# CVPOC BOARD OF DIRECTORS MEETING
## August 21, 2010

**Call to Order:** The CVPOC Board of Directors Meeting was called to order by Vice President Michael O'Harrow on August 21, 2010 at 10:00 A.M. A quorum was present consisting of the following Directors: Denise Crowe, Charles Dunlap, Dee Force, Albert Gelmstedt, Nelda Graf, Mary McGann, Michael O'Harrow, and Melba Reinke. Michael O'Harrow then asked John Mawhinney to chair the remainder of the meeting.

**Membership Input on Agenda Items:** Jacquie Beveridge requested that the Board allow her to present her agenda item (10) first because of a prior commitment. The Board had no objection. Dee Force asked to present an item regarding board agenda item deadlines during Good of the Order.

**Reading of the Minutes:** Melba Reinke moved that the minutes of the July 17, 2010, Board Meeting Minutes under Committee Reports be modified to read as follows: The committee reports were presented previously at the July 2010 Annual Membership Meeting and for the record will be included in the September meeting minutes. Ginger Anderlohr moved that the statement made at the beginning of the meeting on July 17, 2010 by President Lampropulos be included in the minutes (see attachment). Dee Force requested that the word "recommend" be substituted with the word "nominate" in the July 17, 2010 minutes under the Fill Vacant Board of Directors Seat(s) heading. The minutes were passed as amended. The July 24, 2010 and August 11, 2010 special board meeting minutes were approved.

**Treasurer's Report:** Melba Reinke presented the following report along with the Treasurer's Report: "A motion made at the July 17, 2010 regular monthly Board meeting tabled the June 2010 financial report until this meeting. You will notice the June 2010 Balance Sheet and one for July 2010 are not being included with the July Treasurer's Report and Profit and Loss statements. The reason for this is that with the final taking over of the two properties in foreclosure - an unusual situation for our village as you know - the accountant has not completed these transactions for recording on our balance sheet due to accountant rules and procedures that need to be investigated thoroughly and entered in CVPOC records properly. Recent new rules and laws enacted have made it necessary for more in depth research to complete the reports accurately. As soon as the completed balance sheets are available they will be posted and available to all members upon request."

Melba Reinke also reported that the encumbrance on Lot 261 was renegotiated and reduced from the $5,404.33 figure to $4,000.00 and paid off to Citifinancial/Commercial Credit Corporation.

A lot owner requested a complete breakdown of attorney fees paid and Mrs. Reinke indicated a report would be presented at the next meeting.

**Committee Reports:**

Activity Committee - Co-chair Sharyn Read reminded everyone of the barbeque dinner to be held following the Board meeting and thanked John Mawhinney for arranging to have the Clubhouse carpet cleaned. She indicated that Coast Village tee shirts are available for purchase, that there will be an ice cream social after the September 18 Board meeting and a hot dog/hamburger dinner is planned later in September.

ARC Committee - ARC Chairman Ginger Anderlohr reported on the ARC approval of a chain link fence for Lot 259. Ginger Anderlohr made a motion to approve an 85 foot fence on lot 161 which had previously been denied by the Board, with the stipulation that the greenbelt be replaced after installation of the fence. The motion was approved unanimously. Ginger Anderlohr reported on zoning information from the City of Florence.

CC&R's and Bylaws Committee - Bill Force reported that the committee was obtaining templates for use in rewording our bylaws so they will be in compliance with Oregon Statutes. Melba Reinke moved to accept the resignation of Bill Force as Chairman of the Bylaws Committee and to approve John Mawhinney as new Chair of the Bylaws Committee. Approval was unanimous.

Communications Committee - Bill Force reported on new information that we only have to have policies and procedures for our Personnel practices and that committees could adopt rules and regulations within each committee for approval by the board. He presented the rules and regulations developed by the Communications Committee. Ginger Anderlohr moved to adopt the rules and the motion was approved unanimously.

A New Member Orientation Committee was discussed. Ginger Anderlohr moved to form the new committee which passed with one dissenting vote - Nelda Graf. Al Gelmstedt nominated Dee Force to be chair which passed unanimously.

Elections Committee - There is no report this month.

Facility Management Committee - Mike O'Harrow indicated the Committee has been spending a lot of time on the water issue. He indicated he would welcome input from members regarding our facilities. A lot owner indicated that the front gate should have a facelift with new paint and striping and mentioned that the fireplugs need to be painted.

Financial Management Committee - Melba Reinke indicated the Committee is working on developing rules and regulations for this committee. She asked Diana Glasgow to speak about the reserve study which she indicated is not compliant with the Oregon Statutes at this point. Budget discussions were held during July and August with Melba Reinke, Chairperson, and committee members Diana Glasgow, Diana Phillips, Jason Williams. Sharon Samuelson was unavailable at this time. The 2010-2011 budget is being presented at today's meeting for approval. Mike O'Harrow reported collections were going well at this time and there are no serious problems.

Personnel Committee - Dee Force reported that the Personnel Committee is working on expectations, guidelines, job descriptions and evaluations for the employed staff which will be done with input of the staff and then brought to the board for approval.

AD HOC Pool Committee - Pool Committee Chair Peg Mawhinney recommended that the Board continue to authorize investigation of the pool work. She indicated the committee has obtained solid information but not enough at this point for a total report. Melba Reinke read Jean Murphey's reply to our question regarding whether or not we need to have an insurance adjustor look at the pool situation for possible coverage and indicated we do not have coverage for our particular problem. Melba Reinke moved that we not follow through with an insurance adjustor and approval was unanimous.

Maintenance Report - Frank Brooks reported on maintenance activities for the month and said that Maintenance had fixed a major leak in front of the Clubhouse.

At this point Jacquie Beveridge was asked to present her agenda item for New Business as per her request. See item #10 under New Business below.

**Old Business:**

2010-2011 Budget - Melba Reinke moved that the budget be accepted as presented, Al Gelmstedt seconded and approval was unanimous.

Lot 43 Driveway Repair - the board did not act on this item as there are two more bids expected for the project.

Check Co-signer - Melba Reinke moved to reaffirm Al Gelmstedt as co-signer on our CVPOC checking account as per our Bylaws which passed unanimously.

Melba Reinke presented a pie chart showing the breakdown of lot owner's dues which includes $62 per month of our $145 dues going towards our water costs.

Diana Glasgow presented a chart she prepared showing that last year we consumed approximately 5.8 million more gallons of water than during a typical year (based on usage data from the last 8 years). The assumption is that this water is being lost to leakage. This amounts to approximately $54,000 in the last fiscal year of excess water/sewer fees for what was most likely unused water. During the last year or two the City of Florence has done maintenance on the city's water pumps (specifically on worn out impellers) that has increased the water pressure to our park to unacceptable levels. Diana Glasgow stated that if we are smart about how we handle and solve our water problem we will be able to balance our budget in the coming fiscal year. The need is clearly urgent for action to thoroughly understand and locate our water system problems and to solve them; both the Reserve Study Sub-Committee and the Facilities Committee are meeting regularly with our Maintenance Supervisor to address these issues.

**New Business:**

10. Jacquie Beveridge spoke indicating that there had been five candidates for two open Board positions at the July meeting. She said she felt that the proper CVPOC Bylaws procedures had not been followed in filling the positions and even though it would have made no difference to the outcome of the voting she felt the Board at least owed the remaining candidates an apology. Chairman Mawhinney indicated that this was a point of order that should have been raised right away during the July meeting and that he would rule that the point of order was not timely and denied the complaint. He asked the Board if anyone had an appeal to the ruling of the chair. There was none. He suggested the Board should evaluate their July decision.

1. Secured Trash Drop Off Area - Frank Brooks said he will get more information before we act on this item.

2. Water Pressure Valve for CVPOC Water System - Frank Brooks reported that Ray Wells had been selected as contractor for the project and said that the valve should be in place by October. The valve will be adjustable and can be regulated by Maintenance. The total cost of the water valve project will be $5,940.00 and will be paid out of the Major Maintenance account.

3. Drip System - Front Entrance - The Board thanks Gene Shotwell and Jim Gossen for installing a drip system at the front entrance and thanks the Activity Committee for the money for the materials.

4. Board Goals - Dee Force moved that the Board adopt the goals that were formulated during the July 24 lot owner's meeting and the motion was approved unanimously. The goals will be printed in the September newsletter.

5. Park Security - Dee Force moved that the Board approve a transition plan for the new board dealing with security measures for corporate records and buildings. The motion was approved unanimously.

6. Office Hours - Dee Force moved that the office hours be changed so that the office will be closed each day until 1:00 p.m. and open each day from 1:00 p.m. to 5:00 p.m. and approval was unanimous.

7. Office Signs - Two signs were suggested for the office: One sign will indicate when the Office Manager has to make a bank run during open hours; she will have a sign saying when she will return. The second sign will indicate that because of CVPOC Board policy the Office Manager will not perform personal secretarial services for persons requesting them.

8. High Speed Internet/Wi-Fi for Clubhouse - A motion by Dee Force for the Board to explore high speed internet and/or Wi-Fi for the office and clubhouse was passed unanimously.

9. Communications Committee Rules and Regulations were approved during Committee reports earlier in the meeting.

10. This item was moved to beginning of New Business

11. CVPOC Zoning Issues - Denise Crowe moved that Coast Village generate action to form a committee to amend the zoning of the City of Florence as it affects our park and approval was unanimous. Melba Reinke nominated Denise Crowe to be chair of the City Zoning Committee and approval was unanimous. (This will be a subcommittee of the Board approved CC&R's and Bylaws Committee according to the responsibility parameters of said committee.)

12. Five Year Plan - Covered earlier in the meeting.

13. CVPOC Rental Policies and Procedures will be presented to each board member in a packet prior to the September meeting for review and discussion if necessary.

14. Gate Card Fee - Melba Reinke moved to reduce our gate card fee from $20 back to the $10 stated in the Rules and Regulations approved in June 2009, and the motion passed unanimously.

**Good of the Order:**

Water Leak Repair: Melba Reinke moved that an invoice for $984 from Integrity Plumbing for the clubhouse water leak be paid out of Major Maintenance and the motion passed unanimously.

Because of time constraints, Dee Force withdrew her board agenda deadline item until the September meeting.

Pat Rongey spoke about maintaining at least one car's length between cars when entering the front gate as her car was damaged by a truck backing out of our gate when it could not get the gate open.

**Adjournment:** There being no further business, Mary McGann moved to adjourn the meeting at 12:58 p.m. and the motion passed unanimously.

Dee Force
Dee Force, Secretary

9-24-10
Date

Michael C. O'Harrow
Mike O'Harrow, Vice President

9/23/10
Date