CVPOC BOARD OF DIRECTORS MEETING
November 21, 2009

Call to Order: The CVPOC Board of Directors Meeting was called to order November 21, 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, and Ellen Templar. 28 members were in attendance.

Reading of the Minutes:
- Dean Cullop made a **motion** to accept the September 19, 2009 Board of Directors meeting minutes as presented. The motion was seconded by Ellen Templar and passed unanimously.
- Denise Crowe made a **motion** to accept the October 17, 2009 Board of Directors meeting minutes as presented. Larry Beveridge seconded the motion, which passed unanimously.

Treasurer's Report:
As of October 31, 2009, balance sheet totals were as follows:

Total current assets:	$ 190,549.24
Total fixed assets:	$ 454,894.94
Total assets:	$ 645,444.18
Profit & Loss for October 2009:	
Total income:	$ 37,974.59
Total expense:	$ 53,803.38
Net loss:	$ (15,828.79)
Profit & Loss for July through October, 2009:	
Total income:	$ 150,080.68
Total expense:	$ 184,611.90
Net loss:	$ (34,531.22)
Budget for July 1, 2009 through June 30, 2010:	
Total income:	$ 434,510.00
Total expense:	$ 444,420.00
Net loss:	$ (9,910.00)

Committee Reports:
Buildings and Grounds: Ellen Templar, Chair, reported draft Policies and Procedures for the Buildings and Grounds Committee have been written and presented to the Policies and Procedures Committee for review.
Bylaws: President Jacquie Beveridge reported the law firm of Vial Fotheringham reviewed the CVPOC bylaws per board approval of September 19, 2009, and reported the response from the reviewing attorney: no changes are necessary to the CVPOC bylaws at this time and CVPOC will not be charged for the review. President Beveridge also reported the board can adopt a resolution to provide for electronic voting, when deemed necessary, in lieu of amending CVPOC documents.
Collections: Chair Larry Beveridge, reported two properties that CVPOC has foreclosed on will be sold at public auction on January 6, 2010.
- Larry Beveridge made a **motion** to direct Thomas Nicholson (CVPOC's attorney) to bid on both foreclosed properties up to a maximum of what is owed to Coast Village. Ellen Templar seconded the motion, which passed unanimously.

Mr. Beveridge also reported one property owner has a written agreement to pay arrearage amounts, and another was sent notice their account will be turned over to the collection attorney if not paid.
Five Year Plan: Chair Ellen Templar reported the committee has developed committee Policies and Procedures and has turned them over to the Policies and Procedures Committee for review.

Personnel: Chair Jacquie Beveridge reported personnel matters are going well and that the office manager will be taking some time off during the holidays.
Website: Chair Cal Crowe reported Coast Village related emergencies will be posted on the Website under Notices.
Zoning Issues: William Force, Chair, reported the committee met recently; selected Richard Duske as Vice Chair; developed committee Policies and Procedures, which were submitted to the Policies and Procedures Committee for review; discussed what steps to take next and what city personnel to contact; and scheduled the next committee meeting for December 5.

Maintenance Report:
The December 2009 & January 2010 personnel work schedules and maintenance projects lists were presented to the board, along with a written report of completed projects submitted by Maintenance Supervisor Frank Brooks. Mr. Brooks reported on recent electricity rate increases by Central Lincoln.

Old Business:
1) ***Notice of Violation and Intent to Fine:***
- Denise Crowe made a **motion** not to fine the owner/property manager of Lot 207 for failure to comply with completing proper CVPOC documentation of a rental since the owner/property manager submitted the proper documentation October 23, 2009 and is now in compliance. Larry Beveridge seconded the motion, which passed unanimously.

2) ***Employee Health Insurance:***
- Dean Cullop made a **motion** to renew the employee health insurance plan for the period December 1, 2009 to December 1, 2010 ($574.47/employee/month) as has already been approved and budgeted in the current budget. Denise Crowe seconded the motion, which passed with eight yeas and one nay (William Force).

3) ***External Hard Drive Backup:*** Jacquie Beveridge reported the zip drive donated to Coast Village by Jodi Hawkins does not have the needed storage space, and an external hard drive with the necessary storage space was purchased at a cost of $109.99.

New Business:
1) ***Employee Annual Bonus:***
- William Force made a **motion** that each board member contributes $54.54 to provide an annual bonus of $150 for each Coast Village employee. The motion was seconded by Richard Duske and failed with six nays and three yeas (Larry Beveridge, Richard Duske and William Force).
- Denise Crowe made a **motion** to give each Coast Village employee a $275.00 Christmas bonus. Ellen Templar seconded the motion, which failed with seven nays and two yeas (Denise Crowe and Ellen Templar).
- Richard Duske made a **motion** to give each Coast Village employee a $150.00 Christmas bonus. Nelda Graf seconded the motion, which passed unanimously.

2) ***Policies and Procedures:*** Proposed revisions to the Billing and Collection Policy and the Collection Resolution were presented to the board by the Policies and Procedures Committee for approval.
- Larry Beveridge made a **motion** that the draft Billing and Collection Policy presented be accepted with Section IV, paragraph E amended to read: "Late payment fees and charges will accrue monthly and the Collection Committee may take some or all of the following action once a deficit balance of $500.00 is reached: .....". The motion was seconded by Dean Cullop and approved unanimously.
- Larry Beveridge made a **motion** to approve the proposed change to item number 2, page 2 of the Collection Resolution to read: "...any assessment account for any assessment which is not paid in full within *twenty-five* days of the date...". Dean Cullop seconded the motion, which passed unanimously.

3) ***5 Year Plan:*** No action taken.

4) *Reserve Study Resolution:*

- Ed Groshens made a **motion** to adopt the Reserve Study Resolution as presented. Larry Beveridge seconded the motion, which was approved unanimously.

5) *Allowance for Expenditures w/o Board Approval:*

- Ellen Templar made a **motion** to authorize the Director-at-Large to be able to spend up to $500 in any given month without prior board approval and reporting monthly to the board as to those expenditures. The motion was seconded by Denise Crowe and passed with five yeas and four nays (Larry Beveridge, Richard Duske, William Force and Ed Groshens).

6) *Travel Expense Compensation for Office Employee:*

- Ellen Templar made a **motion** to approve a tank of gas per month for the office manager, who is required to travel as a part of the job. The motion was seconded by Dean Cullop and failed with eight nays and one yea (Ellen Templar).
- Larry Beveridge made a **motion** that employees operating their own vehicle for company business must submit a mileage report monthly to be reimbursed at the IRS accepted rate. Richard Duske seconded the motion, which passed unanimously.

7) *Unauthorized Expenses to Corporation Resolution:*

- Ellen Templar made a **motion** to adopt the Unauthorized Expenses to Corporation Resolution as presented. The motion was seconded by Larry Beveridge and passed unanimously.

8) *Committee Membership Applications:*

- William Force made a **motion** that Bill Force, Dick Duske, Warren Scherich, Shirley Hunt, Ed Groshens, Larry Phillips and Ginger Anderlohr be named to the Zoning Issues Committee. The motion was seconded by Richard Duske and passed unanimously.

9) *Laundry Fees:*

- Richard Duske made a **motion** to increase the laundry fees for the washing machines by $0.50 and the dryers by $0.25 as of December 1, 2009. The motion was seconded by Denise Crowe and passed unanimously.

10) *Dues Increase:*

- Ellen Templar made a **motion**, for the purpose of discussion, to increase annual dues by $30.00 per month as of January 1, 2010. The motion was seconded by Denise Crowe and failed with six nays and three yeas (Denise Crowe, Dean Cullop and Ellen Templar).
- Ellen Templar made a **motion** to increase the annual dues effective January 1, 2010 by $15.00 per month. The motion was seconded by Dean Cullop and passed with six yeas and three nays (Richard Duske, William Force and Ed Groshens).

Good of the Order: Jacquie Beveridge reported that Florence Police Chief Maurice Sanders was a guest at the Village Meeting held on October 22, attended by 16 residents, mentioned a thank you letter from Coast Village was sent to the Chief, and suggested that if you have the opportunity to visit with the Police Chief, to thank him.

Adjournment:

- Richard Duske made a **motion** to adjourn the meeting at 1:40 p.m. Denise Crowe seconded the motion, which passed unanimously.

Denise Crowe

Denise Crowe, Secretary

1/25/2010

Date

Jacquie Beveridge

Jacquie Beveridge, President

1/25/2010

Date