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

**BOARD MEETING MINUTES**

**February 11, 2025**

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

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

**Also attending: Office Manager Ruby Hall, Office Assistant Chris Karr, Water Manager Paul Vinsant and 2 community members.**

**Approval of Minutes**

* Ms. Johnson motioned to approve the minutes of the January 11, 2025, board meeting. Mr. Bowden seconded the motion. Motion passed unanimously. Minutes of the January 11, 2025, board meeting are approved and entered into the association records.
* Ms. Johnson motioned to approve the minutes of the Executive Board Meetings from January 21, 2025 and February 2, 2025. Mr. Kelly seconded the motion. Minutes of the January 21, 2025 and February 2, 2025 meetings are approved and entered into the association records.

**Public Comments**

* Mr. P is interested in purchasing RHGC-owned Lot 26-2, Block 1, RH Division #1. Mr. Otto will negotiate on the board’s behalf and report back.

**Water Report**

* Department of Health (DOH) was notified of Water Management change 2/4/25.
* Received DOH compliance violation for the missing September 2024 Bacteria sample. The required notification to the membership will be included in the 2024 CCR.
* Kelly Evans (Facet) met with Paul V (manager) and Jesse L (operator) to review water processes and testing requirements on 2/3/25.
* Oak Harbor Water Management Report-Paul Vinsant.
  + Chemicals and testing supplies will be purchased directly.
  + Projects over $500 require board approval.
  + Cameras were recommended for the water plant.
* Reviewed Oak Harbor Water Management contract.
* ATEC no longer does pilot studies. Facet Engineering has taken over this service locally.
* Trico Heating is scheduled to install the Plastec fan on the reservoir on Feb 20, 2025.
* Svend Svendsen of Automation Electric Controls is updating firmware & finalizing control systems. No billing has been done for this entire project.

**Bookkeeper/Office Report**

* Review January 2025 preliminary financial reports.
* Mr. Kelly renewed the Key Bank CD at 4% through August 25, 2025, with all rollover funds. The Key Bank Interest checking account changed to non-interest bearing to receive a better CD rate.
* 1120 Corporate Taxes filed on 2/11/25. Balance due $1451.Reviewed FYE 2024 Financial Statements.
* Larson Gross will be invoicing from 2 companies: LG Assurance (Audit) and LG Advisors (taxes).
* Our insurance provider will be changed from Porter Whidbey (Freeland) to The Leavitt Group (Oak Harbor) prior to renewal.
* A lien on 1142 Donald Ave will be filed on 2/15/25 if payment is not received.

**Pool/Clubhouse Report**

* Reviewed septic inspection quotes.

**Dock/Pier Report**

* Mr. Otto motioned to hire Decks Fences and General Construction to add boulders along the grass edge to help keep vehicles from parking roadside, in addition to “No Parking” signs. Mr. Kelly seconded the motion. The Board approved.

**Grounds and Community Report**

* The basketball hoop has been repaired. Thanks to the community members who assisted.

Meeting adjourned at 9:50 pm.

The next regular board meeting is **March 11, 2025.**

Submitted for approval by Ruby Hall