CVPOC BOARD OF DIRECTORS MEETING
September 20, 2008

Call to Order: The CVPOC Board of Directors meeting was called to order on September 20, 2008 at 10:00 a.m. by President Dean Cullop. A quorum was present consisting of the following directors: Ginger Anderlohr, Jacquie Beveridge, Larry Beveridge, Denise Crowe, Richard Duske, Nelda Graf, Michael O'Harrow, Melba Reinke, and Ellen Templar. Director Charles Dunlap was not in attendance. 26 members were present.

Guest Speaker: David Davis, Citizen Corps Council Coordinator with West Lane Emergency Operations Group, explained the informative Map Your Neighborhood program and how to get involved with your neighbors and prepare an emergency disaster plan for your immediate neighborhood.

Reading of the Minutes:

- Larry Beveridge made a motion to accept the minutes of the August 14, 2008 Board of Directors Special Meeting as presented. Richard Duske seconded the motion, which passed with eight yeas and one abstention (Melba Reinke, who was not present at the August 14 meeting).
- Richard Duske made a motion to approve the August 16, 2008 Board of Directors meeting minutes with one addition: under Committee Reports, Buildings and Grounds, add "Bob and" to 'Melba Reinke donated carpet...' The motion was seconded by Jacquie Beveridge and passed with seven yeas, one nay (Ginger Anderlohr), and one abstention (Melba Reinke, who was absent from the August 16 meeting).

Treasurer's Report: The Treasurer's Report for the month ended August 31, 2008, presented by Treasurer Melba Reinke, showed the following:

Operating Account:	$89,876.72	Current Assets:	$205,037.36
Reserve Account:	$32,074.45	Total Assets:	$692,153.57
Mjr Mnt/Rlcmt Acct:	$54,653.30	Accts Receivable:	$ 23,627.60

Ms. Reinke reported: reviewing the profit and loss statement for August, the net income reflects a minus figure due to the fact that the water/sewer services are billed every other month. In August, further expenses were incurred in the amount of $1,430.99 for the breezeway and office remodel projects, making a total of $14,428.88. The board previously approved a total of $15,000 from the Major Maintenance & Replacement account for the projects. Ms. Reinke reported the projects are not complete and anticipated expenses may exceed the $15,000 figure, and therefore recommended the board consider action. Ms. Reinke also reported that a "water rehabilitation" fee of $2.00 per billing has been added to the water/sewer bill by the City of Florence.

Committee Reports:

Activity Committee: Jacquie Beveridge reported that although there is not an official Activity Committee at this time, those who participated in the playground cleanup on September 16 were treated to a lunch provided by the "unofficial" Activity Committee.

Architectural Review Committee: Chair David Craddock reported that for mid-August through mid-September, the committee approved a trailer on 98 Outer Drive, approved a shed on 228 Horseshoe Bend, approved repair of a deck at 165 Outer Drive, and issued a stop work order on a fence at 109 Rhody Loop.

Budget Committee: Chair Melba Reinke announced a Budget Committee meeting will be held in October to review the budget and determine any overage of funds for the year, and investigate where to place such funds, if any.

Buildings and Grounds Committee: Chair Ellen Templar reported the September playground cleanup was a success, with three hours spent pulling weeds, raking, pulling out rocks, etc; Keith & Ila Mae Robinson did a great job cleaning up the horseshoe pits; thanked all the volunteers, including the Robinson's, Larry & Jacquie Beveridge (who also served lunch), Jude Craddock, Nelda Graf and Denise Crowe. Ms. Templar announced the committee is discussing ideas for the playground for next spring; talked about the Spruce Street fence; gave an update of the new office and breezeway projects, which is close to completion with a couple of small items to be finished (projected costs expected to be small), and

discussed whether additional funding is needed for completion, as recommended by Treasurer Melba Reinke.

- Richard Duske made a motion to approve an additional $2,000, with total funds not to exceed $17,000, to complete the breezeway and office projects. Jacquie Beveridge seconded the motion, which passed unanimously.

Ms. Templar discussed future use of the present office building, and recommended that board members contemplate the matter and ask for input from their sector members.

Bylaws Committee: Chair Ginger Anderlohr reported the committee will be meeting on September 25 at 10 a.m. and invited board members and the membership to attend, welcoming input from all.

Collections Committee: Chair Larry Beveridge reported that in spite of the economy, CV is in good shape. A lien is being filed against one property, and court action is pending for one foreclosure, with another in the filing process. Otherwise, accounts are in good shape.

Five Year Plan Committee: Chair Ellen Templar reported on a meeting held earlier in September with members Ed Groshens and Melba Reinke. Also present was Maintenance Supervisor Frank Brooks, who was asked to contribute his knowledge of certain matters. Ms. Templar announced the committee is close to completing a current plan and hopes to present a draft at the October board meeting.

Personnel Committee: Chair Dean Cullop stated that almost daily contact with the office manager and maintenance supervisor provides up-to-date information on employees and operations.

Policies and Procedures Committee: Chair Jacquie Beveridge reported the committee has a meeting scheduled for Thursday (September 25) at 1 p.m. and announced the committee could still use additional volunteers.

Maintenance Report: Maintenance Supervisor Frank Brooks gave an update on Frank Sinclair, reporting that due to serious health issues, Mr. Sinclair will be off work for two to three weeks, but is doing well following surgery to install a pacemaker, and is making a good recovery. Some projects may be delayed due to a shortage of staff, with Frank Brooks and Myron Aho working split shifts until Mr. Sinclair returns. The personnel schedule and projects list presented to the board for September 2008 do not reflect these unexpected changes. Maintenance has been painting the new office, installed vinyl in the office entry area and where the filing cabinets will be placed, arranged for carpet to be laid elsewhere in the new office, constructed a ramp for the large pool exit, installed emergency exit signs in the clubhouse that glow in the dark in case of a power outage, installed dead bolts and door locks on the new doors, completed the office walkway, which goes from the clubhouse entry area to the new outside office door, discouraged use of the breezeway and new office areas until a final inspection has been done, repaired a washing machine, caulked and painted the exterior of the breezeway area, replaced a shower handle in the satellite bathroom, and completed other maintenance related duties. Maintenance also reset the power at three different lots. Mr. Brooks reported that Ray Dunning built an island counter with storage cabinets for the new office for additional office storage space, and the contractor responsible for the removal of a small section of pavement on Rhody Loop just beyond the entrance has repaved the area. Mr. Brooks attended the Five Year Plan Committee meeting and met with an affected lot owner and City of Florence officials on-site to discuss issues regarding the south boundary fence.

Old Business *(Unfinished Business)*:

1) ***Swimming Pools:*** Ellen Templar presented a resume from Tim Neely of Emerald Pools and a history of pool constructions completed by Emerald Pools. Ms. Templar addressed the issue of fiberglass pool liners, stating that if anyone has questions regarding experience with fiberglass pool liners, it is suggested, at Mr. Neely's recommendation, that they contact Dave Lang, Maintenance, City of Eugene, and ask about their Echo Hollow Road swimming pool. Mr. Neely indicated the City of Eugene has had nothing but problems with the liner since its installation. Ms. Templar discussed responses received for requested input from the membership regarding ideas for the pool issue other than repair/maintain, replacement, or removal, with the consensus being to repair and maintain the pool. A number of board and CV members have suggested determining exactly what the underlying problem is and what repairs would be involved before deciding how to proceed, which can be done in-house with Mr. Neely's consultation. Mr. Neely has agreed to waive his consulting fees ($2000-$6000).

- Ellen Templar made a motion to explore what the actual problem is in the pool, which means opening it up under the supervision of Tim Neely of Emerald Pools, at an expense not to exceed $10,000

utilized from the Major Maintenance and Replacement account. Denise Crowe seconded the motion, which passed unanimously on a roll call vote.

2) ***Year End and Annual Accountant's Contract:***

- Melba Reinke made a motion to hire Davis, McCulloch & Holloway, C.P.A.'s as the CVPOC accountant for the 2008-2009 fiscal year. Larry Beveridge seconded the motion, which passed unanimously on a roll call vote.
- Melba Reinke made a motion to request that Davis, McCulloch & Holloway, C.P.A.'s, change wording in their two engagement contracts, the monthly services contract to read: "We will perform the following monthly services for July 2008 *through the year end review and tax returns completion for the 2008-2009 fiscal year.*", and the year end review and tax return preparation contract to read: "We expect to begin our review on approximately August 1, 2009 and to complete your tax returns and issue our report *no later than September 15, 2009 or notify you with an explanation if additional time is needed.*" The motion was seconded by Ellen Templar and passed unanimously on a roll call vote.

3) ***New Member Orientation***: Jacquie Beveridge announced a new member orientation will be held on Thursday, October 2, 2008 from 9:30 a.m. to 11 a.m. in the adult lounge of the clubhouse and will include some social time. Mrs. Beveridge reported that 34 invitations were mailed, which included all new members within the past two years. All board and other members are invited and encouraged to attend, however; an RSVP is required by no later than Monday, September 29.

4) ***Board Training***: Larry Beveridge discussed his research results to find available training for board members, the various costs, and locations where training is offered.

- A motion was made by Larry Beveridge to hire Greentrees Village General Manager, Louis Dashofy, as soon as possible as trainer for the Board of Directors of Coast Village, on a weekday evening, for a cost of $100. The motion was seconded by Denise Crowe and passed unanimously.

5) ***Spruce Street Fence Repairs:***

- Ginger Anderlohr made a motion that the board authorizes expenditures of up to $3000 to repair the Spruce Street fence, which includes the wood preservative, the wood to repair the fence, and hiring an outside contractor to apply the preservative. Larry Beveridge seconded the motion, which passed unanimously.

6) ***South Boundary Fence:*** Tabled until further notice.

7) ***Lot 12 Rental:***

- A motion was made by Ginger Anderlohr to change the rental terms from a six month to a two month lease period for Lot 12. The motion was seconded by Jacquie Beveridge and passed unanimously.

8) ***Highway 101 Gate:*** A letter addressed to a CVPOC member advising them not to send future correspondence that states they were directed to do so by the CVPOC Board of Directors was presented to the board for review.

- A motion was made by Jacquie Beveridge to send the letter as presented from the Coast Village Board of Directors. The motion was seconded by Ellen Templar and passed with seven yeas and two nays (Ginger Anderlohr and Melba Reinke).

New Business:

1) ***Employee Salary Increase:***

- Larry Beveridge made a motion to increase the salary of maintenance worker Frank Sinclair by $1.00 per hour upon his return to work and released medically to perform his duties. The motion was seconded by Ellen Templar and passed unanimously.

2) ***Agenda Format:*** Jacquie Beveridge presented a draft agenda item request form for board review, recommending the form be used by sector directors, and CV members through their director, to request that an item be placed on the agenda.

- Jacquie Beveridge made a motion to adopt the use of the 'CVPOC Board Meeting Agenda Item Request' form for all agenda items to be considered. The motion was seconded by Ellen Templar and was approved unanimously.

3) ***Wireless Internet for Members in Clubhouse:*** No discussion held.

4) ***Clubhouse Reservation:***

- A motion was made by Jacquie Beveridge to approve a request by a CV member to reserve the clubhouse on Saturday, October 4, 2008 from 9 a.m. to 5 p.m. for a soap makers group. Denise Crowe

seconded the motion, which passed unanimously.

5) ***Reserve Study:***

- Melba Reinke made a motion that Coast Village contact Fischer Home Inspection Services to do a review study of common area buildings to be in compliance with ORS 94.595(3)(c). Ellen Templar seconded the motion, which passed unanimously.

Correspondence:

- A motion was made by Larry Beveridge to appoint another sector director to handle any correspondence, complaints, and communication with a particular CV member due to a conflict of interest. The motion was seconded by Ginger Anderlohr and passed unanimously. Director Michael O'Harrow agreed to correspond with the particular individual in question.

Good of the Order:

- Jacquie Beveridge announced a Village Meeting will be held on Wednesday, October 1, 2008 at 7:00 p.m. in the adult lounge of the clubhouse. Guest speaker will be Fire Chief John Buchanan of Siuslaw Valley Fire and Rescue. Ms. Beveridge stated the Village Meetings give residents an opportunity to discuss their concerns and share their solutions.
- Larry Beveridge made a motion that future September meetings of the Coast Village Board of Directors be conducted either on the second or fourth Saturday of the month of September, at the discretion of the board at the prior month's meeting. The motion was seconded by Richard Duske. The motion passed eight to one (Melba Reinke).

Adjournment: A motion was made by Larry Beveridge at 12:45 p.m. to adjourn the meeting. The motion was seconded by Richard Duske and passed unanimously.

Denise Crowe
Denise Crowe, Secretary

10/24/08
Date

Dean Cullop
Dean Cullop, President

Oct 21, 2008
Date