

COAST VILLAGE PROPERTY OWNERS CORPORATION
BOARD OF DIRECTORS MEETINGS - CVPOC - Zoom

Board Meeting, 10 am April 17, 2020

President Jay Guettler, Vice President Diana Wolfe-Newman, Treasurer Dory Hethcote,
Secretary Donna Rudd, Directors Glenn Singley, Paul Deemer
and Park Operations Manager Carlla Van De Vyver

APPROVED MAY 15, 2021 BOARD MEETING

The meeting was called to order by President Jay Guettler at 10:07am, there were 7 members.
Quorum met.

President Jay Guettler discussed meeting practices.

Changes to the Agenda

A new complaint was added to the list of complaints
Add reserve study review
Moving "Good of the order" to before executive session
Move fine of Lot Owner at 162 outer drive to after "appeal letter"
Transfer of funds to "New Business"

- **Motion: Motion to approve agenda with modifications. Motion made by Dory Hethcote, seconded by Ila Mae Robinson.**

Discussion: None

Motion passed unanimously.

Secretary Donna Rudd read the minutes of the last meeting.

Glenn Singley suggests changing verbiage of motion for the budget changed to "unanimously"

- **Motion: Motion made to approve minutes as changed. Motion made by Diana Wolfe-Newman, seconded by Dory Hethcote.**

Discussion: None

Motion passed unanimously.

New Business

Treasurers report

The Treasurers Report was read by Treasurer Dory Hethcote.

- **Motion: Motion to transfer 13,892.50 for electrical project deposit from reserve to operations. Motion made by Dory Hethcote. Seconded by Donna Rudd.**

Discussion: None

Motion passed unanimously.

- **Motion: Motion to transfer \$2295 from reserve account to operations account for Water Project Parts Purchase. Motion made by Dory Hethcote, seconded by Donna Rudd.**

Discussion: None

Motion passes unanimously

POM Report:

Discussion: POM had meeting with Central Lincoln PUD about changes to be made to the electrical equipment that feeds the parks facility. Because we're making those changes they say that what we have out there is extremely old and not up to code and it needs to be changed. POM doesn't believe there will be charges from CLPUD, but there may be from the electrician.

POM Report read by POM.

Discussion: Joan Muir of Lot 241 asked if anyone has applied for the grant for personal protection devices. POM has applied and we have received it, but haven't applied a second time since we have an abundance of PPE from the first round. POM states that CVPOC applied for relief on employees to the total of 64 hours, for those that had to miss hours due to covid.

ARC Chair Report

Arc Report read by Mose Starkie.

- **Motion: Motion to approve a 6 foot tall fence on Lot 66 outer drive on either side of the front of the home. Fence has been approved by ARC. Motion made by Dory Hethcote, seconded by Paul Deemer.**

Discussion: No discussion

Motion passed unanimously.

Open discussion: POM asked about canvas covered carports and a 20' setback and if the ones in existence will be grandfathered in. Mose Starkey said he doesn't believe so, the rules have been in place but haven't been enforced. Glenn Singley optioned that the board can vote that the current policy of allowing damaged "temporary structures" can be changed to requiring they be removed. Jay Guettler discussed the origin of "grandfathering". Diana Wolf-Newman discussed the greenbelt encroachments that were grandfathered in, following the advice of our lawyer. This was so we could draw a line in time that would allow us to do proper enforcement of our greenbelt rules going forward. The exact meeting she referred to is: November 15, 2014.

Greenbelt Committee:

Greenbelt committee report read by Jay Guettler.

Discussion: No Discussion.

Old Business:

Motions Database Cleanup:

Glenn spoke about the method of keeping the database conversation to a minimum by restricting to 20min

- **Motion: Motion to invalidate the letter driven by the June 16th 2018 motion about working with greenbelt committee on greenbelt issues. Motion made by Glenn Singley, and seconded by Dory Hethcote.**

Discussion: None

Motion passed unanimously.

- **Motion: Motion to rescind the motion from 10-21-2017 about 5ft setbacks. Motion to be made by Glenn. Seconded by Dory.**

Discussion: None

Motion passed unanimously.

Jay requested a 3 minute break

CVPOC Going Paperless:

Glenn Singley spoke about how instead a full paperless option, CVPOC will be trying to create policy that will limit paper use. Wants to remove the discussion

Joan Muir of Lot 241 discussed making the newsletter full paperless since it requires so much paper. POM spoke about the number of newsletters that are being mailed out and that they are only mailed if requested. She believes there are only 14 that are mailed and people complained when there was less information in the document. Joan says that we should move forward on making it online only, change is difficult, but necessary. Diana suggests printing less and waiting for demand. Ila Mae says she enjoys reading the newsletter and appreciates the effort put in. Glenn repeats the suggestion of printing less and waiting for requests. Dory said she can change her article to every other month. Joan Muir of Lot 241 suggested that with next month's newsletter POM should ask if members want their bill electronically. POM says we are making every effort to reduce expenses, especially postage. Glenn suggested the newsletter have a quarter page ad to recommend people go paperless on their statements. POM says that is part of the current plan.

Kathee Melahn Lot 23 suggests a coupon book for lot payments. POM said we have 15% that pay in cash. 10% pay with money order. During COVID people were putting their cash in the drop box. We need to send out the statements because of the information that is legally required to be on the statement.

Elections Committee:

Elections Committee Chair, Ila Mae Robinson discussed the upcoming election. No board member election applications will be sent out but can be acquired at the Park Office. 3 board seats are up for election. Ballots will be mailed June 18, and due by July 5th. Ila Mae believes the ballots will be counted the 6th. The elections committee is looking for 3 more members.

Annual meeting process:

- **Motion: Motion for the board and the election committee to investigate logistics of an online and physical annual meeting. Motion to be made by Glenn Singley, and seconded by Dory Hethcote.**

Discussion: Glenn covered discussion held by board in the workshop for those not present. Ila Mae says she'll have to do research in the bylaws to find out if it's legal. Glenn Singley states that it is. Jay brought it back to logistics of making an online meeting possible. Agenda items must be posted before the meeting. Lot representatives must be declared.

Motion passes unanimously

Complaint letters:

Jay Guettler read a complaint from Lori Dunbar of Lot 249 Horseshoe Bend.

Discussion: No Discussion

Jay read a complaint from Jill Risk of Lot 201 Huckleberry Lane.

Discussion: Donna asked when the last dues increase was. Jay said it went from \$175 to \$185 3 years ago. POM said we had an assessment for the water project approximately 2 years ago. During the assessment the plumber commented on how if maintenance had been done on the park, the majority of the large issues wouldn't cost as much as they do now. POM discussed that this used to be a campground and is now filled with double wide mobile homes, which changes the parks infrastructure needs. Diana reiterated POMs statement about the park changing, as CV started out as private timber land, that was turning into an own your own campsite/campground 1 mile north of the city limits. The city had no reason to have any oversight at that time. No one planned for, or thought that they were building a city neighborhood for 2021. We are stuck with what was done or not done, then. No one can expect the unforeseen, until it is investigated, and remedied. Thankfully, due to the board of 2014 recognizing the need to do the proper maintenance of our infrastructure, and the watchful eye and diligent efforts of our POM, that has been and is being done. Diana objects strongly to the accusation of mismanagement. The Board has written a letter to Jill Risk addressing the above issues.

Jay Guettler requested a five minute break.

Jay Guettler read letter by POM June 22, 2020 to Claudio Garrett 243 Horseshoe Bend

Jay Guettler read a complaint by Claudia Garrett 243 horseshoe bend

- **Motion: Motion to deny appeal for reversal of fine for noise complaint for lot 243. Motion made by Dory Hethcote, seconded by Donna Rudd.**

Discussion: Joan Muir says she submitted a complaint form August 26th 2019 and why wasn't it put in the file? POM says is unsure why the document isn't in the file, but she will look and see if it has the anonymous box checked. Joan responded that her copy doesn't have the check box as it was the older version. POM says she will find the document. There are multiple complaints about this lot owner that aren't about noise, POM is trying to address how to document conversations with the lot owner since there

are alternate versions of history. Diana brought up the fact that the duration of the conversation in question invalidates the letters statement that the board is not trying to resolve the issue. Donna Ruud asked for a history of complaints. POM says that there are very few written complaints, but many verbal complaints.

Motion passed unanimously.

Lot 163 greenbelt violation fine reduction

A \$500 fine was issued against lot owner for destruction of the greenbelt. Property is in the process of being sold. The lot owner would like to have fine reduced or removed. The request was made by lot owner's representative, Shirley Hunt.

- **Motion: Motion to deny fine removal or reduction request from lot 163 for Greenbelt violation. Motion made by Glenn Singley, seconded by Dory Hethcote.**

Discussion: Mose Starkey explained that there have been several issues with the lot owner and that they have been extremely uncooperative. Ila Mae Robinson wants to know what was removed from the greenbelt. Mose Starkey (ARC Chair states that the tree in question was actually not in the lot owner's greenbelt.

Motion passes unanimously. A letter will be sent to Lot 163.

CCR's 11.4-11.5 - Lot owner representation.

Information was brought in by Robert Davidson lot 147 regarding lot representation. Jay Guettler read from the CCR's. The only person that can vote is the Lot Representative.

Discussion: Ila Mae asks why the proxy vote doesn't cover the issue. Glenn brought up Bylaws Article 1.5.a. The sign in sheet should have a statement that makes the person signing in liable "I certify that I am the representative of the lot in question". Robert Davidson lot 147 says CCR's override the Bylaws. Proxy won't work because who knows who the person being proxied is. The issue isn't a large or present one, it's something that needs to be corrected in the future so that there aren't issues that invalidate past decisions. Dory Hethcote recommends tabling until next meeting. Board agrees. Ila Mae says election board needs to have information soon. Glenn will have more information at the next board meeting. Dory wanted to have another meeting in the next week. Jay Guettler reminded that this will be a part of the election conversation.

Prohibition of Short Term Rentals:

- **Motion: Motion to prohibit short term rentals, as defined by the state of Oregon, in Coast Village. Motion made by Donna Rudd, seconded by Dory Hethcote.**

Discussion: Jay Guettler read the rules regarding shutting off utilities in case of violation of rules as an option for enforcement. POM says we need a legal opinion. Ila Mae agrees, believes we don't have the option to turn off utilities because of health and safety. Jay Guettler brought up the rule that no business can be run in the park that brings in additional traffic.

Motion passes unanimously.

Reserve Study Review.

The reserve study has been reviewed. The document does not need to be updated at this time.

PPP Loan

- **Motion: Motion to rescind the \$60 assessment that was due in June. Due to our POM Carlla Van de Vyver, and our accountant, securing for Coast Village, a PPP Forgivable Loan to offset the Payroll costs and cleaning materials of the required Covid cleaning protocols, which she applied for, after the notification letter was sent. Motion made by Diana Wolfe-Newman, seconded by Dory Hethcote.**

Discussion: Kathee Melahn lot 23 Village asked about reconciling with those who have already paid the assessment. POM says that after the motion is approved and a letter has been sent out, those who have paid will have their account credited.

Motion passed unanimously.

Good of the Order

Jay requests 3 minute break before going into executive session. 1:32pm

Board meeting adjourned for executive session at 1:35pm

Board returned from executive session at 1:55pm

- **Motion: Motion to approve payroll adjustments made in executive session. Motion made by Glenn Singley, seconded by Diana Wolfe-Newman.**

Discussion: None.

Motion approved unanimously.

Return to Good of the Order

- **Motion: Motion to rescind motion from April 12, 2014, regarding payroll ranges. Motion made by Glenn Singley, seconded by Diana Wolfe-Newman**
Discussion: None

Motion approved unanimously.

Adjournment

- **Motion: Motion to adjourn. Motion made by Dory Hethcote, seconded by Diana Wolfe-Newman.**

Discussion: None

Motion passed unanimously.

Meeting adjourned 1:57pm