CVPOC Board of Directors Meeting
June 21, 2008

Call to Order: The CVPOC Board of Directors meeting was called to order on June 21, 2008 at 10:00 a.m. by Acting President, Richard Duske. A roll call was taken. A quorum was present consisting of the following Directors: Jacquie Beveridge, Denise Crowe, Dean Cullop, Georgia Dame, Nelda Richmond-Graf, Melba Reinke and Ellen Templar.

Appoint Northwest Sector Director: A letter expressing his willingness to serve as Northwest Sector Director was signed by William Huffman and presented to the board. Georgia Dame made a motion to seat Mr. William Huffman as Director of the Northwest Sector. The motion was seconded and passed unanimously.

Reading of the Minutes: A motion was made by Dean Cullop to approve the May 17, 2008 Board of Directors meeting minutes with a correction to the Treasurer's Report to read "The profit and loss statement for July 2007 through April 2008 reflects total net income of $46,459.29..." (not $48,895.04 as presented). The motion was seconded and approved unanimously.

Treasurer's Report: Treasurer, Melba Reinke, reported the financial statement as of May 31, 2008 showed the following:

Operating Acct.:	$83,681.49	Accounts Receivable:	$21,321.05
Reserve Acct.:	$31,991.43	Total Current Assets:	$193,521.82
Mjr Mnt/Rlpmnt Acct.	$59,954.24	Total Assets:	$686,351.80

Ms. Reinke further reported: accounts receivable are up approximately $675 for this period, not an unusual amount as some members do not make monthly dues payments strictly on a month to month basis, causing this figure to fluctuate. The breezeway and office remodel expenses as of June 2, 2008 are at $12,625.70. Transfer of funds from the Major Maintenance and Replacement Account will be considered under New Business. This transfer will give an accurate budget analysis for the fiscal year ending June 30, 2008. Ms. Reinke also reported she has been consulting with Maintenance Supervisor, Frank Brooks, and Office Manager, Terri Atkinson, regarding updating the depreciation schedules for tax reporting for the 2007-2008 fiscal year. The update is expected to be completed on or before June 30, 2008 so the information will be available for the accountant in a timely manner.

Committee Reports:

- *Activity Committee:* Shirley Shotwell reported: The committee made $577.62, after expenses, from the June 7th yard sale, and the open house held concurrent with the sale was successful as well. Ms. Shotwell thanked all the numerous people involved. Jacquie Beveridge announced a dance to help raise money to maintain the piano donated to Coast Village is to be held in the clubhouse on June 29th at 6:00 p.m., and expressed thanks to Dave Craddock, who is bringing his band. Presently, there are six requests for Coast Village t-shirts and sweatshirts (twelve are needed to place an order), which can be ordered through the Coast Village office, and are available in a multitude of colors and sizes. Ms. Beveridge reminded members that the Activity Committee is still seeking a person or persons to chair the committee. Linn Duske filled the board in on the redecoration of the laundry room, thanked the Activity Committee for the contribution of funds for the project, and thanked all those involved.
- *Architectural Review Committee:* Chair, David Craddock, reported that the committee had a request for construction of a fence on 72 Castaway Cove, which was completed before it was reviewed. Mr. Craddock indicated the fence does not meet city code and has referred the

request to the board; approved a deck repair on 143 Outer Drive; approved a temporary car cover on 22 Sand Dollar Drive.

- *Budget Committee:* Chair, Melba Reinke, reported that the committee met on June 2nd to review prior and current year expenses and income, and prepare a proposed budget for the 2008-2009 fiscal year. Ms. Reinke presented the proposed budget to board members for their review and consideration for adoption at the July 19, 2008 board meeting. Ms. Reinke expressed her thanks and appreciation to participating committee members.
- *Buildings and Grounds Committee:* Chair, Ellen Templar, presented a progress report from Creig Harrison: the breezeway project is nearly completed, emergency lighting and lighted exit signs are still needed over the egress doors; recreation room furnishings will be move into the area after the June 29th dance; sheet rock installation in the new office area is almost completed, the old chimney has been removed and the roof repaired. Ms. Templar reported that a list of items the volunteers need help with are posted in the clubhouse, and if you would like to volunteer, contact Creig Harrison or Ray Dunning; the committee will meet in the near future to discuss the breezeway and office projects and other issues, such as fencing, and a bench at the Coast Village entrance.
- *Collections Committee:* Chair, Richard Duske, reported that as of June 17th there are five delinquent accounts with a total of $2,927.46 owed. A reminder letter was sent to the owners for three of these accounts, which are currently one month in arrears, and a lien has been filed against the other two properties. Between mid-May and mid-June, Coast Village received $1,323.19 paid toward three different delinquent accounts, with one previously delinquent account now paid to date. The status of a pending foreclosure against another delinquent account will be discussed under Old Business.
- *Elections Committee:* Richard Duske reported that Declaration for Candidacy forms for Director-at-Large and for Sector Directors have been mailed and are due back by June 24th.

Maintenance Report: Maintenance Supervisor, Frank Brooks, presented the July projects list and personnel schedule. Mr. Brooks reported that over the last month, maintenance repaired a pump for the large pool; hauled five loads of brush and ten loads of garbage; installed the new dryer in the laundry room; replaced the tires on the pickup truck; assisted in the breezeway and office projects; repaired a water leak near 201 Huckleberry Lane; moved the large rocks at Rhody Loop and Easy Street back onto the side of the road after they were found in the roadway; continued installing new signage; made minor repairs to two sewer pump stations that had been run over, one on Outer Drive and one on Manzanita Way; assisted in the yard sale preparation and tear down, and the laundry room redo; repaired the eastside entry gate on three consecutive occasions, and reminded members to notify their contractors/guests that only one car at a time can drive through the gates; repaired four entry transmitters; met on-site with the CVPOC insurance agent to provide information about the pool for the insurance carrier and discussed the increased value of the clubhouse; repaired a dryer coin mechanism, and obtained an estimate to replace the small pool heater.

Old Business:

- *Swimming Pools:* Ellen Templar spoke about problems concerning the large pool, estimates received for different repair options, and maintenance to both pools that will be needed over time, suggesting a letter be sent to CVPOC members explaining the situation. A motion was made by Melba Reinke to authorize Ellen Templar, and a committee to assist, if necessary, to formulate a letter to be sent to the membership within 90 days to advise the membership about needed pool repairs to the large pool and other maintenance related issues of both the large and small pools. The motion received a second and was approved unanimously.
- *Foreclosure Update:* Addressed under New Business.

Adjourn to Executive Session: A motion was made by Ellen Templar at 11:20 a.m. to temporarily adjourn to Executive Session to discuss personnel matters. The motion was seconded and approved unanimously.

Reconvene to Regular Session: The regular session of the Board of Directors meeting was reconvened at 11:30 a.m. by Acting President, Richard Duske.

- *Old Business continued. Personnel Matters:* Jacquie Beveridge made a motion to approve a salary increase for the office manager of $305 per month effective July 1, 2008. The motion passed on a roll call vote with six yeas (Jacquie Beveridge, Denise Crowe, Dean Cullop, Nelda Richmond-Graf, Ellen Templar, and William Huffman), one nay (Melba Reinke), and one abstention (Georgia Dame).

New Business:

- *Coast Village Voting System:* Ellen Templar made a motion that CVPOC return to the previous voting system with a ballot allowing a yes or no vote (for election of a candidate), and allowing the Elections Committee to make design changes to the ballots as necessary. The motion was seconded and passed unanimously.
- *2008-2009 Budget:* Melba Reinke presented the board with a draft budget for the 2008-2009 fiscal year for their review and consideration for adoption at the July 19, 2008 board meeting. Ms. Reinke asked that board members contact her with any questions or suggestions for improvement so the Budget Committee may reconsider the draft prior to presentation at the July 19 meeting.
- *Breezeway and Office Projects Funding:* Melba Reinke made a motion to approve the transfer of funds before June 30, 2008 from the Major Maintenance and Replacement Account to the appropriate categories in the CVPOC Operating Account in the amount of $12,625.70 plus additional expenses as yet unknown for the breezeway and office projects, the amount not to exceed a total of $15,000 which was previously approved by the Board of Directors. The motion was seconded and approved unanimously.
- *Foreclosure:* Richard Duske updated the board on the status of a pending foreclosure against a Coast Village property for monies owed, and reported the necessary papers will be filed by the end of June 2008.
- *Bylaws Committee Chair:* Item tabled until the July 19, 2008 Board of Directors meeting.
- *Pool Table:* An offer from a member to sell a pool table to CVPOC for the clubhouse was received by the board. A motion was made by Dean Cullop that the board does not consider the purchase of a pool table for the clubhouse. The motion was seconded and passed on a seven to one vote.
- *Parking in Common Area Parking Lot:* Richard Duske reported that a member expressed their concern about guests of members being allowed to park in the common area lot and use the facilities without being charged. The CVPOC Rules and Regulations for Residents allow for overnight parking in the common area and board members felt it to be an amenity to CVPOC owners. No action was taken.
- *Removal of Bricks/Cement near Clubhouse:* Georgia Dame expressed concern about some bricks/cement piled near the clubhouse. Ellen Templar, Buildings and Grounds Committee Chair, explained their presence as temporarily placed construction debris from the breezeway and office projects, and that they had already been removed as a result of continuous site cleanup.
- *Spruce Street Roadside Trimming* and *Playground Cleanup:* Georgia Dame requested the removal of weeds from the Spruce Street median and the playground area. Mr. Duske stated that maintenance of the areas are on a regular schedule, but cannot feasibly be maintained on a daily basis due to other continuing maintenance responsibilities throughout Coast Village, all of which cannot be covered every day with only three employees.
- *Spruce Street Fence Maintenance:* In response to Georgia Dame's suggestion for

maintenance of the Spruce Street fence, Ellen Templar, Buildings and Grounds Committee Chair, stated the issue is an upcoming project the Buildings and Grounds Committee is currently reviewing.

- *Complaint:* Item not discussed.
- *Clubhouse Reservation:* Jacquie Beveridge made a motion to approve a request by a member to reserve the adult lounge on July 5, 2008 from 11:00 a.m. to 5:00 p.m. The motion received a second and passed unanimously.

Good of the Order:

- Melba Reinke made a motion to approve the purchase of a heater for the adult (small) pool, funds to be taken from the Major Maintenance and Replacement Account not to exceed $4,500. The motion was seconded and passed unanimously.

Adjournment:

Jacquie Beveridge made a motion to adjourn the meeting at 12:30 p.m. The motion was seconded and passed unanimously.

Calvin L Crowe — 7-21-08

Cal Crowe, Recording Secretary — Date