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

 **BOARD MEETING MINUTES**

**July 9, 2024**

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

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

**Also attending: Office Assistant Lisa Plumley, Office Assistant Chris Karr and 4 community members.**

**Approval of Minutes**

* Mr. Kelly motioned to approve the minutes of the May 9, 2024, board meeting. Ms. Johnson seconded the motion. Motion passed unanimously. Minutes of the May 9, 2024, board meeting are approved and entered into the association records.
* The June 2024 monthly board meeting was cancelled.

**Public Comment**

* Complaint investigations
	+ 1664 Stephen St – no update.
	+ 988 Carl – dog barking complaint letter mailed 6/20/24.
	+ 1115 Sidney St – mowing complaint letter mailed on 5/23/24; member has failed to comply & blocked entrance onto their property. An additional letter will be issued with a deadline of 7/23/24 for mowing.
	+ 893 Riepma Ave – Letter mailed 5/14/2024. Property was mowed by the owner.
* A request to paint the large reservoir with a landscape has been proposed by a community member. Cost and upkeep were discussed.
* A complaint of a sulfur smell in the water at a Riepma Ave residence
* Ms. Dwight expressed concerns about the information provided in the recent CCR. Ms. Parvin agreed and would consider asking for a revision.

**Water Report**

* 2023 Compliance violations for Nitrate, DBP, Copper/Lead were due to lack of testing by KW.
* King Water Report June 2024
	+ 4 aerator pumps and the reservoir fan need to be replaced. No update.
	+ Booster pump #2 is installed & functioning per Nik
	+ 1699 Glencairn Rd leak – no update from KW.
	+ Mag meters installed 5/15/24.
	+ Phosphate injectors were not brought online 6/4/24 as reported. Mr. Evans is scheduled to train Caleb this week and get them functioning.
	+ King Water requests replacement of a broken 2x6 on the platform to the chemical room. Mr. Otto volunteered to repair it.
* Board members are frustrated with King Water delays and lack of communication. Ms. Parvin will request a meeting with KW Management and Facet engineering to address our concerns.
* Water service installed @ 930 Shawn Ave by Karl’s. Cost of $4900 included a road bore.
* Mr. Otto motioned to purchase a radiator for the generator and have it installed by Jerry Beck & Co. Cost is approximately $2500 with a 2–4week lead time. Installation is additional. Ms. Johnson seconded the motion. Motion carried unanimously.
* Additionally, when JBC inspected generator, the check engine light was on. A faulty switch was found. It will be replaced when replacing the radiator.
* June 20th Quarterly WIWSA report
	+ EPA requires a survey for copper/lead classification on both sides of the meter by Oct 2024
	+ Data search required to determine the year homes were built
	+ 20% of unknowns must be verified.
	+ Due October 16, 2024
	+ Ms. Hall is working on this project

**Bookkeeper/Office Report**

* Reviewed June 2024 preliminary financial reports.
* CCR mailed to members 6/4/24.
* Larson Gross Audit Engagement letter was signed.
* Voting results for 2024-25 budget; 65 yes, 11 no.
* Trustee vote results were Ms. Adsit-63 votes, Ms. Johnson-61 votes, Mr. Harris-60 votes.
* Christina Karr was hired as office assistant.
* Mr. Otto motioned to pay 2nd quarter Filtration expenses from the Water Reserve Fund. Mr. Kelly seconded the motion. Motion passed unanimously

**Clubhouse/Pool Report**

* Four lifeguards were hired for season.

**Dock/Pier Report**

* There is continued deterioration of pilings. The top side needs some repair & replacement.
* Dumped vehicle towed from basketball court by Anacortes A-1 Towing.
* Additional “No Parking” signs are needed on the roadside at beach gate.

**Grounds and Community Report**

* Ms. Parvin is still looking into entry signs.

**New Business:**

* Ms. Johnson motioned to maintain Executive Board officers as currently held. Mr. Bowden seconded. The motion passed unanimously as stands.
	+ President – Eugene Hartman
	+ Vice President – Kathleen Parvin
	+ Treasurer – Dan Kelly
	+ Secretary – Chris Otto
	+ Directors – Carole Adsit, Eric Bowden, Austin Harris, and Laurie Johnson
* As Treasurer, Mr. Kelly maintains primary control of the Rolling Hills Glencairn Community Service, Inc. funds. Mr. Otto motioned to revoke check signing privileges of former board members Ms. Alexandria Johnson and Mr. Frank Walls from the Heritage Bank Checking account ending 8773 and USDA Restricted CD ending 918. Ms. Carole Adsit and Ms. Laurie Johnson will be added as signatories to these accounts, including all officers & directors listed above. Ms. Parvin seconded the motion. Motion passed unanimously.
* Ms. Parvin tasked the board to review the annual meeting minutes at home & address at the next meeting.
* Ms. Whan requested she be allowed to combine lots with RHGC only and not Island County due to the cost of County requirements. Ms. Hall will send RHGC lot combination requirements and application to Ms. Whan.

The next board meeting will be on **August 13, 2024.**

The meeting adjourned at 8:34 pm.

Submitted for approval by Ruby Hall. Approved by Eugene Hartman.