CVPOC BOARD OF DIRECTORS MEETING
September 18, 2010

Call to Order: The CVPOC Board of Directors meeting was called to order by President Chris Lampropulos on September 18, 2010, at 10:00 A.M. A quorum was present consisting of the following Directors: Ginger Anderlohr, Denise Crowe, Dee Force, Al Gelmstedt, Nelda Graf, Mary McGann, Mike O'Harrow, Melba Reinke and Ellen Templar. Charles Dunlap was absent. President Lampropulos turned the meeting over to John Mawhinney who acted as facilitator and chairman.

Membership Input on Agenda Items: There was no input at this time.

Approval of the Minutes: Melba Reinke moved to approve the August 21, 2010 minutes with the inclusion of the mentioned attachment which was inadvertently omitted at this time. The minutes were approved with one abstention, Ellen Templar.

Treasurer's Report: Comparing July end with August end, net income is up $1,972. Good news and we certainly hope this trend continues.

You will note that the water consumption has been added to the Treasurer's Report. Since the CVPOC water consumption has become a top priority issue (and rightly so) it seems appropriate to keep members informed since the water/sewer expense is highest on the list of operating expenses. This expense is diligently being evaluated and the Facility Management Committee is hard at work for resolution.

Responding to the request at the August meeting, I met a few days ago with the lot owner regarding breakdown of attorney fees and will do a written report for the individual and CVPOC files for further review by members if they wish to do so. The individual had not seen an earlier breakdown chart which had been prepared and presented through March 2010, and information through June 30, 2010 has been provided as well. Respectfully submitted, Melba Reinke, Treasurer.

Committee Report: Water Committee Chair Dennis McMackin presented the Water Study report (see herewith) and introduced two guests to speak concerning the urgent Coast Village water system repair situation. The guests were Kevin Ankeny of McKenzie Excavating and Rick Kernutt of Ferguson Waterworks. After Dennis McMackin presented his report, Larry Phillips reported that he had visited with Bob Willoughby of the City of Florence who indicated the city may consider partial reimbursement to Coast Village for part of their lost water cost if Coast Village would be proactive and show the city we were trying to fix our water problem. Mike O'Harrow reported on tests run on water lines that showed several areas that are problem areas.

Chairman Mawhinney stated that discussion of the repair of water lines could begin after a motion on the item. Dee Force read a motion in the form of a resolution to accept the recommendations of the Water Committee. Mike O'Harrow indicated he would prefer to deal with this matter later in the agenda. A member asked if the water repair would be done according to City of Florence codes and the answer was yes. Ellen Templar indicated her concern for funding this project because the reserve study is not completed yet and we need to find out what we have to keep in reserve. Kevin Ankeny and Rick Kernutt summarized the process that would be followed to repair and replace the water lines. They also talked about why it would be cost prohibitive to develop specifications to get bids, indicating they would work on a time and materials basis, doing one section of line at a time over a five year period or until the project was completed. A lot owner suggested that an assessment of $100 per lot be voted on to get the project started. Mike O'Harrow indicated he would like to get more bids for time and materials from other contractors.

Chairman Mawhinney summarized the resolution which was amended (as attached) and passed with a unanimous vote. A ballot will be prepared and mailed to the membership for a vote to spend the initial $60,000 from the major maintenance account.

At this point the board returned to the original agenda order.

Committee Reports:

Activity Committee: Sharyn Read reported on the August barbeque and told us of the End of Summer Barbeque which would be held on September 25 along with an apple pie contest. She also said that we have begun a Village Food Closet project and will take donations for that which can be deposited at the post office. The Activity Committee is working to get a reduced rate for members who would like to join Coastal Fitness. There will be a Greek Dinner on October 9th hosted by Denise Crowe. There will be an October 29 Trick or Treat party. Shirley Shotwell requested board approval for a park wide garage sale to be held on October 2.

Ellen Templar made the motion which was approved unanimously.

Architectural Review Committee: Ginger Anderlohr reported on approval of a sewing room addition for Lot 42, and final inspections for 6 Redwood and 161 Outer Drive. She also presented a revised cover letter (ARC Form 001), revised application (ARC Form 002) and draft Guidelines, draft ARC Policies and Procedures and draft Rules and Regulations for consideration. Ginger Anderlohr moved to approval ARC Form 001 and 002. Ellen Templar asked if any provision for fire safety had been included in the guidelines and requested the motion be tabled until the next regular meeting of the board.

CC&R's and Bylaws Committee: John Mawhinney presented the draft revision of our Bylaws with the recommendation that the board review them, meet and confer in a board work session to refine the proposed recommendations, also authorize a committee to implement the electronic recommendations and adopt and implement the recommendations at the October board meeting.
Mary McGann moved to approve the recommendation and approval was unanimous.

At 11:50 A.M. a ten minute break was taken and the meeting resumed at 12:00 P.M.

Communications Committee: Bill Force presented the recommendations of the Communications Committee which include having board packets available for lot members at meetings, approving the committee exploring the concept of CV becoming paperless with billing and the newsletters, and asked that the website be expanded to include board meeting minutes beginning with the most recent meeting and continuing with future minutes so lot owners can review all the minutes on the web. Bill Force also reported on the possibility that OregonFAST.net will provide us with free high speed internet in the office and also for member use in the clubhouse. Ellen Templar moved to approve the recommendations and approval was unanimous.

Facility Management Committee: Mike O'Harrow reported on a wiring problem in the satellite bathroom and indicated that the electric meter had not been functioning. The PUD requested that we fix the problem and we would not be billed for prior use.

Financial Management Committee: Melba Reinke reported that there has been no call for a Budget Committee meeting. Diana Glasgow reported on the reserve study and indicated a question exists about how to handle a $60,000 expense for the water line repair. Several people offered to assist in helping with the reserve study. Mike O'Harrow reported on collections and there was some discussion that collections should be taken out of our attorney's hands and taken care of in-house.

New Member Orientation Committee: Diana Phillips presented a notebook that has been developed for new lot owners which will include information about Florence, all CVPOC legal documents, a Coast Village directory, and that a board member can be contacted when we have new lot owners so they can sit down with them and explain all the CVPOC information. Ellen Templar made a motion to accept the notebook and reimburse the cost out of petty cash which was unanimous. It was decided to direct the Office Manager to print the CVPOC directory alphabetically and also by lot number.

Personnel Committee: Christina Van Hook reported on the progress being made revising job descriptions, work performance standards and evaluation forms for paid employees. The committee recommended that Diana Glasgow be appointed supervisor of the Office Manager. Dee Force moved that the recommendation be approved which was unanimous. Melba Reinke will act as backup supervisor.

Pool Committee: Peg Mawhinney reported that she had just received a cost estimate of $9,000 from KA Engineering for a geo-tech soil analysis of the dirt under the pool. An architect would have to prepare plans before the bore holes could be dug which would be another cost, and that a raw estimate of $200,000 to $250,000 would be the cost of a new pool. Extra costs would be permits, electrical, and decking. The committee is asking the lot owners how they want to proceed and will make a recommendation at the October meeting. If the board decides to fill the pool, the cost could be $20,000 to $25,000.

Maintenance Report: Frank Brooks reported on Maintenance activities for the month. He suggested that the small pool be closed at the end of the month because of lack of usage. Al Gelmstedt moved that the pool be closed and approval was unanimous.

OLD BUSINESS:

Lot 43 Driveway Repair: Frank Brooks asked for direction about how to proceed with repairing the driveway on Lot 43. Mike O'Harrow suggested that work on Lot 43 be tabled for now and gravel spread in the area where the cement is missing in the road.

Secured Trash Drop-Off Area: The matter of the trash drop off area is tabled until the next board meeting.

CVPOC Rental Policy and Procedures: Melba Reinke presented the rental policies and procedures. Mary McGann asked that the Non-Owner Resident Information form be amended to include Coast Village CC&R's and Bylaws in the agreement to abide by the rules.

NEW BUSINESS:

ORS 94.639: Melba Reinke moved that the Elections Committee be asked to require proof of ownership in Coast Village in the form of a deed when a lot owner runs for office on the board. Approval was unanimous.

Appoint Supervisors for Office Manager and Maintenance Supervisor: Approval was unanimous that Mike O'Harrow be appointed supervisor of the Maintenance Supervisor.

Approve Activity Committee Rules and Regulations: Ellen Templar moved to approve the Activity Committee Rules and Regulations as presented. Nelda Graf amended the motion to include a monthly financial report from the Activity Committee and approval was unanimous.

Board Contact Person for Sale of Foreclosed Properties: Melba Reinke moved to approve Chris Lampropulos as the contact person for the sale of the foreclosed properties and approval was unanimous. Chris Lampropulos requested that Mike O'Harrow and Al Gelmstedt assist him.

Approve Chair for Communications Committee: Ginger Anderlohr moved to approve Bill Force as Chair of the Communications Committee which was approved unanimously.

CVPOC Board Agenda Request Policy and Agenda Item Request Form: Ellen Templar moved to approve a policy that would require board agenda items and committee reports be turned into the Office Manager ten working days before the board meeting and that the board books be available to be picked up the Tuesday afternoon before the meeting. It was mentioned that financial information is periodically received too late from the accounting firm to be included in the board books, and Ellen Templar amended her motion that financial information could be given to board members after they have picked up their board books. Approval was unanimous.

Complaint Form: ARC Property Evaluation: Ginger Anderlohr moved to have two different complaint forms: One would be for property complaints which would be handled by the ARC Committee and non-property complaints would be forwarded to the appropriate committee to handle the complaint. If the complaint cannot be resolved, it will be forwarded to the board. The motion passed with three nays: Denise Crowe, Ellen Templar and Melba Reinke.

Replacement of Water Mains and Lot Service Water Lines: This agenda item was handled at the beginning of the meeting.

CORRESPONDENCE:

There was no correspondence.

GOOD OF THE ORDER: Mike O'Harrow spoke about his concerns about lack of communication between board members, saying that he had not been aware the Water Committee report was going to be done at the beginning of the meeting. He requested that board members communicate with him by telephone or his inbox in the office.

Pat Rongey inquired if she was still on the Zoning Committee and what the status of the zoning situation with the city was. Ginger Anderlohr reported she had been appointed as Zoning Coordinator and that she was working on a date and time to meet with the city and that we will need to have a board workshop to determine what we want from the city and that the city did want to work with us. The city will begin working on zoning in November.

ADJOURNMENT: Ginger Anderlohr moved adjournment at 2:15 and approval was unanimous.

Dee Force, Secretary Date

Chris Lampropulos

Chris Lampropulos, President Date