CVPOC Board of Directors Meeting
January 19, 2008

Call to Order: The CVPOC Board of Directors meeting was called to order on January 19, 2008 at 10:00 a.m. by Acting President, Richard Duske. A quorum was present consisting of the following Directors: Denise Crowe, Dean Cullop, William Mackay (via speaker phone), Ellen Templar and Melba Reinke.

Reading of the Minutes: Dean Cullop made a motion to approve the minutes of the October, 20, 2007 board meeting as presented. Ellen Templar seconded the motion which was approved four to zero. William Mackay abstained. A motion was made by Melba Reinke to approve the November 17, 2007 board meeting minutes as written. It was seconded by Ellen Templar. The motion was approved four to zero. William Mackay abstained. A motion was made by Ellen Templar to approve the November 26, 2007 Special Board Meeting minutes as presented which was seconded by Dean Cullop and passed four to zero. William Mackay abstained.

Treasurer's Report: Treasurer, Melba Reinke, presented financial reports for November 2007 and December 2007.

The financial report as of December 31, 2007 showed the following:

Operating Acct.:	$63,520.91	Accounts Receivable:	$ 21,214.52
Reserve Acct.:	$31,863.14	Total Current Assets:	$ 162,948.69
Mjr Mnt/Rlpmnt Acct.	$48,113.99		

The financial report as of November 30, 2007 showed the following:

Operating Acct.:	$53,765.50	Accounts Receivable:	$ 20,814.08
Reserve Acct.:	$31,831.78	Total Current Assets:	$ 148,543.68
Mjr Mnt/Rlpmnt Acct.	$45,558.71		

Ms. Reinke reported $3,475.00 was recently received in arrears accounts receivable; as of January 1, 2008 attorney fees have increased from $190/hr to $225/hr an hour for attorney and from $100/hr to $110/hr for paralegal, the first increase since 2004. Ms. Reinke stated: "As a brief example of one of the major items on our expenses, a two month water/sewer bill is $13,504.28. Budget items are being monitored carefully and though I had attempted to call a budget meeting before this meeting that has not happened, and as soon as feasible that will be accomplished. It appears at this time we are maintaining our expectations. I would like a letter that I wrote to the board dated November 17, 2007 regarding procedures I have put in place recorded as part of this January 19, 2007 meeting since it was not included at the time of the November meeting which we did not complete". (No action was taken).

Committee Reports:

- ***Activity Committee:*** Co-Chair, Paula Harrison, reported the following: The committee had a good crew help take down Christmas decorations at the beginning of January; Wayne & Shirley Shotwell volunteered to take care of our pop can return which brought in $54 for the Activity Committee. The committee is planning a special Coffee Hour on Valentine's Day to honor our staff. The Thursday's Coffee Hour is continuing as long as there is a host volunteer.
- ***Architectural Review Committee:*** Chair, Dave Craddock, reported the following: October 25, the committee approved a park model on lot 256 and a 5th wheel on lot 141; November 8, the committee approved a deck project on lot 149, a porch cover on lot 250 and postponed an application for a shed at lot 162 due to lack of information; November 13, approved a house construction on lot 4; January 10, approved clearance (except greenbelt) of lot 126.
- ***Building & Grounds Committee:*** Chair, Ellen Templar, reported the committee met recently about the office project and has some preliminary figures for various options. Presentation of the findings was tabled until the February board meeting.
- ***Collections Committee:*** Ellen Templar made a motion to appoint Richard Duske as Chair of the Collections Committee, which was seconded by Melba Reinke. The motion passed unanimously.

- ***Elections Committee:*** Chair, Ila Mae Robinson, reported the following: Due to the unsigned Director-at-Large application previously received, declarations for Director-at-Large were again mailed to all eligible CVPOC owners on October 23, 2007 with a return date of November 1, 2007. One declaration was received, the applicant was Chris Lampropulos. The November 8, 2007 ballots were mailed for Director-at-Large. November 27, 2008 ballots were counted. 117 ballots were returned with 101 votes for Mr. Lampropulos and 16 various other votes. Due to the resignations of Mr. Lampropulos and Mr. Thenell on December 3, 2007, Declaration Forms were mailed for their positions. Two applications were returned; Nelda Richmond- Graf for the North Central Sector and Dean Cullop for the South Central Sector. There was no applicant for Director-at-Large. Ballots were mailed on December 18, 2007 with a return date of January 3, 2008. On January 4, 2008 ballots for the two Director positions were counted. There were 22 total ballots returned; 11 for Nelda Richmond-Graf and 11 for Dean Cullop.
- ***Membership Directory Committee:*** Chair, Richard Duske, reported the Membership Directory is 85 to 90 percent complete. A copy of the directory was given to board members for their review and will be completed by the February 16, 2008 board meeting for approval.
- ***Personnel Committee:*** Chair, Richard Duske reported on a December 1, 2007 safety meeting with the employees.
- ***Website Committee:*** Chair, Cal Crowe, reported on the progress of the CVPOC website.

Maintenance Report: Maintenance Supervisor, Frank Brooks, presented the board with the personnel schedule and the projects list for February; worked on the surface water pump near the parking area and removed debris; fixed a loose gutter on the satellite restroom; routed, painted and installed the remaining street signs; removed and replaced #2 pump on the large pool; replaced door locks on the laundry room and post office; cleaned the roads following recent wind storms; installed reflectors on the barrier posts near the electric meters in front of lot 95; took out park circuit breakers on lot 95 which was switched from park power to Central Lincoln power; completed repairs to the chemical storage building; poured a cement step at the shop entrance and painted the south side exterior of the shop; painted the south and west side exterior of the office and the trim; installed photo light sensors at the satellite restroom; cut brush at the satellite restroom-Horseshoe Bend walkway; installed a thermostat on the heater in the family room; made repairs on two clothes dryers in the laundry room; replaced a rotted porch roof post in front of the laundry room; did some light fixture repairs; cleaned large pool filters; Coast Village sign at the east entry gate was put back up after a storm knocked it off its base; unplugged the sinks in the laundry room and office; attached a trim cap to the metal roof extension of the small pool pump room for safety purposes following a recommendation by an insurance company representative - the insurance agent stated our compound and maintenance staff has a very high standard; removed a downed tree on Bourbon Street following a wind storm; installed electric power to the front gate for outlets and lighting; assisted a lady with a broken leg; put up and took down Christmas lights; installed a stop sign at Rhody Loop and Manzanita Way; made repairs to the flag pole rope and tie downs; assisted a lady who had fallen; built a flag storage and drying rack in the laundry room; made repairs to two of the parcel boxes in the mail room; assisted with finding shutoff valve so owner could repair a water leak at lot 215; repaired a water leak at lot 12; moved a piano which was donated to Coast Village from lot 16 to the adult lounge; repaired a main line water leak on Rhody Loop near lot 52; installed a new heater in the adult lounge; removed dangerous trees at the Redwood and Village Streets intersection; cut power and removed circuit breakers and the power post at Lot 4, which is being developed; replaced upper plumbing and shutoff valves to the large pool filters; cleaned off debris from clubhouse roof and gutters following storms; made a table brace for the card table; replaced Coast Village circuit breakers at lot 30 and cleaned up the power distribution box; and started a roof frame for the #2 sewer pump station.

Old Business:

- ***Director-at-Large Vacancy:*** Dean Cullop made a motion that Richard Duske continue as the Acting President for the remainder of this term unless a qualified person desires to seek that position. The motion was seconded by Denise Crowe and approved unanimously by roll call vote.

Recess for Executive Session: A motion was made by William Mackay at 10:50 a.m. to move into Executive Session for discussion of legal matters regarding a foreclosure with CVPOC attorney, Thomas Nicholson. The motion was seconded by Dean Cullop and passed unanimously.

Reconvene to Regular Board of Directors Meeting: Melba Reinke made a motion at 11:50 a.m. to come back into regular session. Ellen Templar seconded the motion, which was approved unanimously.

Old Business (Continued):

- ***Foreclosure:*** A motion was made by Dean Cullop to have the CVPOC attorney proceed with foreclosure proceedings against Lot 43 Easy Street, and to include a new cost estimate for road paving as part of the recovery costs for damage incurred to common property by the owner of Lot 43. The motion was seconded by Melba Reinke which passed unanimously.
- ***Frank Brooks' Job Title:*** Melba Reinke made a motion to return Frank Brooks' job title, which was changed to Maintenance Foreman by board approval on September 15, 2007, back to Maintenance Supervisor to comply with CVPOC CC&R's, Article 6.3 A. The motion was seconded by Ellen Templar and passed unanimously.
- ***Committees & Procedures:*** A motion was made by Melba Reinke to table this item until the February 16, 2008 Board of Directors meeting. Dean Cullop seconded the motion which passed unanimously on a roll call vote.
- ***Far West Sector Safety Issues:*** Ellen Templar made a motion to table this item, regarding Highway 101 gate access, until the February 16, 2008 Board of Directors meeting. Denise Crowe seconded the motion which passed unanimously.
- ***Membership Directory:*** Richard Duske reported he will have the Coast Village Membership Directory finished to present for board approval at the February 16, 2008 meeting.

New Business:

- ***Lights at Entry Gates:*** Richard Duske referred to the Maintenance Report, and confirmed that lighting has been installed at the entry gates.
- ***Rejoining OHOA (Organization of Homeowners Associations):*** Ellen Templar made a motion to table this item until the February 16, 2008 Board of Directors meeting. It was seconded by Denise Crowe and passed unanimously.
- ***Employee C.O.L.A. (Cost of Living Adjustment) Increase:*** Melba Reinke made a motion to approve a 2.3% COLA wage increase for CVPOC employees effective January 1, 2008. The motion was seconded by Ellen Templar and passed unanimously by roll call vote.
- ***Clarification of Building Height per CC&R's:*** A motion was made by Denise Crowe to table this item until the February 16, 2008 Board of Directors meeting for additional research. The motion was seconded by Ellen Templar and passed unanimously.
- ***Complaints of Speeding at Rhody Loop & Manzanita Way:*** A motion was made by Denise Crowe to approve the previously installed stop sign on Rhody Loop at Manzanita Way. Ellen Templar seconded the motion which passed unanimously.
- ***Digital Recorder Purchase:*** Dean Cullop made a motion to authorize Mr. Duske to research the purchase of a digital recorder and/or audio system for use in the adult lounge. The motion was seconded by Ellen Templar. It passed unanimously.
- ***Corporate Credit Card:*** Melba Reinke made a motion to table this item until the February 16, 2008 board meeting to allow further research into changing the corporate credit card type to one also accepted by Costco. The motion was seconded by Dean Cullop and passed unanimously.
- ***$50 Clubhouse Rental Fee:*** Due to numerous complaints by members, a motion was made by Ellen Templar to rescind the $50 rental fee to reserve use of the clubhouse. Denise Crowe seconded the motion which passed unanimously by roll call vote. It reversed a motion approved by the board at the October 20, 2007 Board of Directors meeting. The $100 refundable deposit still remains in effect.
- ***Order of Agenda Items and Cable for Family Room:*** At the request of Thomas Swanger, due to his inability to attend this meeting a motion was made by Ellen Templar to table these item until the

February 16, 2008 Board of Directors meeting. Dean Cullop seconded the motion which passed unanimously.

- ***Piano Donation*:** Denise Crowe made a motion to approve the gift of a piano donated by members Lee and Kenneth Leonard. Dean Cullop seconded the motion which passed unanimously. Denise Crowe made a motion to approve a casual committee to conduct fund raising activities for its upkeep, with no expenses to be paid by CVPOC. The motion was seconded by William Mackay and passed unanimously.
- ***Response to Complaints:*** A motion was made by William Mackay that CVPOC designate the parking space most directly in front of the mail room door as a "no parking zone-mail delivery only" for such period of the day that the post office feels is appropriate, and that CVPOC staff install the sign as soon as possible. Melba Reinke seconded the motion which passed unanimously.

Correspondence:
(None)

Good of the Order:

- Melba Reinke made a motion to transfer $954.36 from the Major Maintenance and Replacement Account to the Operating Account for the pool chemical building repair. William Mackay seconded the motion which passed unanimously on a roll call vote.

Adjournment: A motion was made by Dean Cullop to adjourn the meeting at 2:00 p.m. The motion was seconded by Denise Crowe and passed unanimously.

Denise Crowe
Denise Crowe, Secretary

2/19/08
Date

Richard Duske
Richard Duske, Acting President

2-19-2008
Date