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

**BOARD MEETING MINUTES**

**April 9, 2024**

**Vice President, Kathleen Parvin called the meeting to order at 7:04 pm**

**Board members attending: Kathleen Parvin, Dan Kelly, Chris Otto, Carole Adsit, Laurie Johnson and Eric Bowden. Absent: Austin Harris and Gene Hartman.**

**Also attending: Office Manager Ruby Hall, Office Assistant Lisa Plumley, and 2 community members.**

**Approval of Minutes**

* Mr. Kelly motioned to approve the minutes of the March 12, 2024 board meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the March 12, 2024 board meeting are approved and entered into the association records.

**Public Comment**

* Board members reviewed two complaint investigation requests. Letters will be sent to the property owners, specifying the violation(s) and outlining the necessary corrective actions.

**Water Report**

* King Water Report March 2024
  + The filtration system is operational for iron and manganese removal only. Phosphates are shipping this week. Discussed the “method of measurement” (scales/sensors) before completing the switch to biological ammonia removal. Board members expressed concern that there was a change in plans delaying completion of filtration project. Mr. Otto to follow up with Kelly Evans for further discussion.
  + Reservoir cleaning was completed on March 26, 2024.
  + Full system flush is April 9, 11, and 12th as optional day if needed. First day of flushing was successful.
  + Work orders were sent to King Water for broken impeller-booster pump #2 repair, repair leak at 1699 Glencairn Rd. and install new water service at Lot 29-1, Block 2 RH #2.
  + A possible water main leak was found east of 1627 Penn Cove Rd. Leak has not been confirmed.
  + Ms. Hall made a request for the 2023 CCR from NW Natural Water to be received by April 10, 2024. However, as of now, no response has been received. Ms. Parvin will follow up with NW regarding the CCR, repairs and new water connection installation timeline.

**Dock/Pier Report**

* Gate and lock have been installed. The gate requires adjustment due to its current misalignment. Mr. Otto will address this matter.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed March 2024 preliminary financial reports.
* Reviewed the 2024-2025 proposed budget. After discussion, Mr. Bowden motioned to accept the budget as presented beginning July 2024. Mr. Kelly seconded the motion. Motion passed unanimously. The proposed budget will be mailed to the membership with the May 2024 billing for review and adoption at the June 1, 2024 annual meeting.
* Annual newsletter was reviewed and will be updated to reflect suggestions by board members.

**Clubhouse/Pool Report**

* Decks Fences and General Construction has completed work on the fence (cost $8377.60).
* Mr. Otto motioned to pay expense of $11,786.63 from the Community Reserve Fund for the pool fence replacement and clubhouse water main leak repair. Mr. Kelly seconded the motion. Motion passed unanimously.

**Grounds and Community Report**

* Ms. Hall requested that new sandwich boards be purchased for RHGC notifications.
* A new community entry sign design was discussed. A volunteer was requested to measure and research costs and report back with the findings. Ms. Parvin will reach out to a community member to gauge their interest.

**New Business**

* Ms. Parvin attended the Whidbey Island Water Systems Association (WIWSA) quarterly meeting held via Zoom on March 21, 2024. In attendance were several small water systems, NW Natural Water, Facet (formerly DCG/Watershed), and Alexis Medina of DOH. NW Natural Water discussed their transitioning of taking over King Water.
* A community member filed a complaint with Island County regarding the sandblasting of steel boats at property on Riepma Ave. Ms. Parvin will follow up with DOH to assess the environmental impact of this activity.

The meeting adjourned at 9:10 pm.

**The next regular board meeting is May 14, 2024.**

Submitted for approval by Ruby Hall