

**Carlin Bay Property Owners Association (CBPOA)
Board of Directors (BoD) Meeting
EastSide Fire District (ESFD) New Fire Station Hwy 97
20 Oct 2025 1230 – 1430 PT**

BoD Call To Order

CBPOA President Summary and BoD Remarks

- Last 30 Day Summary
- Next 30 Day Summary

Homeowner Discussion on Motion to Pave Edgewater Road

- Petition Against Paving Edgewater Road (NTE 15 min including Q&A)
- Motion For Paving Edgewater Road (NTE 15 min including Q&A)
- BoD Comments (NTE 10 min including final Q&A)

Committee Reports

- ARLC (Chris Cozad)
 - o Review of CBPOA ARLC Project Status Sheet including Key / Hot Topics for BoD Information or Action
 - o Additional “Carlin Bay Vista” sign(s) status
- Water / Water Project (Robert Johnston / Dave Banks)
 - o Water Committee (Robert Johnston)
 - Eastlake Water Services LLC Contract – Signed 1 year.
 - Water plant tour results
 - Harrison request for temporary water services
 - Water Committee Action: Water Contractor transition Plan of Action and Milestones (POA&M) – In Development
 - o Water Project (Dave Banks)
 - Notice of 10% / 5% holdback from DEQ
 - Major elements of water project left to go remain:
 - New aluminum hatches on reservoirs 2 and 3
 - Demo of old WTP plumbing

- Installing pump check valves at reservoirs 1 and 2
 - Possibly 2 new fire hydrants
 - Repair reservoir 3 leak
- Waste Water (Jerry Sebbby)
 - o Waste water plant tour results
 - o Waste water transition status
 - o Waste water IT / system monitoring updates.
- Roads (Kevin Cozad – Acting)
 - o Edgewater Grading and Ditch / Culvert Cleanup
 - BoD to vote on Vendor selection
 - o Snow Plow status
 - BoD to vote on Vendor Selection
 - o Road Signage Status & Update
- Marina – Beach (Chairman - TBD)
 - o Sunken boat repairs complete; New canopy corrective actions complete. Did Dan Rife review?
 - o **Storage of Canopies – Assumption of Liability**
- Airports (Tim Zilka)
 - o Nothing significant to report
- Fire Safety Committee (Ross Fetter – Acting)
 - o Nothing significant to report
- IT Committee (Ben Crosby / Robert Johnston – Both are Acting)
 - o Sentry Community Pro Software Update
 - o Web Site Updates: Committees, Policies and Procedures, New Calendar, Presidents Page Approach
 - o New Collaboration Environment (MS365 Business Standard, MS Teams, Sharepoint)
 - 3 quotes received; one alternative option – Analysis of Alternatives (AoA) under development. Will require a BoD vote for strategic implications.
 - Schedule: Initial capability - 12/31/25; Full Capability - 4/30/2026
- Treasurer (Debbie Eason)
 - o Financial Update (Debbie Eason / Robert Johnston)

- o Budget Update (Debbie Eason / Robert Johnston)
- o Contracts, Purchase Orders and Bids (Debbie Eason / Robert Johnston)
- o Finance Committee Update (Deferred)
- General CBPOA Infrastructure, Services and Support (Robert Johnston and Ginger Jacobsen)
 - o Quotes completed for tree removal – Summit Tree approved by BoD. BoD PoC is: [TBD]
 - o Quotes are in process for a Generator Maintenance Contract; Water (Qty 3), Wastewater (Qty 4)
 - o Policies, Processes and Procedures Committee (Ginger Jacobsen Chairperson).
 - Directive or regulatory: BoD should vote to approve and sign the document, e.g., Procurement Policy
 - Operating Procedures / Instructions: BoD does not vote to approve and does not sign, e.g., ARLC Workstream Document and Checklists
 - o CBPOA Records Management effort in process. Volunteer has signed an NDA. Records assessment for destruction and retention is in process.

New / Other Business Topics (Robert Johnston)

- From the BoD
 - o TBD
- From the Members
 - o TBD

Q&A

- TBD

Summary of Action Items

Closing Remarks and Adjournment

Target BoD Timeline

Agenda Topic	Time Frame
Opening Remarks and Welcome	2
BoD Call To Order	1
<i>CBPOA President Summary and BoD Remarks</i>	5
Edgewater Paving Motion Discussion	0
Petition Against Paving Edgewater Road	15
Motion For Paving Edgewater Road	15
BoD Comments (NTE 10 min including final Q&A)	10
Committee Reports	0
ARC	10
Fresh Water / Water Project (DEQ)	5
Waste Water	5
Roads (includes only winter preparation activities)	5
Marina – Beach	5
Airports (Deferred until next BoD meeting)	0
Fire Safety (Deferred until next BoD meeting)	0
IT	5
Treasurer (Status discussion only)	5
General CBPOA Infrastructure, Services and Support	5
New / Other Business Topics	0
From the BoD (Deferred until next BoD meeting)	0
From the Members (Deferred until next BoD meeting)	0
Q&A	0
Summary of Action Items	5
Closing Remarks and Adjournment	2
Meeting Reserve	20
Meeting Plan	120