



Coast Village Property Owners Corporation

131 Rhody Loop, Florence, OR 97439
Tel.: (541) 997-3312 Fax: (541) 902-0103
Email: coastvillage@qwestoffice.net

ACTION WITHOUT A MEETING
June 15, 2015

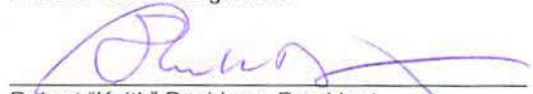
Action: Hiring of a part-time custodian

The CVPOC Board of Directors authorizes the President of the Corporation to offer the position of part-time custodian to Lauren Hare effective at her earliest convenience.

Director's Name/Signature

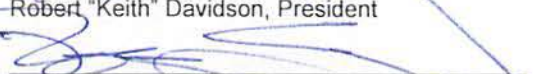
Circle One

Date


Robert "Keith" Davidson, President

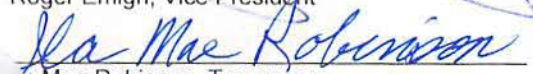
Yea / Nay / Abstain

6/15/15


Roger Emigh, Vice President

☒ Yea / Nay / Abstain

6/16/15


La Mae Robinson, Treasurer

☒ Yea / Nay / Abstain

6/15/15

Dave Wood

Yea / Nay / Abstain


Diana Wolf-Newman

☒ Yea / Nay / Abstain

6/15/15


Elizabeth Anderson

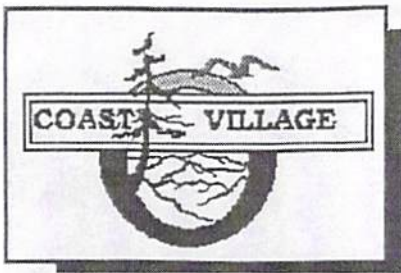
☒ Yea / Nay / Abstain

6/15/15


Larry Ames

☒ Yea / Nay / Abstain

6/15/15



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FROM: Personnel Committee
TO: CVPOC Board of Directors
SUBJ: Recommendation for Hire

The Personnel Committee met on the 10th of June to discuss the options regarding replacing Coast Village's maintenance lead. It was decided that we would operate without a maintenance lead for the foreseeable future. The reason for this decision was the city's requirement that all electrical work be done by a contractor and that the larger projects are being accomplished by outside contractors. Although this will cost us more in the long run, the advantages of this action are 1) We have recourse for incorrectly done work; 2) We have skilled individuals doing the work; 3) We will have permitted work done and thus won't be getting any city fines; 4) The cost will be somewhat offset by the reduction in wages paid to the replacement employee hired by the Corporation.

As such the Personnel Committee decided that we would run with a part-time custodian position. As it turned out we had someone that had been interested in living in the park, and was currently fulfilling our custodian requirements with another company. She would be able to relocate with the current company and work the nights that we require.

A resume was provided and reviewed by all those on the committee (see attached). All on the committee approved of her being hired for the position. A background check was run and nothing was found.

So as chairman of the Personnel Committee I am recommending to the CVPOC Board of Directors that we hire Lauren Hare as a part-time custodian.

Robert Davidson
Chairman Personnel Committee

Custodian Job Description

90 days probationary period. Must work assigned hours including weekends and holidays as scheduled by the Park Operations Manager.

- 1. Takes direction from the Park Operations Manager.**
- 2. Cleans: Restrooms, laundry and post office, satellite bath as needed to maintain a healthy and clean environment.**
- 3. Checks pool at scheduled intervals during the shift for violations of state and village rules, also chemical balance and cleanliness. Record any chemicals added to pool record.**
- 4. Maintains both pool and deck areas within state and county health and safety standards.**
- 5. Blow and or rake common area grounds and streets as time and weather permit.**
- 6. Do minor repairs and painting as directed by the maintenance supervisor.**
- 7. Clean offices, adult lounge, family room, recreational area, and children's play area daily as needed.**
- 8. Keep all storm drains and building gutters clean and free of debris as required during the wet months.**
- 9. Replace light bulbs and tubes as needed.**
- 10. Clean windows of all common buildings on a rotational schedule that insures that they are all cleaned at least once per month.**
- 11. Have a clean driving record and be able to operate a pick-up towing a Gooseneck trailer.**
- 12. Drive around the village for a security check.**
- 13. Assist with brush and pine needle pickup along the roads when needed.**
- 14. Know procedures for contacts for emergency repair assistance during off duty and holiday hours.**
- 15. Know how to use required tools and equipment and safety associated with their use.**
- 16. Know how to use required chemicals and their associated safety precautions. Where the Material Safety Data Sheets are and to use them to refresh before using chemicals not use on a regular basis, to include how to handle any spill clean up.**
- 17. Know how to report a work related accident or incident.**
- 18. Assist maintenance as directed by the maintenance supervisor.**
- 19. Assist home owners when possible as time permits.**