ms. Parvin motioned to revoke check signing privileges of former board members Ms. Tahira Bradley and Mr. Ian Armitage from the Heritage Bank Checking account ending 8773 and USDA Restricted CD ending 918. Ms. Johnson seconded. Motion passed unanimously.
* Ms. Parvin motioned to add check signing privileges for Mr. Austin Harris and Mr. Eric Bowden on the Heritage Bank Checking account ending 8773 and USDA Restricted CD ending 918. Ms. Johnson seconded. 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, Director
* Ms. Alexandria Johnson, Director
* Mr. Austin Harris, Director
* Mr. Eric Bowden, Director

Meeting adjourned at 9:33 pm. The next regular board meeting is **August 9, 2022 at 7pm.**

Submitted for approval by Ruby Hall

Approved by Eugene Hartman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_