

ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.
BOARD MEETING MINUTES
March 11, 2025

Vice President, Kathleen Parvin called the meeting to order at 7:05 pm

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

Approval of Minutes

- Mr. Bowden motioned to approve the minutes of the February 11, 2025, board meeting. Mr. Otto seconded the motion. Motion passed unanimously. Minutes of February 11, 2025, board meeting are approved and entered into the association records.

Public Comment

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Water Report - Oak Harbor Water Management Report- Paul Vinsant

- Testing data sent to Kelly Evans
- Requested Potassium Permanganate instruction requested
- Remote online access to water system data is now available.
- Some of the digital meters are not working or are not online.
- Oak Harbor Water Management Contract was signed. Ms. Hall will file with DOH.
- Water Facility Inventory (WFI) updated with a request to correct the Well ID's: previously unaddressed by KW as reported.
- Plastec fan installed on Feb 20, 2025. Cost \$6800. This includes replacement of the 3 bubbler pumps.

Bookkeeper/Office Report –

- Reviewed February 2025 preliminary financial reports.
- Ms. Parvin & Mr. Kelly opened a second (CD XX1055) at Key Bank with \$100,000 from the Community Reserve on 2/14/25.
- Timely leak repair adjustment given to 1624 Penn Cove Rd for \$541.82.
- A folding machine will be purchased for the office.
- No lien filed at 1142 Donald Ave. It “would not benefit us” per Mr. Cohen our attorney.

Clubhouse/Pool Report

- Septic Inspection 3/11/25 by South Island Pumping.
- Trico to replace exhaust fan motor & belt at pool pump room. Estimate \$788.80

Dock/Pier Report

- Boulders are to be installed to discourage roadside parking.
- Ms. Parvin will reach out to Ashton Engineering to begin Piling Replacement Engineering at the pier.

Grounds and Community Report

- No RHGC Community roadwork on the Island County maintenance schedule for 2025.
- The interested party has decided not to proceed with the purchase of Lot 26-2, Block 1.
- Ms. Parvin will report 1078 Paul Ave to Island County DOH and Code Enforcement.

New Business

- Discussed 2025-26 budget.

Closed Session during the regular meeting beginning at 8:30pm.

- The session began at 8:30pm to review payroll. Raises were given to office staff beginning March 1, 2025, and July 1, 2025.
- Meter reading rates were raised to \$1.75 per meter.
- Lifeguard pay rates will be determined at hiring based on experience and within the pool budget.

Meeting adjourned at 9:00pm.

The next regular board meeting is **April 8, 2025**

Submitted for approval by Ruby Hall