

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

Vice President, Kathleen Parvin called the meeting to order at 7:00 pm.

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

Also attending: Office Manager, Ruby Hall, Office Assistant, Jaime Otto, and Water Manager, Paul Vinsant.

Approval of Minutes

Ms. Johnson moved to approve the minutes of the October 14, 2025, board meeting. Mr. Harris seconded the motion. Motion passed unanimously. The October 24, 2025 board meeting minutes are approved and entered into the association records.

Public Comment

- Mrs. M has asked to use the office as a collection point for a local food drive. Approved.

Water Report

- Oak Harbor Water Management Report-Paul Vinsant
 - Reviewed October 2025 operating data and chlorination report.
 - 21 locates in September (mostly Comcast).
 - Ms. Hall will order a repair kit for Hydrant #1.
 - Full system flush completed on 10/14 & 10/16. There were no issues.
 - Ms. Parvin attended a class on updating an SWSMP's (Small Water System Management Plan)
- Mr. V will install a new re-setter at 1142 Donald Ave.
- Mr. Otto & Ms. Parvin will reach out to Facet Engineering for an update on contract finalization.

Bookkeeper/Office Report

- Reviewed October 2025 preliminary financial reports.
- 2024-2025 Audit is underway.
- Mr. Otto will continue to research attorneys that work with HOA's.
- An additional USDA loan payment was discussed and tabled, to be revisited during the March budget discussions.

Clubhouse/Pool Report

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Dock/Pier Report

- Gate lock mechanism will be installed soon.
- The float was moved to Coupeville for winter storage on October 21st.
- Ms. Parvin will look into recommended maintenance for steel pilings.

Grounds and Community Report

- Mr. Bowden is compiling a list of community facility repairs needed as part of the reserve study.
- Ms. Hall will schedule AA Electric to repair the basketball court light.

The December 2025 board meeting is cancelled. The next regular board meeting will be on **January 13, 2026.**

The meeting adjourned at 8:11 pm.

Submitted for approval by Ruby Hall