



Coast Village Property Owners Corporation

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ACTION WITHOUT A MEETING
December 11, 2013

Action: Pay Raise for David Baker

1. RayLynn Berning, Associate Maintenance Supervisor, has conducted a review of David Baker's performance from his date of hire to November 20th, 2013. Mr. Baker, per her recommendation, "has proven to be a hard worker, self-starting, self-motivated and completes tasks that are assigned to him"
2. Ms. Berning, as well as the Facilities Management Co-Chair has recommended giving him a pay raise and an increase in hours.
3. The Board hereby authorizes the Corporation to provide Mr. Baker with the pay increase and hours specified on the supplied support documentation.

Director's Name/Signature

Circle One

Date

Robert "Keith" Davidson, President

Charlotte Frye

Carlla van de Vyver

Lois Hundtoft

Illa May Robinson

Pat Rongey

Yea / Nay / Abstain

Yea / Nay / Abstain

Yea / Nay / Abstain

Yea / Nay / Abstain

Yea / Nay / Abstain

Yea / Nay / Abstain

12/12/2013

12/13/2013

12-11-13

12-11-13



ACTION WITHOUT A MEETING SUPPORT DOCUMENT
December 11, 2013

A meeting was had with the Associate Maintenance Supervisor, Facilities Management Chair, Personnel Committee Chair, and the Treasurer of the Corporation. During this meeting a discussion was held about the number of hours and the pay raise that David Baker should receive. As Facilities Management and Maintenance Supervision stated that Mr. Baker would not be doing any additional functionality. It was decided, at this time, that he would remain a Maintenance Technician Level 1, and that his pay increase should be to \$10.00 per hour. This \$10.00 per hour would be at the top of the pay range for a Maintenance Technician Level 1. This pay raise, should it be approved, would take effect on November 20th, 2013. The additional pay would be received on his December 20th, 2013 paycheck.

Discussion was also had as to an increase in Mr. Baker's hours. At this time, with Mr. Wilkins now being hired, it was decided that Mr. Baker's hours would be increased to insure that the facilities would be covered during its entire hours of operation; thus, Mr. Baker's hours were tentatively increased to 30 hours per week pending Board approval.

Robert Davidson
President CVPOC