

**COAST VILLAGE PROPERTY OWNERS CORPORATION  
BOARD OF DIRECTORS MEETING  
APPROVED MINUTES August 15, 2015**

**CALL TO ORDER AT 10:00am, Saturday August 15, 2015**

**A QUORUM WAS PRESENT**, consisting of Roger Emigh, Donna Griffin, Larry Ames, Scott Murray, David Wood, and Noel Smith. Diana Wolfe-Newman was absent.

**Adoption of Agenda:** Roger called for a vote, and the Agenda was approved unanimously.

Roger announced a new policy to break for lunch from 1-2pm on all future Board meetings.

**Reading of the Minutes:** The Minutes for the July Board Meeting were read by Donna Griffin. One amendment was made: Carlla to correct who motioned to approve the Treasurer's report. Larry Ames moved to accept the minutes as amended. David Wood seconded. Motion passed.

**Maintenance Report:** was read by POM Carlla van de Vyver. Brief discussion of water shut-off valves followed.

**Treasurer's Report:** was read by Scott Murray. Donna Griffin moved to accept it as read. Noel Smith seconded, and it was approved unanimously.

**Park Operations Report:** was read by Carlla van de Vyver. Discussion on increase in water bill, summer watering, higher sewer rates based on level of water usage, and people leaving hoses running unattended while washing cars or watering plants.

**Actions Without a Meeting:** Kenneth Bartley was hired for Shift A Maintenance beginning 8/1/2015.

**COMMITTEE REPORTS:**

**Activities Committee:** no report.

**Architectural Review Committee:** report was read by Roger Emigh.

**CC&Rs and By-laws:** no report.

**Elections Committee:** no report.

**Financial Management Committee:** no report.

**Personnel Committee:** no report.

**Revitalization Committee:** Donna Griffin read the report, requested volunteers to man the grill for the August 29<sup>th</sup> cook-out, and announced that there was a sign-up sheet in the mail room for pitch-in dishes. Scott Murray added that he now works for Habitat for Humanity, and

that there are about 25 applicants & 10 electrical conversions applied for in Coast Village currently.

#### **OLD BUSINESS:**

**CC&R update:** none

**Sauna:** was covered in maintenance report, but Keith Davidson added that the heater came in, with slight damage. Will be addressed with vendor as needed. We got schematics from the company. We need to rebuild or extend the guard rail and relocate the heater. It should take no longer than a month.

Carlla mentioned that the new flagpole arrived damaged & missing items. It was insured, so delivery was refused and a new one ordered. Keith gave details.

Keith also mentioned that new equipment for Lift Station 2 has been ordered expedited, and should arrive mid-August to early September. He talked about the cracked sewer repair that was tried earlier in the year, but the ground was too wet, so they plan to come back in September to complete the repair.

**Habitat update** was given under committee reports.

**Review of last month's motion to allow President to choose Committee Chairs against possible violation of By-laws:** Motion 1 read by Roger Emigh to rescind the motion passed at the July board meeting regarding the board President selecting committee chairmen, and to vote as a Board to approve the existing committee chairs. Discussion of By-laws allowing the board to approve committee chairs rather than just the President. Discussion of By-laws addressing being Chairman of more than one appointed committee. Motion made by David Wood, seconded by Scott Murray, and passed unanimously.

#### **NEW BUSINESS:**

**Transfer of Funds:** Motion 2 made by Treasurer Scott Murray to transfer from reserves \$300 for tree removal; \$1100 for water meters at the Clubhouse, satellite bath and laundry; and \$525 for main line water repair. Seconded by Larry Ames and passed unanimously.

**Pool Rules:** Motion 3 by Larry Ames to Place a sign in the Pool area and update the Pool Rules to stipulate that the rope divider be removed during adult swim times to allow for lap swimming, and to always be in place during open swim times for child safety. After discussion the motion passed unanimously.

Moving the pool cover rack farther back from the edge of the pool for safer diving was discussed, and the POM was instructed to take care of that without a motion.

**Address signs with names:** Ted wanted to discuss the sign rule as it affects putting up a free wood sign but he had stepped out, so discussion was postponed until he returned.

**Tarps on trailers:** Tarps are not specifically prohibited, but could come under the definition of unsightly. Carlla has spoken to the owner about numerous issues with lot 19. Tenant moved in without CVPOC approval of his older motor home, which is covered with tarps. Owner says tenants will be evicted, but this has not happened. Discussion went to age of trailers, dwellings, and mobile units. Since the problem is with a specific lot, the Board agreed to address tarps on an individual basis using the existing rules, and not make further restrictions.

**Signs:** It was agreed that although such signs are not strictly allowed under our regulation, a temporary “free” sign that was just up for a day or two to allow other residents the opportunity to pick something up would not be made an issue of unless it violated other park rules, such as being an eyesore. Any “free” signs and unwanted items should not be left out more than a few days. For sale signs and flyers are not ok inside the park. There is a display box at the Spruce Street entry for real estate flyers. Carlla is handling realtor violations.

Motion 4 made by Noel Smith and seconded by David Wood to instruct the POM to issue a letter notifying lot 19’s owner of all violations, and that fines will be assessed for each offense if not handled. Passed unanimously.

**ARC Policy & Procedure:** Roger proposes updating with the city and having the board review it. To be discussed in November & approved in January.

**Age limit of travel trailers:** Ted wants specific instructions provided for new buyers. Carlla currently gives 4 sets of rules to new buyers: CC&Rs, bylaws, rules & regulations, & city ordinances. In our CC&Rs it states that all new dwellings need ARC approval. Ted wants more specific and clear rules regarding age of trailers to be provided to new buyers. Motion 5 made by Larry Ames and seconded by Scott Murray to add the ARC rules to information given out by the POM to new owners. Motion passed.

**Stop sign at end of Driftwood entering Outer Drive – Addition:** Motion 6 made by David Wood and seconded by Donna Griffin to add a stop sign at the end of Driftwood Drive where it turns into Outer Drive. Passed unanimously.

**BBQ Grill Purchase:** Motion 7 made by Donna Griffin and seconded by David Wood to have the POM purchase a gas grill for use at approved community functions, as well as a propane tank and set of BBQ tools at her discretion. Passed unanimously.

**Perimeter fence** does not completely cover the back of lots 146 or 147. The city’s water treatment fence covers those areas but they don’t line up with the property lines. The City may assist in moving their fence to follow property lines. Roger and Carlla are working on this. Budget already exists for it.

**Trash dumping in CVPOC trailer:** Motion 8 made by Larry Ames and seconded by Noel Smith to use the security camera to identify people who throw trash in CVPOC utility trailer and have the POM assess fines to the owners of the lots the violators reside at. Passed unanimously.

Adjournment to Executive Session at 12:50pm, then lunch break until 2pm.

Re-convened meeting at 2:05pm Scott Murray no longer present.

**GOOD OF THE ORDER:**

**Sale of Lot 75:** Motion 10 made by Donna Griffin and seconded by Scott Murray to accept the offer of \$30,000 received by the POM for lot 75. CVPOC pays to upgrade the electrical. Buyer will put 20% down and pay CVPOC the balance at 5% interest for 15 years with no prepayment penalty. Subject to credit approval. Motion approved unanimously.

**Lot 10 green belt mostly cut down by new owners.** Owners have applied to move a 5<sup>th</sup> wheel and ramada onto their lot. Debris from green belt cutting is mostly blackberries. CVPOC will haul it away but charge the owners due to the large amount. Owner wanted to remove blackberries and said they couldn't do that without cutting out other things as well. She fears bears coming onto her property after the berries. She agreed that she should have come to the Board or ARC first but didn't think of it then. Motion 11 made by David Wood, seconded by Donna Griffin to fine lot 10 \$100 for removing green belt, require replanting and allowing regrowth of original plants cut down, except for the blackberries. ARC instructed to approve ramada and 5<sup>th</sup> wheel application. Passed unanimously.

**Complaint:** shed on lot 146 being constructed under ramada without permit posted. Roger told her she needed ARC approval. That was done and this issue is resolved.

**Complaint:** that 260 Outer Drive is unsightly and a safety hazard. It is in foreclosure and dues are no longer being paid. There is no real safety issue, and CVPOC will not recoup any money spent on this lot since there are senior lienholders for back taxes, so nothing is being done right now.

**Complaint:** 48 Easy St. has unsafe propane tank and weeds. Carlla is working to get the old rusted propane tank removed. Also she may have maintenance staff cut weeds and charge owners.

**Noise Complaint:** by lot 34 against lot 44. This was discussed among the parties and resolved as far as Roger knows.

**Lot 45** needs to be cleaned up & brush cleared. Slide out encroaching into green belt area. Ila Mae said there was a similar issue with the same owners several years ago. No further action needed at this time.

**Lot 13** slide out crushing green belt. This is an old issue, and will be revisited by ARC.

**Complaint: Lot 199 trash and brush on property. Also trailer moved onto property without permission.** Previous tenants disturbed green belt on both sides and left trash, some on lot 200. Some dangerous trees on property. POM offered to let owners pay \$25 a month for tree removal, but owners said an arborist said trees were OK and did not need to be removed, so

they would not pay for it. Carlla to get written arborist's statement from owners. If that doesn't happen we will revisit this issue. Roger talked to the new trailer people and they told him they were only renting the lot for a few days. Carlla will call owners and tell them rental rules still apply. Motion 12 made by David Wood and seconded by Larry Ames to assess lot 199 the \$35 rental fee for the new tenant, plus a \$25 fine for failure to provide the CVPOC office with the required rental information, plus a \$5 fine for each day the trailer remains there until this is done. Passed unanimously.

Charlie, the owner of lot 200, gave the board permission to access her lot to address lot 199 issues. POM instructed to have maintenance crew remove trash from lot 199 including any brush or trash that was pushed over onto lot 200, and charge them for it.

**Lot 205 fine appeal:** After reviewing Pat's written appeal, the board decided not to approve it. The fine will stand and be implemented per the July motion. Roger to send Pat a letter to inform her of this.

**Adjournment:** Motion to adjourn by Noel Smith, seconded by Larry Ames, passed unanimously to adjourn at 3:37pm.