COAST VILLAGE PROPERTY OWNERS CORPORATION
BOARD OF DIRECTORS MEETING
June 17, 2023
APPROVED MINUTES
Prepared by Glenn Singley, Secretary

The June 2023 BOD Meeting was called to order in the Coast Village Sand Lot Room at 10:00am by President Jay Guettler.

A quorum was established with President Jay Guettler, Vice President Diana Newman, Treasurer Dory Hethcote, Secretary Glenn Singley, and Directors Ila Mae Robinson and Tommy Brunetto.

Others in Attendance: Park Operations Manager Carlla Van de Vyver; Lot Owners: Joan Muir Lot 241, Paul Kubishta Lot 7, Nancy Brock Lot 219, Dave Cox Lot 159, Kathee Melahn Lot 23, Lisa Von Wald Lot 86, Sue Foss Lot 239, Donna Smith Lot 49, Joan Tash Lot 244, Kara Grall Lot 158, Denise Crowe Lot 224, Ridghaus Lot 244, and Pat Rongey Lot 205 via Zoom.

The agenda was amended to add "Actions Without a Meeting" and a lot number correction. **Motion** to approve the agenda. Motion by Dory, seconded by Diana. Motion passed unanimously.

Tommy read the March minutes. **Motion** to approve the minutes as read. Motion by Dory, seconded by Ila Mae. Motion passed unanimously.

REPORTS

Treasurer – presented by Dory. **Motion** to approve the Treasurer's Report. Motion by Dory, seconded by Diana. Motion passed unanimously.
Park Operations Manager – presented by Carlla.
Architectural Review Committee – presented by Jay.
Activities Committee – presented by Donna Smith.
Elections Committee – presented by Ila Mae. Correct ballots were mailed on Friday.

ACTIONS WITHOUT A MEETING

ARC application approval for Lot 211 on May 1st. Read by Glenn.

OLD BUSINESS

1. **Rental Policy** – Establish new group to review and recommend changes to Rental Policies. POM will submit a revised policy at a future meeting.
2. **Fine Schedule Review** – Report/Recommendation - No more interest from group. Remove from future agendas.
3. **ARC P&P** – Approval of latest changes. **Motion:** Approve new ARC P&P with the removal of (permanent or temporary) on page 7, the addition of "or utility easement" after Common Property on page 4, and "c. Any new dwelling application will require a utility hook-up diagram" on page 11. Motion by Diana, seconded by Dory. Motion passed unanimously.

Break at 10:58am
Returned at 11:05am

NEW BUSINESS

1. **2023-2024 Budget Approval** – **Motion:** Approve fiscal year 2023-2024 Operations and Reserve Budgets. Motion by Dory, seconded by Ila Mae. Motion passed unanimously.
2. **2024 Assessment Approval** – **Motion:** Approve annual assessment increase from $200/month to $225/month ($2,400 annually to $2,700 annually). Motion by Dory, seconded by Ila Mae. Motion passed unanimously.
3. **Transfer Funds** – **Motion:** Transfer $4,345.83 from Reserve to Operations – $1,130.03 (sand lot room blinds); $1,105.80 (Pump #5 electrical); $1,110.00 (Scott Ryland water); $1,000.00 (Josh Johnson tree removal). Motion by Dory, seconded by Diana. Motion passed unanimously.
4. **ARC - Lot 225 Fence Project** – **Motion:** Approve the project application for property line fence replacement (Lot 225). Motion by Diana, seconded by Dory. Motion passed unanimously.
5. **ARC - Variance for Ramada for Lot 211** – Lot owner has not presented City permit yet. **Motion:** Rescind AWM approval of May 1st for variance on Lot 211. Motion by Glenn, seconded by Diana. Motion passed unanimously.
6. **ARC - Variance for Park Model Placement for Lot 231** – Park Model will be relocated. No variance needed. No action taken.
7. **Estate Sale Lot 234** – **Motion:** Allow an Estate Sale at Lot 234 for 1 day, date to be determined. All of the following restrictions must be followed:
    - The sale will only take place between the hours of 9:00am to 6:00pm.
    - A person will be placed at the entrance gate to allow vehicles in, distribute a map with instructions, and place an identifier on the vehicle designating they are here for the sale.
    - Directional signs shall be placed to direct traffic.
    - Access will be restricted if the parking area is nearly full.
    - At least two people will be stationed at the parking area to direct visitors into the parking area, assist them when leaving, and to notify the gate person if the parking area nears capacity.
    - Vehicles will only be allowed at the sale lot for loading purposes. Any ADA requirements will be addressed.
    - All sold items must be removed from the premises with 24 hours of the completion of the sale.
    - All sale advertisements will mention that there will be restrictions within the gated community.
    - The lot holding the sale is responsible for any damage caused to common property by sale visitors.
    - CVPOC is not liable for any actions directly related to the sale, the lot owner is.

    A $50 fine will be imposed for each occurrence of non-compliance of the restrictions. Motion by Glenn, seconded by Dory. Motion passed unanimously.

8. **Increase Lot Transfer Fee to $50** – **Motion:** Increase Lot Transfer Fee from $25 to $50. Motion by Diana, seconded by Dory. After discussion and member input the motion was modified to: to increase Lot Transfer Fee from $25 to $100. Motion passed unanimously.
9. **New CV Logo** – Will be brought up at the Annual Meeting for General Membership vote.
10. **Executive Session Minutes** – Develop and initiate process. Minutes will be taken during Executive Session. Minutes will be read and approved at end of session. Paperwork will be given to the POM to store in the President's portion of the safe.
11. **AWM Rules and Procedure** – "Actions Without a Meeting" has been added to the Agenda template.
12. **Using City Code in ARC P&P** – **Motion:** Move all City Code wording to footnotes at the end of the document. Footnotes to include entire City Code section. Motion by Diana, seconded by Tommy. Motion passed unanimously.

Break at 12:00pm
Returned at 12:11pm

13. **ARC Chair Position** – ARC chair position is vacant and needs to be filled.
14. **Fees for Everything to the Dump Day** – **Motion:** Approve the ability to charge fees to owners for any items put out for the everything-to-the-dump day. Motion by Diana, seconded by Ila Mae. Motion passed unanimously. Motion prompted by lot owners storing de-construction material and getting free disposal at CVPOC expense. Latest Dump Day expense was almost four times more costly than previous ones.
15. **BOD Meeting Schedule 2023-2024** – Tabled for new Board to decide.

<u>GOOD OF THE ORDER</u>

1. **CVPOC Fiscal Year** – **Motion:** Begin the process of amending the CC&Rs 7.5 Assessment Due Date: Section b. from "Corporate assessment year shall be January 1st through December 31st" to "Corporate assessment year shall be July 1st through June 30th." Motion by Glenn, seconded by Dory. Motion passed unanimously.
2. **Lot 86 Variance for Trailer Placement Needed** – **Motion:** Approve the set-back variance for Lot 86 previously approved by the City of Florence. Motion by Dory, seconded by Tommy. Motion passed unanimously.
3. **Lot 80 Visual Screening** – Not considered a fence. No action taken.

Break at 12:41pm
Entered Executive Session at 12:44pm
Left Executive Session at 2:12pm
Returned to regular open meeting at 2:15pm

Motion: Approve personnel matters discussed in Executive Session. Motion by Tommy, seconded by Dory. Motion passed unanimously.

ADJOURNMENT: Motion by Diana, seconded by Tommy. Motion passed unanimously.
Meeting adjourned at 2:18pm.