

ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.
BOARD MEETING MINUTES
May 12, 2026

Vice President, Kathleen Parvin called the meeting to order at 7:06 pm.

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

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

Approval of Minutes

- Mr. Hartman motioned to approve the minutes of the April 14, 2026 board meeting. Mr. Bowden seconded the motion. Motion passed unanimously. Minutes of the April 14, 2026 board meeting are approved and entered into the association records.

Public Comment

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Water Report - Oak Harbor Water Management

- Reviewed April 2026 operating data & chlorination report.
- April water loss 5.5%
- Hydrant #22 failed during the flush. Cause is being investigated.
- The full system flush was completed on April 21–22 with no community complaints. The flush log is under review.
- Hydrant #22 did not operate during the flush and requires further investigation.
- There was no significant improvement in the THM and HAA results from the tests conducted immediately after the full system flush.
- 2025 CCR was mailed 5/4/26

Bookkeeper/Office Report

- Reviewed the April 2026 preliminary financial reports.
- The 2023 Form 941 discrepancy has been resolved. San Angelo Tax & Resolution's fee was \$100.
- Mr. Otto motioned to accept the WUCOIA amendment resolution as amended by CSD Attorneys. Mr. Kelly seconded the motion. The motion passed unanimously.
- Mr. Harris motioned to send the 30-Day Water Forfeiture Notice to 1078 Paul Ave and to the adjacent vacant lot. Mr. Bowden seconded the motion, and it passed.

Dock/Pier Report

- The float was returned to the pier on May 11th and the ramp was lowered on May 16th.
- The pilings were cleaned on May 28th & 29th.
- The pier inspection is scheduled for June 13th.

Clubhouse/Pool Report

- One lifeguard is needed for this summer.
- Pool needs to be painted this fall.
- Pool steps will be ordered for limited mobility access to the pool.

Grounds and Community Report

- Ms. Parvin reached out to Island County Code Enforcement regarding ongoing nuisance conditions at several residences with no return response. She will submit a planning violation request for the properties at 1078 Paul Avenue.
- The community will no longer install water service on vacant lots. Mr. Otto motioned to update the current Water Service Application to reflect this change. Mr. Kelly seconded the motion. The motion passed unanimously.

- Reviewed the April 2026 Facilities Manager Report.
 - The chemical room roof and wall replacement was completed, with the expenses to be paid from the regular budget.
 - A new riser & lid will be installed on the clubhouse septic tank.

New Business:

- Ms. Leger shared concerns with the sandblasting occurring on a vacant lot on Riepma Avenue.
- Annual meeting assignments were made: Ms. Hall will bring grilling supplies and food; Ms. Parvin will bring a pot and the PowerPoint presentation; Mr. Otto will set up chairs and bring a cooler.

Meeting adjourned at 8:48 pm.

The board meeting on June 9, 2026, will be cancelled. The next meeting will be on **July 14, 2026.**

Submitted for approval by Ruby Hall