

Carlin Bay Property Owners Association, Inc.
c/o SENTRY MANAGEMENT
1110 Park Place, Suite 101
Coeur d'Alene, Idaho 83814
admin@cbpoa.info

August 6, 2021

Dear Carlin Bay Property Owner,

We are pleased to announce that the 2021 Annual General Meeting (AGM) will be held on Saturday, September 4th, 2021, starting promptly at 9:00 AM. Registration will open at 8:30 AM. The meeting will be held at East Side Fire District, Station #2, 20338 S. Hwy 97, Harrison, ID 83833 (across from Arrow Point). We will be meeting in the large garage area. Water will be served to all attendees.

There are two (2) vacancies to be filled this year, both are 3-year terms. Currently, David Henderson and Duane Shreve have completed their first 3-year terms. David would like to renew his second 3-year term and Duane will be stepping down and not continuing on the board. You will receive an election packet when you arrive at the AGM that will include information about the nominees and information about the election process. Ballots will be passed out to each member present as well as to proxy holders at the AGM in keeping with the CC&R's and Standing Rules. If you are interested in serving on the Board of Directors for a 3-year term, please complete the attached sheet, and submit it to the Board within a week of the meeting.

There were no write-in motions from the membership this year and the BOD will not present any motions either.

A proxy form is enclosed if you would like to have someone else vote for you or if you cannot attend the AGM but still wish to be represented at the meeting. A proxy is also good for any floor motions or nominations that may arise at the meeting. You may also assign your Proxy to the Board and they will vote on your behalf.

Items enclosed with this AGM packet include:

1. This welcome letter
2. The *Proposed Agenda* for the meeting.
3. The *Standing Rules* for the meeting. It's important that you read these carefully as they reflect a change in voting procedures enacted at a previous membership meeting for the action items.
4. A *Proxy Form* to be used if you will not be at the meeting and want your voice heard and vote recorded at the meeting.
5. The Board of Director's report and other leadership reports.
6. Marina Vessel Information Sheet
7. A self-addressed envelope for the return of proxies.

CBPOA Board of Directors:

David Henderson, President

Glen Drake, Secretary

Ernie Dorow, Member at large

Duane Shreve, Vice-President

Joan Noel, Treasurer

Please feel free to send us an email at admin@cbpoa.info with your questions or concerns. If you would like a return phone call, let us know your phone number and someone will call you. Thanks!

CARLIN BAY PROPERTY OWNERS ASSOCIATION
2021 ANNUAL GENERAL MEETING
September 4, 2021
9:00 AM
East Side Fire District, Station #2
PROPOSED AGENDA

- 1 **Call to Order** Meeting is called to order with summary comments by President, David Henderson.
- 2 **Introductions** – Board members, Committee members, SENTRY MANAGEMENT representative(s), etc.
- 4 **Adopt Agenda & Standing Rules**
Proposed Agenda and Standing Rules will be handed out at the welcome desk upon sign-in
Membership will vote with red or green cards
- 5 **Annual Reports**– Annual Reports were mailed out prior to the AGM. There will be time for questions and answers regarding each report.
- 6 **Election of Officers**, see election packet (two Board positions up for election)
Nomination(s) from the floor.
- 7 **Review:**
 - a. New Water Plant Project
 - b. Waste Water Generators
 - c. Water Loan
 - d. Generators for Water System
 - e. Storage Lot
- 8 **Motions from the floor** – (See the procedure described in the Standing Rules).
- 9 **Members’ open forum**
- 10 **Adjournment**

We will have 1 break throughout the morning.

All votes will be counted by SENTRY MANAGEMENT (see the procedure described in the Standing Rules).

CARLIN BAY PROPERTY OWNERS ASSOCIATION

STANDING RULES
for
Annual General Meeting
September 04,2021

Voting Representation

Consistent with the Bylaws and CC&R's, members in good standing may choose to be present or to be represented by a designated proxy at the meeting. Members in good standing may designate the Board of Directors or a person of their choosing to speak for them and/or cast their votes at the meeting. All proxies must be designated by filling out and signing the Proxy Form provided for that purpose by the submission deadline.

Ballots will be distributed to eligible voters at the meeting. No mail-in or absentee ballots will be accepted.

Quorum

In keeping with Idaho Statue and consistent with CBPOA documents, a minimum of 10% of the eligible votes must be represented in person or by proxy in order to do business.

Also, in keeping with Idaho Statue and consistent with CBPOA documents, unless one-third (1/3) or more of the voting power is present in person or by proxy, the only matters that may be voted upon at a meeting of members are those matters that are described in the meeting notice.

Motions Mailed to the Membership

Motions presented by the Board of Directors or a member of CBPOA were mailed to all members in good standing for their consideration.

Motions cannot be amended at the meeting unless the 1/3 rule above is met.

The author of the motion will have up to three (3) minutes to present their motion.

Up to five (5) minutes will be allocated for debate. Debate may be extended up to two additional five (5) minute periods if the body so chooses.

Voting will take place either in person or by proxy at the meeting.

SENTRY MANAGEMENT will count votes after the meeting and they will report the results.

New Motions Offered at the Meeting

Motions may be proposed and seconded at the meeting but cannot be acted upon unless the 1/3 rule above is met.

The author of the motion will have up to three (3) minutes to present their motion.

Up to five (5) minutes will be allocated for debate. Debate may be extended up to two additional five (5) minute periods if the body so chooses.

Voting, if allowed under the 1/3 rule, will take place either in person or by proxy at the meeting. If voting is disallowed at the meeting, balloting will take place by mail.

SENTRY MANAGEMENT will count votes after the meeting and they will report the results.

All new motions must be vetted and certified by the Association attorney before being declared a valid vote.

Parliamentary Authority

Robert's Rules of Order, Newly Revised, will be the parliamentary authority for the meeting.

2/3 positive vote required to pass (financial expenditure)

Carlin Bay Property Owners Association

**Annual General Meeting
September 4, 2021**

PROXY FORM

I/we, the undersigned, being the legal owner(s) of a lot or lots in Carlin Bay Property Owners Association and a member or members of Carlin Bay Property Owners Association, Inc., an Idaho non-profit corporation, do hereby constitute and appoint:

(please print)

Appointee may be the Board of Directors **OR** a person **who will be present** at the meeting. If there is no person indicated in the line above, the proxy will be exercised by the Board of Directors.

Agent for me/us, and in my/our name, place and stead, to vote as my/our proxy at the Annual General Meeting of the members to be held on September 4, 2021. Unless sooner revoked, this proxy provides full power to cast the vote(s) that my/our membership would entitle me/us to cast if I/we were personally present, and to further authorize said proxy designee to act for me/us and in my/our name and stead as fully as I/we could act if I/we were present, giving to my/our proxy full power of substitution and revocation. I understand this form must arrive at the Association Services, Inc. offices by Wednesday, September 1, 2021 in order to be valid.

IN WITNESS WHEREOF, I/we have executed this proxy on the _____ day of _____, 2021.

Member Name(s) - please print clearly

Member signature(s)

Note: Each owner is allowed one vote per each assessed property.

Place Label Here

You can mail (self-addressed envelope), email or fax your proxy/motion to:

CBPOA, C/O SENTRY MANAGEMENT
1110 Park Place, #101
Coeur d'Alene, ID 83814
Fax 208-676-8603
admin@cbpoa.info

These leadership reports are offered to let the CBPOA membership know about various aspects of our community life. There will be an opportunity for questions and comments during the AGM.



BOARD OF DIRECTORS REPORT
2021 AGM

This past year has been full of many important issues for the Board of Directors and Carlin Bay Property Owners Association.

The old wastewater lagoon loan closed at the end of 2020 and we have begun making payments.

The Lodge at Carlin Bay has not made much progress as of now. We recently sent CBSA the paperwork that was needed for the additional EDU's for the Lodge for their system. We are still in the process of completing our agreement with the lodge itself and will do so when they have time.

The last year has been a very busy year for our community as active buying/selling/building. The Architectural Committee and the board has had a large number of lots/homes bought and sold and many plans to approve. There are many properties in various stages of planning. We are in need of help on this committee.

The boat/RV storage area for our community is currently on hold due to Kootenai requiring fencing which is an added expense we were not expecting.

The new water plant, pumps and piping is moving forward. With the effects of COVID on construction companies and the increased building in our county, it is very difficult to hire companies needed for the work.

The roads in our community are in need of much work. There are many potholes in many of our roads. We have done some additional repairs toward the top of Edgewater as it has deteriorated greatly. The board approved putting down some oil for dust on Edgewater and on Hanson with funds from some owners on Hanson. One member paid to oil the road along the airstrip. We are not going to look to the membership for major road work funds at this AGM. We have decided to wait till the water plant project is complete in their new pipe laying construction to then come back to this issue at that time.

We are blessed to live in a wonderful community here in Carlin Bay. Over the years, a deep sense of community and caring has been built. Even though we experience growing pains and challenges, things are going well. We on the board feel a great sense of pleasure serving you!



Roads Committee Report
2021 AGM

The Road Committee has installed some new signs for the entrances stating, "No large equipment on our roads from February through April." Small repairs (including the minor work done on

Edgewater) will continue to be completed on our roads as we can. Major road work is in our future, we will be looking at fixing all our roads after the Water Plant work is completed.



Marina Committee Report 2021 AGM

Our Carlin Bay Marina continues to be one of our greatest assets and is the envy of many residents throughout the entire Coeur D'Alene area. Residents were faithful this past year in getting all of their vessel information completed including the appropriate lease agreements and proof of insurance. Our Clean-Up event on Saturday, June 5th was a huge success with the help of many residents who scrubbed the docks, cleaned the beaches and secured some of the pylons. The Appetizer fest is scheduled for September 4th, after the Association General Membership meeting beginning at 3:00 pm. The Appetizer fest always brings out the residents and we are thankful for the Johnston's in providing live music to entertain us last summer. Please bring an appetizer to share and join in the fun.

Many thanks to all on the Marina Committee and particularly to Steve McLain for updating most of the photocells in the "aliens" to keep our marina well lit.

New Equipment: If you want to install lock boxes, overhead tarps, or bumper wheels on your slips, please call Steve McLain at 951-595-0796 or Susie Banks at 208- 699-9350 (cell) to make arrangements to get them in accordance with the consistent standards that have been established.

Leasing slips: Many home-owners who have a slip have called to inquire if there are any current CBPOA members who would like to lease their slips. The Board would like members to lease first to other members of the association before leasing their slips to non-members outside of the association. You can use the Classified section of the CBPOA website to advertise your interest in leasing a slip out to someone, or if you would like a slip. A formal rental agreement can be found on the web site and sent to Susie Banks at her email: susie57banks@gmail.com

New Paperwork: In order to make sure that we know which vessels are using the assigned slips, we are asking all members to complete the attached form. Vessel owners must also provide proof of insurance. This will make sure that boats are properly registered (and safety inspected) and that we know what vessels should and should not be there. Please pay attention to the policies that are posted on the bulletin board and feel free to redirect people who might be using our Marina that are not in our association.

Code Change: The Marina codes have been changed to "8642". That includes the parking lot gate, the door to the docks, and the utility cart.

Committee Members: Please give a special shout out to your committee members: Glen Drake, Steve McLain, Dave and Susie Banks, Tamara Drake, Robert Johnston, Kevin Cozad, Jerry Card, Mark Bettis and Karen O'Donnell



Architectural Committee Report
2021 AGM

Hello Neighbors,

Here is an update on the building and development progress I our community. We have had a lot of activity this year. Thank you to all who have followed the “Before You Build” document on CPBOA.info. It helps reduce confusion and gets us all moving in the same direction.

New Builds:

Baxter: Hanson Road- Home-in progress

Becks: Hanson Road- Home-in progress

Tim Dohnansky: Hanson Road- Home-in progress

Campbell: Parker Road-Pole Barn - House Plans in progress of approval

Hall: Carlin Bay Road- Home build in progress

Triano: Ridgeview Drive- Home build in progress

Planning and Design Stage: Homes: 3 in progress, 2 postponed until later

Projects: Completed: Outbuildings, driveways, paint/aesthetic changes, etc.-6

Please contact the ALRC to provide you with guidance for any building/project needs before you begin a project. Please see the “Before You Build” page on the CBPOA.info website. Communication is key to a smooth-running process.

If you would like to be involved in the direction of the community, please join our committee. Contact Lorraine Thiele @ (208) 691-2856

Thank You,

Your Architectural and Landscape Review Committee:

Lorraine Thiele, Amanda Rienhart, Tammy Sette and Cathy Sebby (currently on leave)



Water Committee Report
2021 AGM

The 2020 Consumer Confidence Report is available to view or download at http://cbpoa.info/utilities/2020_cbpoa_ccr.pdf. Enjoy reading.

The cross connection program is in full swing. I would like to thank everyone who proactively had their double check valves inspected and sent in their reports. For all the new members in our association, the cross connection program is how we protect your drinking water from cross contamination. If you have a sprinkler system and/or boiler heating system, you will need cross connection equipment installed at your residence and inspected yearly by a certified technician. Most common piece of equipment is a double check valve. We also need all residences to install vacuum breakers on ALL outside faucets to include frost free stand pipes.

Update on Water Plant Project

The good news! Governor Little with the Department of Environmental Quality have given us an additional \$400.0K of principal forgiveness towards our Water Filtration Project. That is a total of \$1.3 million in principal forgiveness for a \$2.5 million project.

Here is an update on the water project. We have seen the affects this year of Covid and the inflation that has hit our Nation. The cost of building supplies and lead times for items has pushed the project way beyond the schedule that was laid out in 2020.

Intake: The Company who won the contract for the installation of the lake pumps, intake line, and the power for the lake pumps is Big Sky Construction. They sent a dive team down in March and found that our little bay has 14 feet of silt at the bottom. They couldn't put the lake pumps in as planned as they would have sunk 14 feet. Big Sky built a metal structure for the lake pumps to sit on above the 14 feet. The pumps are in the water and should be connected to the intake water line before the AGM meeting.

Transmission: The contract for the water line from the lake intake line to the new water filtration facility was also won by Big Sky Construction. That is 2000 feet of water main; a portion goes under highway 97 up through the easement of Glen Drake's property across the meadow and up Edgewater drive. Big Sky had a difficult time finding a company who could bore under highway 97. The cost for boring has gone from \$300 to \$900 per foot. We have found that the existing water line is going through a 6" diameter steel pipe under highway 97. We are hoping to reutilize that pipe and not bore. This portion of the project should start in September 2021.

Water Treatment Facility: Big Sky Construction was awarded the contract to construct the new water plant, plumbing, electrical and install the filters. The material for the steel building has been ordered and delivered to the site. The Filters were planned to be delivered from Westech in August, Welch Comer is trying to postpone the delivery since the building won't be erected until later in the year. The construction for the building is scheduled to begin in November. Welch Comer is hoping the entire project will be completed by the end of the year 2021.

90,000 gallon reservoir: We do not have the funding to construct the 90,000 gallon reservoir at this time. We will be discussing options for building a reservoir in 2022 at the AGM.

Issues with current Water system: The plant is running at 3/4 capacity which is 80 gpm (gallons per minute). It is taking longer to fill up the reservoirs at that rate. We cannot run the old lake pumps at full capacity (100 gpm) as that was causing the pumps to pull too much current and popping breakers. We are down to one pump at reservoir 1 due to a failure of pump 2. Pumps have been ordered for Reservoir 1 and the Clearwell.

We want to thank our water operators for the extra lengths they have taken and the time to keep the water plant operating. THANK YOU to Dave Banks, Lyle Aeschliman, Ron Nicolson, Dan Rife & Janet Rife.

As of August 2021, every residence has an electronic meter except for one. We want to thank Tony Verdoia for all his hard work and expertise, thank you Tony



Waste Water Committee Report 2021 AGM

Our collection system, including the pipes and lift stations, has required two unscheduled service issues.

- 1) The issue was caused by the major power outage we all experienced in January 2021. During the power outage we had to place an emergency call to a local septic pumping service because lift station pumps did not have power and a tank overflowed due to gravity inflow from the collection system. WW committee member Mike Holiman worked with the pump truck operator to get all system tanks emptied during that call out. Thank you Mike!
- 2) During inspection of a fitting in the manhole above the upper mailboxes we found evidence of possible leakage. Local contractor Jon Verkist was brought in to remove the upper section of the manhole and make repairs to the fitting.

Emergency Generators have been a topic of discussion for several years, and the importance of having standby power became evident during the January power outage. Our Board of Directors has recently approved a proposal by Rickel Electric to install generators at our four collection system lift stations. That work should be completed by end of summer.

The irrigation pump intake in the new lagoon has been problematic due to failed hardware that allows screen contamination when duckweed grows on the water surface in summer. The failed hardware, a pulley anchored to a concrete block on the bottom, broke and allowed the intake screen to float to the surface and become clogged with duckweed. A temporary work around, anchoring the screen to the bottom is working but is not ideal because it does not allow adjustment of the screen elevation in the water column. Adjusting the screen elevation is important as it helps to reduce the amount of chlorine, and related cost, required to meet DEQ targets. We had hoped to

make modifications to the system last season but ran out of good weather to do the work, however, last year we did manage to find and purchase a swivel fitting that should improve the ability to position the intake for optimum chlorination efficiency. We plan to complete land application (irrigation) of the wastewater in our two lagoons by end of August and make the modification to the intake system once we have the water out of the new lagoon.

Your septic tank should be pumped out and inspected at least every 5 years! Our wastewater system can be damaged if solid material from your tank gets into our collection system. Proper septic tank maintenance is requirement of CBPOA and is the responsibility of each individual property owner. By now you have probably received a letter asking that you provide the date that your septic tank was last pumped out and inspected. Thank you if you have submitted your form. If you have not done so, please complete that form and return..

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Carlin Bay Property Owners Association

Marina Vessel Information

2021 Season

Date: _____

Members Name: _____

Members Address: _____

Members Phone: _____

Slip #: _____

Vessel(s) that is docked in our slip:

Is owned by us:

Or

Being rented:

If rented:

Rented by a member in our HOA

Rented by a person outside our HOA

Rental agreement must be filed with the Marina Committee: Yes

Renters Information:

Name: _____

Address: _____

Phone Number: _____

Vessel Make: _____

Vessel Color: _____

Vessel Registration #: _____

Vessel Insurance Information is required to have on file with the Marina Committee

A copy of our Insurance Policy is attached: Yes