CVPOC Board of Directors Meeting
February 16, 2008

Call to Order: The CVPOC Board of Directors meeting was called to order February 16, 2008 at 10:00 a.m. by Acting President, Richard Duske. A quorum was present consisting of the following Directors: Jacquie Beveridge, Dean Cullop, Nelda Richmond-Graf, Ellen Templar, Melba Reinke and Denise Crowe.

Reading of the Minutes: A motion was made by Ellen Templar to approve the minutes of the January 19, 2008 Board of Directors meeting with minor corrections to the Treasurer's Report as requested by Melba Reinke: add the word "at" in the next to last sentence so it reads "It appears *at* this time...", and take out the word "and" in the last sentence so it reads "I would like a letter that I wrote to the board dated November 17, 2007 regarding procedures I have put in place recorded as...". The motion was seconded by Dean Cullop and passed unanimously.

Treasurer's Report: Treasurer, Melba Reinke, reported: We are currently in the process of making numerous accountant generated adjustments to change account classifications within our bookkeeping system. A meeting is scheduled between the accountant and the Coast Village office at 3:00 p.m. on Friday, February 15, 2008 to finalize the adjustments. Due to the time frame necessary to complete the changes and to then prepare statements, financial information will not be available in time for inclusion into the board books for the February 16, 2008 board meeting. Financial information will be placed into the office board baskets as soon as available.

Committee Reports:

- ***Activity Committee:*** Co-Chair, Jacquie Beveridge, reported - Coffee hour has continued through the winter thanks to the dedicated volunteers. As long as there are hosts, Coffee Hour will continue. Information to order Coast Village t-shirts or sweatshirts is on the bulletin board in the post office and in the office. Several colors and styles are available. Dave Craddock volunteered to have his band play for a dance, the date to be determined. Coffee Hour on February 14 was Staff Appreciation Day. Lucille Lonnecker provided homemade cinnamon rolls; Activity Committee provided coffee and cake and presented Frank, Myron, Frank and Terri with Coast Village t-shirts. Many of the people in attendance shared praise for our employees and their dedication and loyalty. Shirley Shotwell and Linn Duske volunteered to facilitate a yard sale that will allow individuals to rent tables for $10 each and also serve as a fundraiser for the Activity Committee to purchase new furniture for the laundry room. Several great ideas were discussed such as having some items outdoors, weather permitting. Items may be donated to the Activity Committee through Shirley Shotwell. At our February 14 meeting we had a discussion about the future of the Activity Committee. Over the years the efforts of the few actively involved have benefited every owner in CVPOC. Indoor and outdoor furniture and equipment has been purchased through the fundraising efforts such as monthly dinners, Coffee Hour and yard sales. In the last year participation in events has declined. Volunteers have gone to the effort of planning dinners that were cancelled because not enough people signed up to attend. Everyone who has given their time over the years is to be commended for their efforts to improve property value in Coast Village. We feel that perhaps the need for the Activity Committee is over. When CVPOC was formed, the committee was started to raise funds to purchase essential items such as gardening equipment and tables and chairs for the clubhouse. These are items that should be a part of the budget process for the corporation since they benefit every member.

Due to other time consuming commitments, Paula and I have independently decided to resign as Activity Committee co-chairs effective March 1, 2008. No one stepped up to fill the position at the February 14 meeting. We hope that someone will volunteer to take over the Activity Committee. We will both help with activities as time permits. Those activities that are currently scheduled will be facilitated.

- ***Architectural Review Committee:*** Chair, David Craddock, reported that the committee approved replacement of a shed on Lot 5 and a new shed on Lot 162; approved a 2006 trailer as a rental on Lot 170; met with the City of Florence to discuss a question regarding building heights. The city is in the process of changing its rules, so we'll wait and see what the new city rules will be to see if Coast Village policy conforms to any changes by the city or if we will be satisfied with any changes without the need to revise Coast Village policy.
- ***Budget Committee:*** Chair, Melba Reinke, reported that the Budget Committee has not had a meeting but she has been keeping a close watch on the budget and we are doing fine.
- ***Buildings and Grounds Committee:*** Chair, Ellen Templar reported the committee had a workshop on February 7, 2008 to relay information concerning the proposed office remodeling, thanked the several people who were in attendance, and stated the workshop was very successful. Ms. Templar also discussed the "Piano Committee", reporting the piano was tuned through the generous donations of the Mackay's and the Coast Chamber Ensemble, and mentioned holding a fund raiser, possibly in April or May, for future tuning costs.
- ***Collections Committee:*** Chair, Richard Duske, reported there are presently four property owners who are delinquent, one owing approximately $748, one owing approximately $1,178, and a third owing $2,253.90. A fourth owner is in arrears by approximately $14,480. Coast Village is pursuing action against the delinquent owners per the CVPOC Collection Policy. CVPOC collected approximately $585 in early February from one previously delinquent account and approximately $3,475 in January from another.
- ***Website Committee:*** Chair, Cal Crowe, reported on the progress of the Coast Village website (www.coastvillageflorence.com) and requested an opinion from the board about posting draft minutes and financial information on the site. A motion was made by Denise Crowe to pay the website host $199.95 for a year of service rather than a monthly fee of $19.95, giving us two months free. The motion was seconded by Jacquie Beveridge and passed five to one.

Maintenance Report: Maintenance Supervisor, Frank Brooks, presented the Board with the personnel schedule and projects list for March. Mr. Brooks reported that maintenance put a new roof on the sewer pump station on Outer Drive; shut off a smoke detector making continuous noise, with the owners permission, at a unit where the owner was not at home; installed a new light at the park's east entrance; started preparations for the playground area for summer use; took out the stump near the shop area; cut down some problem trees around the clubhouse; changed a mail box lock for a new owner; hung mirrors in the ladies restroom; ordered and installed a new sign for the post office limiting access to that parking spot from 10 a.m. - 2 p.m. for the postal carrier; assisted the Buildings and Grounds Committee by drawing up plans for the proposed office and breezeway renovation projects; started standardizing the signs in the clubhouse; took care of a sewer problem on Outer Dr. (Lot 161); placed rock at entryway trails into the main parking lot; worked on some key boxes for the office; removed brush weekly throughout the park; the staff would like to thank the Harrison's for putting together a worker's appreciation Coffee Hour on Valentine's Day and all the residents who attended the event.

Old Business:

- ***Committees & Procedures:*** Melba Reinke made a motion that the current selection of

committee members of record in the CVPOC office, as presented to the board, be approved by the Board of Directors, to be in compliance with the Policy and Procedures for the Appointment of Committee Members approved at the October 20, 2007 board meeting. Denise Crowe seconded the motion. The motion failed unanimously. A second motion was made by Dean Cullop to delay the appointment of committee members until such time as a committee has had time to review what is appropriate, and is ready to bring it to the board for further discussion and approval. The motion was seconded by Ellen Templar and passed unanimously. Jacquie Beveridge made a motion to rescind the Policy and Procedures for the Appointment of Committee Members, as the policy voted on at the October 20, 2007 board meeting had not been reviewed by the Policies and Procedures Committee and discrepancies were found in the policy as presented. The motion was seconded by Ellen Templar and approved five to one.

- ***Far West Sector Safety Issues:*** Ellen Templar made a motion that the vehicular and pedestrian gates at the west end of the park at Highway 101 be kept closed and locked for safety purposes, with access by maintenance personnel only. The motion was seconded by Dean Cullop and passed unanimously.
- ***Office Remodel and Enclose Clubhouse Breezeway:*** A motion was made by Ellen Templar to rescind the previous board action to keep the office where it is (October 20, 2007); and to enclose the clubhouse breezeway and remodel the clubhouse family room facility for an office/meeting space. The motion was seconded by Jacquie Beveridge and passed on a five to one vote. Ellen Templar stated the project will not raise dues as the money from the Major Maintenance and Replacement fund is already allocated for the project.
- ***Membership Directory:*** Dean Cullop made a motion to accept the membership directory as presented. Jacquie Beveridge seconded the motion which passed unanimously.

New Business:

- ***Rejoining OHOA:*** The Organization of Homeowners Associations has reorganized, resolving previous difficulties. It is not necessary to join the association, but persons may participate and attend meetings as they choose. Denise and Cal Crowe reported attending the January 2008 OHOA meeting and have requested to be allowed to host the February OHOA meeting at Coast Village. A motion was made by Ellen Templar authorizing Coast Village to spend up to $25.00 to purchase coffee and donuts to host the OHOA meeting at Coast Village on February 26, 2008 at 10 a.m. Dean Cullop seconded the motion which passed unanimously.
- ***Clarification of Building Height per CC&R's:*** (See Architectural Review Committee report).
- ***Digital Recorder Purchase:*** Ellen Templar made a motion to authorize up to $100 for Richard Duske to investigate installation of a new sound system for CVPOC meetings. The motion was seconded by Denise Crowe and passed unanimously.
- ***Attorney Bill--Unauthorized Charges:*** A motion was made by Jacquie Beveridge to send a certified letter to a Coast Village member, requesting the individual reimburse CVPOC within 30 days the amount of $120 for charges incurred by the individual from CVPOC attorney Richard Vial, for which CVPOC was billed and the charges paid by CVPOC. The motion was seconded by Dean Cullop. It passed unanimously.
- ***Newsletter Editorial Section:*** Dean Cullop made a motion that the editorial section in the monthly Coast Village Reporter newsletter be discontinued. Ellen Templar seconded the motion which passed unanimously.
- ***Order of Agenda Items and Cable for Family Room:*** Ellen Templar made a motion to

remove these items from the agenda until such time as Director Thomas Swanger is able to attend a board meeting to present them. The motion was seconded by Jacquie Beveridge and passed unanimously.

- ***Computer Purchase:*** A motion was made by Dean Cullop to authorize Richard Duske to spend up to $600 to purchase a computer for use in the office by Maintenance Supervisor, Frank Brooks. Melba Reinke seconded the motion which passed unanimously.
- ***Clubhouse Room Reservation:*** Dean Cullop made a motion to deny a request to reserve the Coast Village clubhouse by a property owner because the owner leases out their property (per CC&R's Section 9.5). Denise Crowe seconded the motion which passed unanimously.
- ***Agenda Work Session:*** A motion was made by Jacquie Beveridge that in lieu of the agenda work session, a deadline be set and printed on the monthly newsletter calendar for submitting agenda items in writing and signed, and that the deadline be two weeks prior to the scheduled board meetings. The motion was seconded by Dean Cullop and passed unanimously.

Good of the Order:

- ***Yard Sale:*** Jacquie Beveridge made a motion that the Activity Committee be granted permission to host a yard sale on June 7, 2008 from 9 a.m. to 1 p.m. with individual tables rented for $10 each and the front gate opened at 8:45 a.m. until the event is over. Ellen Templar seconded the motion which passed unanimously.
- ***Open House:*** Jacquie Beveridge made a motion that owners with property for sale be permitted to host an open house during the yard sale hours on June 7, 2008. Ellen Templar seconded the motion which passed unanimously.
- ***Information:*** Jacquie Beveridge announced a free four day workshop in Florence funded by the Ford Family Foundation entitled "Effective Organizations for Non-profits and Community Organizations" with a registration deadline of February 22, 2008 for board members and other interested parties. Contact Jacquie for more information.

Adjournment: Ellen Templar made a motion to adjourn at 12:20 p.m. which was seconded by Dean Cullop and passed unanimously.

Denise Crowe
Denise Crowe, Secretary

3/24/08
Date