

COAST VILLAGE REPORTER

OCTOBER 2013

COAST VILLAGE PROPERTY OWNERS CORPORATION
131 Rhody Loop, Florence, OR 97439 (541) 997-3312

VOLUME 17 ISSUE 10

CVPOC

Board of Directors 2013-2014

Robert (Keith) Davidson
Vice President (541) 997-8828
Charlotte Frye
Secretary (541) 997-1779
Carla van de Vyver
Treasurer (360) 521-8428
Lois Hundtoft
Director (406) 697-7339
Ila May Robinson
Director (541) 997-2386
Pat Rongey
Director (541) 603-5730

BOARD MEETING

NEXT SCHEDULED BOARD MEETING MEETING

Saturday, October 19, 2013
10 am Clubhouse Lounge

Business Office: (541) 997-3312
Available for general business
9 am to noon
1 pm to 3 pm M-F

Maintenance Office: (541) 997-3583 Summer Hours

Maintenance staff on premises
M - F from 7am -5pm
Sat. & Sun from 7am -4pm

Available 24/7 for
park maintenance emergencies
(541) 997-3583

Website:

www.coastvillageflorence.com
FAX line: 541-902-0103

FROM THE PRESIDENT'S CORNER

A lot has happened since my last article was written. On September 10th, Jodi Hawkins terminated her medical leave of absence and resigned. As a result you will soon be getting a Declaration of Candidacy for CVPOC President. If you have a desire to volunteer for this position please complete this form and send it back. As President of CVPOC, you will be working with a highly motivated Board of Directors and a set of Committees all seeking to improve Coast Village for the benefit of the Membership.

In late August, the Board of Directors decided to move the bookkeeping from the Coast Village office to our accountants Holloway and Associates. The decision was made for three reasons: continuity, controllability, and accountability. The Board and I believe that this move will benefit the Corporation. As a result of this decision, the Board also decided to close out the Office Manager position, and hire a part-time person to handle the counter for customer support and general office work to support the Board and Committees. This move will actually save the Corporation a substantial amount of funds.

The Board also decided to extend the winter hours of operation for the club house and laundry room to 7 A.M. to 10 P.M. This will be a two month experiment, and then if there aren't any problems the hours will continue; however, should problems arise we will attempt to correct them, or move the hours back. I'm hoping for the best.

The Board made the decision to close the pool on the 1st of October, and to re-open the pool on the Friday prior to Rhody Days, mid-May. The pool hours will be 8 A.M. to 8 P.M.

We are currently updating our contact and security files. Some of you have already been contacted by phone to verify your contact information, the remainder will be contacted during this month. You will also be getting a letter from us asking you to verify your access cards and the number of remotes you currently have. We really appreciate your assistance in helping us get this work done. We are also going through our list of commercial vendors who have our cards.

We are also organizing and updating our Member's lot files. We're insuring that deeds are in the folders to verify lot ownership, and

NOTICES

- ◆ **Facility Hours:** Winter hours for the clubhouse, laundry room & mailroom are 7am-10pm.
- ◆ **Meter Reading:** Park electrical meters will be read this month beginning Wednesday, October 16.
- ◆ **Wi-Fi:** Is now available in the clubhouse. Information for access is posted in the clubhouse entrance and in the adult lounge.

placing all Architectural Review Committee documentation into a single folder within the file. We are also insuring that if your property is rented that you have all of the appropriate paperwork filed with us. If you have a rental and have been contacted by us, please get all of your paperwork to us. I promise if you do we will rein in the hounds.

These are but the highlights of what has been happening over the past month or so. There has been much, much more going on; Hopefully, you've been noticing the changes, and there is still more to come. I would like to thank: Charlotte Frye and Carlla van de Vyver for their efforts in keeping the Coast Village office open during this transition. Charlotte Frye and Ila Mae Robinson for their work in updating and organizing the office files. Mary McGann for her work in getting the rental information updated and filed. And to all the rest who have come in and assisted us – my heartfelt thanks.

Robert Davidson,

Acting President CVPOC

ACTIVITIES COMMITTEE NEWS



Greetings, although you might think that things are a bit quiet on the activities front – we are just gearing up for the fall/winter season.

There will be a Halloween Party Potluck on October 26th (Saturday) and I hope we will have a good turnout. Participation in activities have been slow thru the summer months as residents of the Village have been out and about enjoying vacations and summer outings.

We had a fun Spaghetti feed potluck last month in August and had a nice turnout of about 22 people. I would like to see our count come up a little as we were having around 30 people join in on the potlucks last winter. I hope if

you have not been attending you will put the monthly potluck on your calendar. Remember it is the 4th Saturday of each month.

Bingo will start up again in November on Thursday nights at 6:30 PM. I hope you will join us at the clubhouse for popcorn, a little wine and fun.

We are still looking for some additional members for our Activities Committee so please contact me if you would be interested.

We have some planned events for November and December.

We will have a Thanksgiving dinner here on the 28th of November for those of you who wish to join in. Ham and Turkey and all the trimmings will be on the menu.

Christmas “before” Christmas Dinner on December 21st – Chinese gift exchange – Anyone have some new menu ideas? I am thinking about seafood – or ?? Let me know.

An evening of Christmas music in December – more to come.

Carlla van de Vyver

Activities Committee Chairperson

MAINTENANCE DEPARTMENT

Fall is finally here! Your maintenance team has been busy trimming tree branches hanging over the roads in the park. We have not finished trimming the entire park yet. We are making a 14 foot clearance for all RVs, fifth wheels and trailers to get in and out of the park easily. Brush pick up on Tuesday is working out great; however, we ask that you cut all of the branches into 4-5 foot lengths. Recently the Board approved my deleting all of the old gate codes. Please remember that home owners are responsible for getting their guests into the park, and this includes anyone who is doing any work (tree trimming, etc.) for you. The new gate codes start working on the 10th of the month, and the old gate codes (because of snail mail) stop working the 17th of the month. The gate codes are shown on your Coast Village statement. We are also updating the key card gate and clubhouse entry controllers by deleting old cards that have either been deprogrammed or lost. All home owners will be receiving a letter from the main office asking about your key cards. I'm asking everyone to make sure you respond back to us so we can make sure your cards will continue to work. And as always if you have any questions don't hesitate to call the maintenance office.

Have a fun Halloween everyone,

RayLynn

Associate Maintenance Supervisor

Below is the required City of Florence form that enables CVPOC to get a discount for every 30 days or more that a lot is not occupied. If you have not completed such a form (sent with the January Newsletter) please fill out the form below and mail directly to the City of Florence Thank you!



City of Florence – Utility Department

Phone: (541) 997-3436 Fax: (541) 997-6814

250 HWY 101 – Florence, OR 97439

Vacation Status Request – Coast Village

To request relief from Street Maintenance Fee

Property/Lot Owner Name: _____

Property/Lot Address: _____

Place this account on a vacation status from _____ until _____
(Date) (Date)

By signing this form I affirm that my property will be vacant for a minimum of 30 days and no more than six months. I acknowledge that fees applicable to my lot will resume as directed above or automatically after six months unless another Vacation Status Request form is submitted to the City requesting further relief.

Property Owner

Signature: _____

Request

Date: _____

THIS FORM MUST BE RETURNED COMPLETED AND SIGNED TO THE CITY OF FLORENCE UTILITY BILLING DEPARTMENT FOR FEE WAIVER TO BE PROCESSED.

**** This side for
OFFICE USE
only ****

RESUME Month/Year	
JAN	
JAN	
FEB	
MAR	
APR	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	

Treasurers Report



BANK ACCOUNT BALANCES AS OF 9/24/13

Operating Fund Account: 72,874.54
Reserve Fund Account: 228,407.19
Total Funds in Bank: 301,128.73

There have been a few changes since the last newsletter. Cash flow continues to be positive, and the Board has approved the 5 year plan and Operating Account budgets. In a fiscal move to better manage our accounts the Office Manager Position has been eliminated and we have moved our bookkeeping to an outside firm. We are looking at a substantial savings by having our accounting done outside of the Coast Village office and we still have total control of our accounts. Our payroll has been changed to twice monthly which is a plus for our employees. We currently have two full time employees, two part time employees in maintenance. We are hiring one part time employee for the office, and hope to have the office position filled by the 2nd week of October. Interviews for the office position are complete.

The final pump in our pump station project is due to be delivered by next week. We will finalize the payment to them when it is installed and inspected. That should be in October.

We have had a good response to our request that owners turn in the "Vacation Status Request" paperwork to bring down the cost of the Road Maintenance Fee paid to the city of Florence. Thank

you to everyone that is turning in the form as this saves Coast Village and therefore "you" money. You will find a form in this newsletter so if you have not turned in your form and you will be leaving for the winter or do not live here full time please fill it out and return it to us. It saves a great deal of money which is money we can use for continuing improvements to the CVPOC properties.



Dues and Electric Past Due from Owners:

Current	30 days	30-60 days	>90 days	Total
\$ 406.39	\$1,978..69	\$818.64	\$4,176.50	<u>\$7,380.22</u>

I am actively working on all past due accounts to bring them current.

Water Usage: 3 Water Leaks were repaired for the month of September. We continue to monitor water consumption and fix leaks as needed.

All CVPOC insurance for the 2013/2014 has been paid.

All vendor accounts payable, payroll and payroll taxes are up to date and will continue to be paid timely.



NOTE: BECAUSE WE NOW HAVE OUR ACCOUNTS RECEIVABLE WITH AN ACCOUNTING SERVICE YOUR CHECKS COULD POSSIBLY TAKE LONGER TO CLEAR. PLEASE DO NOT WORRY IF YOUR CHECK DOES NOT SHOW AS CLEARED "IMMEDIATELY". IN GENERAL, WE MAKE DEPOSITS ONLY ONE TIME PER WEEK. ALL CHECKS/DUES THAT THE OFFICE RECEIVES PRIOR TO THE 26TH OF THE MONTH WILL NOT INCUR A LATE FEE.

2:24 PM

09/27/13

Accrual Basis

Coast Village Property Owners Corporation

Profit & Loss

July 1 through September 27, 2013

	Jul 1 - Sep 27, 13
Ordinary Income/Expense	
Income	
4010 · Dues Revenue	108,750.00
4020 · Electricity Revenue	4,868.24
4030 · Laundry Revenue	1,861.00
4040 · Pepsi Revenue	33.18
4050 · Lot Rental Income	100.00
4060 · Cards Revenue	150.00
4070 · Key Revenue	40.00
4071 · Services to Lot Owner	80.00
4080 · Remotes Revenue	125.00
4094 · Interest A/R Past Due 12%	236.02
4100 · Interest Income	42.29
4250 · Late Payment Charges	1,075.00
49900 · Uncategorized Income	78.74
Total Income	117,439.47
Expense	
5500 · Cost of Land Sale	122.00
6000 · Payroll Gross-Office	2,947.00
6001 · Payroll Gross-Maintenance	9,274.63
6032 · Health Insurance Employee	-22.09
6039 · Equipment & Tool Repairs	499.00
6040 · Park Repair & Maint -Other	
604070 · Replace sewer pump station	19,640.00
6040 · Park Repair & Maint -Other - Other	4,991.80
Total 6040 · Park Repair & Maint -Other	24,631.80
6041 · Pool Supplies	217.98
6042 · Maintenance Supplies	2,102.62
6043 · Small Tools	264.77
6044 · Computer Dev & Repairs	774.00
6050 · Power-Electric	7,089.07
6051 · Propane	1,307.74
6053 · Telephone, Fax, Internet	509.32
6054 · Water & Sewer	
605401 · Water	8,217.13
605402 · Sewer	36,860.02
605403 · Storm Water	2,918.62
605404 · Well Rehabilitation	442.00
605405 · Street Light Fee	2,045.00
605406 · Sewer Credit	-2,126.60
Total 6054 · Water & Sewer	48,356.17
6055 · Uniforms	623.75
6056 · Garbage	3,407.71
6109 · Remotes & Cards	205.36
6110 · Office Supplies	796.06
6111 · Advertising	19.99
6112 · Postage & Delivery	282.31
6140 · Bank Charges	50.22
6170 · Vehicle Expenses	1,221.16
6200 · Accounting & Tax Returns	1,692.50
6223 · Fees, Taxes, Lic Permits	31.46
Total Expense	106,404.53
Net Ordinary Income	11,034.94
Net Income	11,034.94

COAST VILLAGE PROPERTY OWNERS CORPORATION								
RESERVE FUNDS								
(Major Maintenance/Reserve Bank Account)								
Estimated Future Major Repairs & Replacement Costs - 5 Year Plan -9/1/2013								
FYE June 30	Jul-Jan 2014	14-15	15-16	16-17	17-18	TOTAL		
Beginning Fund Balance (Start 8/7/2013)	\$ 215,889	\$154,739	\$143,039	\$159,289	\$131,489			
Fund Transfers - From Dues (\$25 per lot per month) 250 lots	37,500	75,000	75,000	75,000	75,000			
Other -								
Interest Income								
Projected Fund Balance	\$ 253,389	\$229,739	\$218,039	\$234,289	\$206,489			
Anticipated Major Expenses:								
Fencing - on-going maintnace and bi-annual oiling-Spruce St fence	2,000	1,000	2,000		2,000	\$ 8,000		
Install Chain Link Fencing South side and West Repair	10,000					\$ 10,000		
Streets & Parking -								
- for on-going asphalt repairs		4,000	2,000	2,000	2,000	\$ 10,000		
- for 2 layers of Seal-Kote on east and west side				38,000		\$ 38,000		
Replace Signage East and West Side Entrance	2,800					\$ 2,800		
Repair/replace sewer pump stations	25,000					\$ 25,000		
Waterline replacements on West side								
Waterline replacements on East side		6,000	6,000	6,000	6,000	\$ 24,000		
Extenders and upgrade for Fire Hydrants	3,000					\$ 3,000		
Equipment - replace one dryer or washer	750	1,700	1,750	1,800	1,800	\$ 7,800		
Install Push button Locking System for Laundry Room	1,000					\$ 1,000		
Equipment Utility Cart for Maintenance			6,000			\$ 6,000		
Replace truck			20,000			\$ 20,000		
Carpeting in Great Room				4,000		\$ 4,000		
Gate upgrades	10,000					\$ 10,000		
New Card Reader at Gates	5,000					\$ 5,000		
Install TV Surveillance System	10,000					\$ 10,000		
Repair Upgrade Roof/Dryrot in Clubhouse	10,000	30,000				\$ 40,000		
Repair/Upgrade Laundry/Post Office for Security	500					\$ 500		
Install upgrade telephone system in Office & Maint Area	600					\$ 600		
Replace Sliding Major Buildings Common Area		20,000				\$ 20,000		
Pool apply white Hydrazzo/upgrade chemical pump		13,000	10,000			\$ 23,000		
Lot Purchase for Back Gate				40,000		\$ 40,000		
Tree Removal	8,000	1,000	1,000			\$ 10,000		
Playground Equipment Replacement								
Contingency	10,000	10,000	10,000	10,000	10,000	\$ 50,000		
Total Anticipated Major Expenses:	\$ 98,650	\$ 86,700	\$ 58,750	\$102,800	\$ 21,800	\$ 368,700		
Projected Fund Balance FYE:	\$ 154,739	\$143,039	\$159,289	\$131,489	\$184,689			

OCTOBER 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 BRUSH PICKUP	2	3 CHAMBER ENSEMBLE 3:00-5:00	4	5
6	7 GARBAGE PICKUP	8 BRUSH PICKUP	9 DEADLINE FOR NEWSLETTER	10 CHAMBER ENSEMBLE 3:00-5:00	11	12
13	14 GARBAGE PICKUP PICKUP	15 BRUSH PICKUP	16	17	18	19 CVPOC BOARD MEETING 10AM
20	21 GARBAGE PICKUP	22 BRUSH PICKUP	23	24 CHAMBER ENSEMBLE 3:00-5:00	25	26 COMMUNITY HALLOWEEN POTLUCK 5 PM ADULT LOUNGE
27	28 GARBAGE PICKUP	29 BRUSH PICKUP	30	31		



We are updating our records regarding birthdays and anniversaries. If you would like to see your birthday or anniversary in the *Coast Village Reporter* please let the office staff know via phone, e-mail, or by post. We looking forward to hearing from you.



If you have an event that you would like to advertise and/or have the Coast Village Membership attend; again, please let the office staff know and we'll be glad to include it in the *Coast Village Reporter*. Please note that cutoff for the newsletter is the 20th of the month.

