

**ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.**  
**BOARD MEETING MINUTES**  
**April 8, 2025**

**Vice President, Kathleen Parvin called the meeting to order at 7:08 pm**

**Board members attending: Kathleen Parvin, Dan Kelly, Eric Bowden, Austin Harris, Carole Adsit & Eugene Hartman. Absent: Chris Otto & Laurie Johnson. Also attending: Office Manager, Ruby Hall, Office Assistant, Chris Karr & Water Manager, Paul Vinsant.**

**Approval of Minutes**

- Ms. Adsit moved to approve the minutes of the March 8, 2025, board meeting. Mr. Bowden seconded the motion. Motion passed unanimously. Minutes of the March 8, 2025 board meeting are approved and entered into the association records.

**Public Comment**

- Mr. Patton inquired about improving the community baseball field. He expressed interest in volunteering and will present his ideas at the May meeting.

**Water Report**

- Oak Harbor Water Management Report-Paul Vinsant
  - Reviewed the March 2025 operating data and chlorination report.
  - Installed pex piping with a shut off for refilling the pot perm tank.
  - Stabilized the chemical injector pumps on the vat tanks.
  - Reviewed emails from Mr. Evans (Facet Engineering).
  - Remote access to the water system data (PLC) is online but is not accessible to Mr. V.
  - Flush Scheduled for April 22nd & 24th.
  - The CCR is in progress.
- A trash sump pump, 2" hose & power cord will be purchased for the water plant.
- Review Automation Electric Controls (AEC) billing for PLC programming.
- WIWSHA report

**Bookkeeper/Office Report –**

- Reviewed the March 2025 preliminary financial reports.
- Purchased a United F100 folding machine.
- Reviewed the 2025-26 proposed budget. After discussion, Mr. Bowden motioned to accept the budget as presented beginning July 2025. Mr. Harris seconded the motion. Motion passed unanimously. The proposed budget will be mailed to the membership with the May 2025 billing for review and adoption at the June 7, 2025 annual meeting
- The annual newsletter was reviewed.
- Mr. Otto & Ms. Parvin have volunteered to serve another 3-year term if elected.

**Clubhouse/Pool Report**

- The septic inspection was completed on March 11th and passed. It is recommended to install a riser for improved access and maintenance.
- Replaced the exhaust fan motor & belt at pool pump room on March 25, 2025 by Trico Heating.

- Whatcom County Pool Operator Class in Bellingham, April 15th. Ms. Bowden will attend with Ms. Hall.

**Dock/Pier Report**

- Boulders are scheduled for installation soon.
- Insurance inspection of the pier took place on April 8, 2025.
- Bowden Brothers will clean the pier pilings on May 26 & 27.
- Pier Inspection is scheduled for May 28 & 29.

**Grounds and Community Report**

- Review of Island County RV policy.

**The next regular board meeting is May 13, 2025**

Submitted for approval by Ruby Hall