CVPOC BOARD OF DIRECTORS MEETING
October 17, 2009

Call to Order: The CVPOC Board of Directors meeting was called to order on October 17, 2009 at 10:00 a.m. by President Jacquie Beveridge. A quorum was present consisting of the following directors: Larry Beveridge, Denise Crowe, Dean Cullop, Charles Dunlap, Richard Duske, William Force, Nelda Graf, Ed Groshens, Jodi Hawkins and Ellen Templar. 28 members were in attendance.

Guest Speaker: Jean Murphey with Coast Insurance Services reviewed current insurance coverage for CVPOC and December renewal options for employee health insurance.

Membership Input on Agenda Items: Member Ginger Anderlohr asked why a petition regarding employee wages was not placed on the (October 2009) agenda per her request. President Beveridge stated that the matter is not an agenda item for regular session, citing ORS 94.640 (7)(a)(B) which states that personnel matters, including salary issues, are matters for discussion in executive session, but that Ms. Anderlohr may address the item under Good of the Order. President Beveridge reminded the membership of the role of the board and that the procedure for addressing CVPOC issues is through their sector director.

Guest Speaker: Karla Holloway, CPA with Davis, McCulloch & Holloway presented the year end reviewed financial statement for the July 1, 2008 through June 30, 2009 fiscal year.

Reading of the Minutes:

- Larry Beveridge made a motion to approve the September 19, 2009 Board of Directors meeting minutes as written. The motion was seconded by Denise Crowe. Ginger Anderlohr requested that a suggestion made at the meeting under Good of the Order, i.e.: that the board meeting agenda be posted outside the CVPOC post office in the message board with the meeting notice, be added to the minutes. The request was granted. Approval of the September 2009 minutes was tabled until the November 2009 Board of Directors meeting to allow for a review of the wording of the discussion held during regular session under 'Reconvene to Regular Session' in response to a request by William Force that specific, additional verbiage be added to the minutes.

Treasurer's Report: Treasurer's Report for the month ended September 30, 2009, third month of the current fiscal year of July 1, 2009 through June 30, 2010:

Total income, Operating Account:	$ 33,418.95
Total expense, Operating Account:	$ 46,299.28
Net Loss:	$(12,880.33)

Year to date, July 1, 2009 through September 2009:

Total income, Operating Account:	$104,234.73
Total expense, Operating Account:	$130,808.52
Net Loss:	$(26,573.79)

Mr. Cullop's report also stated: "Further discussion will take place relative to budget concerns."

- Jodi Hawkins made a motion that given the major expenditure differences appearing at this time that the Budget Committee reconvenes to prepare an amended budget that does not raise member dues. William Force seconded the motion. The motion was tabled.

Committee Reports:

ARC: ARC member Ginger Anderlohr reported approvals for: placement of a manufactured house at 137 Driftwood Dr., placement of a park model at 30 Easy St., fence replacement at 162 Outer Dr., construction of a shed at 93 Outer Dr. and construction of a deck at 255 Outer Dr. The ARC postponed final inspection for a park model installation at 257 Outer Dr. The owner was contacted and final inspection is expected to be approved at

the next ARC meeting. A letter from ARC Chair Keith Davidson was presented, requesting guidance, policy and/or motion from the board for specific concerns regarding the current ARC policy. The matter will be turned over to the Policies and Procedures Committee for clarification of the concerns prior to presentation to the board for action.
Board Member Training: A board member training was scheduled for Tuesday, October 20, 2009 at 7 p.m. in the adult lounge and members invited to attend.
Bylaws: Jacquie Beveridge reported the HOA law firm of Vial Fotheringham is reviewing CVPOC Bylaws (per September 2009 board approval) and expects to have a report prior to the November 2009 Board of Directors meeting.
Collections: Chair Larry Beveridge reported the status of two foreclosures, the status of other delinquent accounts and stated he will continue to inform board members of any updates regarding the foreclosures.
Five Year Plan:

- Ellen Templar made a **motion** for an increase of funds for the purchase of the reserve study software program (approved for purchase at the September 2009 meeting) from $450 to $795 with an annual renewal cost of $250 instead of $450. The motion was seconded by Dean Cullop and passed unanimously.

New Member Orientation: Chair Jacquie Beveridge announced that, due to a lack of response, the new member orientation scheduled for October 20, 2009 will be rescheduled.
Personnel: Chair Jacquie Beveridge reported the committee is working on updating employee evaluations, policies and job descriptions.
Website: In response to a question by Richard Duske concerning development of an email list of participating residents, Cal Crowe, Chair, stated he would look into the possibility of notifying members of important events and emergencies that may arise.

Maintenance Report:

The November 2009 personnel work schedule and maintenance projects list were presented to the board along with a written report of completed projects submitted by Maintenance Supervisor Frank Brooks. Water usage concerns were discussed, including leaks, monitoring of the water meter and the recent purchase of a water leak detector.

- William Force made a **motion** to close the small pool as soon as possible. The motion was seconded by Jodi Hawkins and passed unanimously.

Old Business:

1) ***Swimming Pools:***

- Ellen Templar made a **motion** to table the matter of the large pool, and the information being compiled and presented to the membership for a vote, until after fiscal year end, June 30, 2010. The motion was seconded by Denise Crowe and passed with seven yeas and three nays (William Force, Ed Groshens and Jodi Hawkins).
- William Force made a **motion** to reconsider the previous motion made by Ellen Templar. The motion to reconsider was seconded by Jodi Hawkins and passed unanimously.
- Ed Groshens made a **motion** to table discussions regarding the large pool until such time as cash flow issues are satisfactorily resolved, i.e.: by no later than fiscal year end, 6/30/10. The motion was seconded by William Force and passed unanimously.

2) ***Personnel Matters:*** To be discussed in Executive Session.

Adjourn to Executive Session:

1) ***Personnel Matters:***

- Ed Groshens made a **motion** to adjourn to Executive Session at 12:05 p.m. to discuss personnel matters. The motion was seconded by Ellen Templar and passed unanimously.

Reconvene to Regular Meeting:

1) ***Item No. 2 - Old Business Continued: Personnel Matters (from Executive Session):*** The regular session of the Board of Directors meeting was reconvened at 1:08 p.m. by President Jacquie Beveridge. All board members were present.

- Ellen Templar made a **motion** to grant the employees three additional paid holidays per year, President's Day, Martin Luther King, Jr. Day and Veteran's Day, and revisit the matter of employee salary increases by no later than fiscal year end. The motion was seconded by Dean Cullop and passed unanimously.

New Business:

1) ***Employee Health Insurance:***

- Richard Duske made a **motion** to table the matter of employee health insurance renewal until the November 2009 board meeting. William Force seconded the motion, which passed unanimously.

2) ***Policies and Procedures:*** The Policies and Procedures Committee submitted proposed changes to the following: Application for Committee Membership, Complaint Policy and Procedure, Complaint Report and Billing and Collection Policy.

- Denise Crowe made a **motion** to accept the revised Application for Committee Membership form as presented. The motion was seconded by Ellen Templar and passed unanimously.
- Denise Crowe made a **motion** to accept the revised Complaint Policy and Procedure as presented. The motion was seconded by Ellen Templar and passed unanimously.
- Denise Crowe made a **motion** to accept the revised Complaint Report as presented. The motion was seconded by Ellen Templar and passed unanimously.

Proposed revisions to the Billing and Collection Policy, as presented, were tabled until the November 2009 meeting due to possible conflicts with the recently approved collection resolution.

3) ***External Hard Drive Backup:*** Jodi Hawkins offered to provide the Coast Village business office with an external zip drive for backup storage. The drive will be evaluated for adequate storage.

4) ***Village Meeting:*** Jacquie Beveridge announced a Village Meeting, open to all residents, is scheduled for Thursday October 22, 2009 at 7 p.m. in the adult lounge of the clubhouse with Florence Police Chief, Maurice Sanders, as guest speaker.

5) ***Notice of Violation and Intent to Fine:***

- Ellen Templar made a **motion** to send a Notice of Violation and Intent to Fine to Lot 207 for failure to comply with completing proper CVPOC documentation regarding a rental. The motion was seconded by Denise Crowe and passed with six yeas and five nays (Charles Dunlap, Richard Duske, William Force, Ed Groshens and Jodi Hawkins), with President Jacquie Beveridge voting to break a tie vote.

6) ***Water Usage:***

- Dean Cullop made a **motion** that (water) shut-off valves be mandatory for each lot and that owners be required to turn off water to their lot when they will be away longer than a weekend. If the installation of a shut-off valve is not completed by March 31, 2010, CVPOC will install the valve and bill the owner. Denise Crowe seconded the motion, which failed with eight nays and two yeas (Dean Cullop and Ed Groshens).

7) ***CVPOC Zoning Issues:***

- William Force made a **motion** that the board ask for volunteers to form an ad hoc committee to work with the City of Florence to reach an agreement on zoning language which fits the original intent and current use of Coast Village, so long as properties comply with Coast Village ARC policy and the CC&Rs. The motion was seconded by Jodi Hawkins and passed unanimously.

Correspondence:

Ed Groshens read a letter from a sector member that addressed a petition circulating around the park regarding employee wage increases, expressed the belief that homeowners should address their concerns to their sector director, stated their trust in the directors to make the decisions on where best to spend assessments, and encouraged the directors to stay within the budget.

Good of the Order:

Ginger Anderlohr addressed document formatting on the CV website. The board responded that website documents are currently being re-formatted for better user-friendly access.

Joyce Middleton asked the board to address the status of the five year plan. Ed Groshens responded.

- William Force made a **motion** that the financial report for each meeting be placed on the website at the first of each month following that meeting, and that the five year plan and the budget also be placed there for the fiscal year. The motion was seconded by Jodi Hawkins and failed with seven nays and three yeas (William Force, Richard Duske and Jodi Hawkins).

Adjournment:

- Larry Beveridge made a **motion** to adjourn the Board of Directors meeting at 2:40 p.m. Dean Cullop seconded the motion, which passed unanimously.

Denise Crowe
Denise Crowe, Secretary

11/23/09
Date

Jacquie Beveridge
Jacquie Beveridge, President

11/23/09
Date