CVPOC BOARD OF DIRECTORS MEETING

OCTOBER 19, 2013

Approved Minutes

<u>CALL TO ORDER</u>: The CVPOC Board of Directors Meeting was called to order at 10:10 AM by Keith Davidson.

<u>ESTABLISHMNT OF A QUORUM</u>: Charlotte Frye, Secretary called the roll. Present were Pat Rongey, Lois Hundtoft, and Carlla van de Vyver. Absent: Ila Mae Robinson.

<u>APPROVAL OF THE AGENDA:</u> Charlotte Frye made a motion to approve the Agenda. Lois Hundtoft seconded: Motion passed unanimously.

<u>MEMBER INPUT ON AGENDA ITEMS:</u> None.

<u>READING AND APPROVAL OF THE MINUTES</u>: Lois Hundtoft made a motion to accept the July 20, 2013 CVPOC Board Meeting minutes as written: Carlla van de Vyver seconded: Motion Passed unanimously. Charlotte Frye read aloud all previously approved Actions Without a Meeting to incorporate them into the Minute Book.

<u>TREASURER REPORT</u>: Carlla van de Vyver presented the Profit and Loss Statement, Balance Sheet, Profit and Loss vs. Actual. Charlotte Frye made a motion to accept the Treasurer's Report. Lois Hundtolt seconded. Vote three (3) yeses. Pat Rongey abstained. Motion passed.

<u>COMMITTEE REPORTS</u>:

Activities: No written report. Carlla van de Vyver gave an oral report.

ARC: No written report. Keith Davidson gave an oral report.

CC&R's/BY-LAWS: The Rental Sub-committee Chair, Mary McGann previously presented new rental forms to the Board during the Board Work

Session. Mary reported that we currently have twenty eight (28) rental units plus ten (10) dwellings occupied by family members.

Communications: No report.

Elections Committee: Ila Mae Robinson, Elections Chair was absent. Per Acting President Keith Davidson, Jodi Hawkins stepped down from the Office of President. A Declaration of Interest to run for her position was mailed to all lot owners. As of the final return due date, no Declarations were received.

Facilities Management: Palmer Hundtoft, Chair, submitted a written report and gave an oral report.

Financial Management: Carlla van de Vyver, Treasurer submitted a written report and gave an oral report on the Operations Budget. She stated that the figures were skewed due to the Budget being based on erroneous figures carried over from the last fiscal year. Pat Rongey interjected that there was "no wrong doing" by an employee. Carlla stated "no wrong doing, just posting errors." Carlla reported that Park Power base rate will increase to $12.80 to off-set cost and city taxes. The charge for KWH's will decrease.

Personnel Committee: No written report submitted: Keith Davidson reported that personnel records, forms, I-9's, etc. had been updated and are now current and in the personnel files.

Maintenance Report: Palmer Hundtoft, Facilities Management Chair, gave an oral report on the club house roof and siding. Palmer recommended metal roofing instead of shingles.

OLD BUSINESS: Rescind motion to move CVPOC fiscal Year to January 1 made at the July 20, 2013 Board of Directors Meeting. Keith Davidson made a motion to rescind the above motion. Charlotte Frye seconded. Motion passed unanimously.

NEW BUSINESS: TREES, GREENBELTS, FENCING

Keith Davidson made a motion to strictly enforce the CC&R's 9.0. There was no second. Motion defeated. Keith Davidson then made a motion to waive violations conditionally (9.3). Pat Rongey seconded. Discussion from the floor included: Margaret Foss and Faran Wampole, #239; Alta Taylor, #142; Tamie Yarnall, #171; Carlla van de Vyver #22. A vote was called to waive Greenbelt and fencing violations conditionally. Pat Rongey, yes; Charlotte Frye, yes; Lois Hundtoft, no; Carlla van de Vyver, no. Keith Davidson, acting President broke the tie vote with a yes vote. Motion passed three yes votes to two no votes.

At 11:47AM, Acting President, Keith Davidson called for a fifteen minute meeting recess. The Board meeting reconvened at 11:58AM.

Keith Davidson delayed discussion of Trees, referencing the need to contact an attorney for more definitive steps for the removal of trees on personal property. It was mentioned that the Board needs to alert the Membership regarding problem trees.

RENTAL FORMS

Keith Davidson made the following Motions to:

1. Define Lot Ownership as in Deed. Carlla van de Vyver seconded. Motion passed unanimously.
2. Adopt new Rental Forms (presented by Mary McGann.) Lois Hundtoft seconded. Motion passed unanimously.

3. Approve/adopt non-owner form and/or family member form. Charlotte Frye seconded. Motion passed unanimously.
4. Have a Professional Facilities Inspection (building inspection.) Carlla van de Vyver seconded. Motion passed unanimously.
5. Change Personnel Policies and Procedures to reduce employee paid Holidays from nine (9) + Employee Birthday to six (6) + Employee Birthday eliminating MLK Day, President's Day and Veteran's Day. Lois Hundtoft seconded. Motion passed unanimously.
6. Change CVPOC Rules and Regulations:
   A. Due to an Action Without a Meeting, Balances remaining under $20.01 will not be charged a $25.00 late fee.
   B. On the "FINES" page eliminate the word "examples." (Must rewrite sentence.)
   C. Charge fines on the following Rules sections:
      5.3 $100/month and $10/day thereafter.
      5.4 $100/month and $10/day thereafter.
      5.5 $100/month and $25/week thereafter.
      5.6 $100.
      5.10 $50/month $10/week thereafter.
      5.11 $50/month $10/week thereafter.
      5.12 $50/month $10/week thereafter.
7. Raise Park Power service charge to $12.80.

Pat Rongey seconded. Motion passed unanimously.

METAL PICK UP: Nelda Graf #161 request for Metal Pick up such as old fans, BBQ's, Etc. Keith Davidson made a motion for a quarterly "pick up" of discarded wood, metal, plastic, etc (not household garbage) and a policy and procedure to be established. Carlla van de Vyver seconded. Vote: three (3) yeses. Lois Hundtoft voted no. Motion passed.

CORRESPONDENCE: Reference to Vial Fotheringham letter dated October 9, 2013 in answer to questions regarding Greenbelts, fences and trees.

GOOD OF THE ORDER: Carlla van de Vyver made a motion that the first gate card key and the first mailbox key be free of charge to new owners unless received at closing. Charlotte Frye seconded. Motion Passed unanimously. Carlla van de Vyver made a motion to appoint Acting President, Robert Keith Davidson to the office of President of the Corporation. Charlotte Frye seconded. Motion passed unanimously.

ADJOURNMENT: Lois Hundtoft made a motion to adjourn the meeting. Charlotte Frye seconded. Motion approved unanimously.

Meeting adjourned at 1:12 PM.

Carlla Vande Vyver

Charlotte Frye, Secretary

Robert Davidson, President