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

 **BOARD MEETING MINUTES**

**May 14, 2024**

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

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

**Also attending: Office Manager Ruby Hall, Office Assistant Lisa Plumley, Nik Fuller from King Water and 3 community members.**

**Approval of Minutes**

* Mr. Harris motioned to approve the minutes of the April 9, 2024 board meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the April 9, 2024 board meeting are approved and entered into the association records.

**Public Comment**

* Complaint investigations update
	+ Ms. Parvin reached out to Island County regarding the property at 1664 Stephen St. They are currently awaiting the resident’s compliance before taking any further action.
	+ 954 Riepma Ave – Letter mailed 4/16/2024; property has been mowed.
	+ 893 Riepma Ave – Letter mailed 5/14/2024.
* Mr. M asked about the monthly increase in water rates. Ms. Parvin clarified that our water system maintenance costs are projected to triple, and the increase is unavoidable.

**Water Report**

* Mr. Otto motioned to purchase and install 4 Mag meters to measure chemical usage in lieu of chemical feed scales. Cost $4,675.54 (pre-tax). Mr. Harris seconded the motion. Motion passed unanimously.
* Mag meters are electrically installed but not hydraulically plumbed. Must be complete before biologic aspect can be put online.
* King Water Report April 2024
	+ Aerator pumps (x4) and reservoir fan need to be replaced. King Water requests permission to proceed.
* Mr. Kelly motioned to purchase four aerator pumps ($250 ea.) and a reservoir fan ($2500) to replace non-operable pumps and fan. Mr. Otto seconded the motion. Motion carried unanimously.
	+ Permission was granted for a concrete base pad to be placed under booster pump #2 to prevent future damage.
	+ The leak at 1699 Glencairn Rd is currently scheduled for repair but is a low priority. The process is awaiting permits from Island County.
	+ No CCR as of 5/14/24, Ms. Parvin to follow up with Jessica at NW Natural Water.
	+ New water installation needed for Lot 29-1, Block 2 RH #2. Ms. Hall requested for install to be completed by Karl’s Site Development.
	+ Fee Schedule reviewed by Ms. Parvin. A baseline fee schedule and new contract with NW Natural Water will be available by October 2024.
	+ DOH and EPA require a survey for copper/lead classification on both sides of the meter for homes built prior to 1986 by Oct 2024. Ms. Hall will follow up with DOH.

**Bookkeeper/Office Report – Ruby Hall**

* Reviewed April 2024 preliminary financial reports.
* Budget & Ballot mailed 5/4/2024.
* Wave internet installed 5/7/2024.
* Lisa’s last day 7/31/24. Need to hire for her position.

**Clubhouse/Pool Report**

* The clubhouse thermostat was replaced 5/7/2024. Additionally, the pool heat pumps were turned on and verified to be in working order.
* Pool opening is in progress. Mr. Blando was hired to help with the opening.
* One lifeguard to be hired.

**Dock/Pier Report**

* Gate is installed. Mr. Otto will address adjustment needs.
* Float to be returned 5/15/24. The ramp will be lowered Saturday, May 18 at 4pm, subject to favorable weather conditions and tide levels.

**Grounds and Community Report**

* Entry signs – Ms. Parvin to follow-up

**New Business:**

* Annual meeting minutes reviewed.
* Annual meeting planning
	+ Lisa – BBQ grill
	+ Gene – Pot
	+ Chris – Cooler
	+ Ruby- food, tongs, and tablecloths

The board meeting on June 11, 2024, will be cancelled. Next meeting will be on **July 9, 2024.**

The meeting adjourned at 8:30 pm.

Submitted for approval by Ruby Hall