

**COAST VILLAGE PROPERTY OWNERS CORPORATION
BOARD OF DIRECTORS MEETING
APPROVED MINUTES
June 20, 2015**

CALL TO ORDER at 10:03 a.m., Saturday June 20, 2015

A QUORUM WAS PRESENT: Larry Ames, Roger Emigh, Ila Mae Robinson and David Wood, Robert Keith Davidson. Diana Wolfe-Newman absent, Elizabeth Anderson absent.

Adoption of Agenda: Motion by David Wood, second by Larry Ames to accept Agenda. **Motion** passed unanimously.

Ken Gaylord from Habitat for Humanity gave a presentation on the grant monies available for CVPOC Residents. An Ad Hoc Committee was formed with David Wood as Chairperson. The first meeting will be held on July 11, 2015 in the Board room at 11:00 a.m. Mr. Gaylord informed the Board and attendees that Habitat has received \$80,000.00 in grants for the CVPOC Community. As the projects get started he advised that there will be a media event surrounding the revitalization projects and asked that CVPOC be involved in the planning.

Reading of the Minutes: The Minutes for the Board Meeting on May 30, 2015 were read by Carlla van de Vyver. Correction to the minutes "The maintenance report was read by Carlla van de Vyver, not Robert Keith Davidson. David Wood made a **MOTION** to accept the minutes as corrected. Second by Roger Emigh. Passed unanimously.

Maintenance Report: The Maintenance Report was read by Robert Keith Davidson.

Treasurer's Report: The Treasurer's report was read by Treasurer Ila Mae Robinson. Report is attached. **MOTION** to accept Treasurer's report by Larry Ames, Second by David Wood. Passed unanimously.

Park Operations Report: The Operations report read by Park Operation's Manager, Carlla van de Vyver. Report is attached.

Committee Reports:

- **Activity Committee:** No Activities report.

- **Architectural Review:** Report presented by Roger Emigh.
 1. Stop work order issued on 6/17/15 for chain-link fence being constructed on rear property line.
 2. Meeting held 6/18/14
 - #43 Request for 6 month extension on patio enclosure project, approved.
 - #233 Request to install 10x12 shed, approved.
 - Visited Lot 19 (Roger, Gene) no major issues observed, some stuff being stored by the fence in W. greenbelt.
 3. July ARC Meetings scheduled at 4:00 pm on July 9th and 30th.

- **CC&R'S & By-laws:** Ila Mae Robinson reported on the meeting with our attorneys at Vial Fartheringham's offices in Portland regarding the update of the CC&R's.

- **Financial Management:** See the Treasurer's report

- **Personnel:** No report

- **Rental:** No report

- **Neighborhood Watch:** No report

- **Elections:** The ballots are ready to go and will be mailed out on June 22nd.

Old Business:

- **CC&R Update:** Ila Mae Robinson and Robert Keith Davidson gave a review of the meeting with CVPOC attorneys. They met on June 18, 2015 and requested information on some of the procedures that CVPOC follow. There was discussion on the number of Board members we elect. Items that we want to add or change will come from future meetings for the CVPOC owners prior to the final document which will be voted on by the membership. Some items are greenbelt restrictions, motorcycles in the park, and the type of verbiage used in the document so there are no conflicting statements.

- **Sauna:** Skandia has agreed to re-wire the heater for the Sauna for \$195.00. We will be moving forward to reopening the sauna hopefully by the end of July.

- **Gates:** Due to the gates opening "early" from people pushing their auto openers from Spruce Street, we have moved the antenna. This seems to have corrected the problem.

- Estate Sales: Further discussion surrounding estate sales at CVPOC. The board will create a policy and establish requirements for running estate sales. Decision to approve will be on a case by case basis.

Break at 11:50, reconvened at 12:05

Action Without a Meeting: Two Actions Without a Meeting were read:

1. **The Board of directors increased the spending limit on the sauna renovation to \$6,500.00. Approved.**
2. **Part time position offered to Lauren Hare effective June 15, 2015.**

New Business:

- Special Assessment: Roger Emigh presented his thoughts on the possibility of a special assessment if park residents do not vote in the upcoming vote for updating the CC&R's. Lively discussion followed. It was decided to table the subject at this point.
- **MOTION** to change gas operated equipment to electric equipment by Roger Emigh, seconded by Ila Mae Robinson .**MOTION** passed unanimously.
- Use of a riding lawn mower was discussed. Not warranted with the type of grounds we maintain.
- **Personnel Change: MOTION** by Ila Mae Robinson to transfer Robert Aguilar from a part-time night position to a full time day position with benefits. Seconded by Roger Emigh. **MOTION** passed unanimously.

Good of the Order:

- **MOTION** by Ila Mae Robinson to have electrical connected on Lot 75 per Rules and Regulations adopted on April 2014 which state: Effective 1, January 2014 no lot can be sold which has not upgraded or contracted for an upgrade to PUD service. David Wood seconded. After lively discussion **MOTION** tabled.
- **Membership CVPOC Board Meeting Request presented:** Request to have the exercise area sectioned or screened off for privacy. **MOTION** by Roger Emigh and seconded by Ila Mae Robinson to purchase screening with a \$500.00 cap to screen off exercise area in the clubhouse. **MOTION** passed unanimously.
- Discussion was held on re-establishing CERT at CVPOC for disaster readiness. Robert Keith Davidson will investigate and follow up.

- David Wood requested that a mention be put in the newsletter that it is against the rules to burn trash in the park.
- **MOTION** by Ila Mae Robinson and seconded by Roger Emigh to transfer \$8,008.00 from Reserve Account to Operations Account. Final payment to Overhead Door for gate update. Passed unanimously.
- Currently the Rental Committee has not been active. Rental issues are being handled at the CVPOC office. Keith Robert Davidson made the **MOTION** to dissolve the Rental Committee and allow the Park Operations Manager to oversee paperwork. 2nd by David Wood. Passed unanimously.
- Carlla van de Vyver requested that park personnel start wearing shirts identifying them as staff after several complaints from property owners requesting some identifying clothing for staff. Robert Keith Davidson made the **MOTION** and 2nd by Ila Mae Robinson to purchase shirts with CVPOC Logo for identification purposes. Staff will be required to wear shirts on duty or wear a safety vest.

Discussion: **MOTION** modified that employees will be issued 3 shirts which are highly visible with simple CVPOC logo on front, not to exceed \$17.00 each. Policy for wear to be created by Park Operations Manager. Larry Ames seconded modification. Three yes, one no. **MOTION** passed.

- A letter from Sandy Davidson was read complimenting the park on its appearance and requesting that in future no park equipment that is no longer to be used at CVPOC be offered to another park resident first. Also if CVPOC has property for sale it should be noticed to other park residents' first if only by a posting on the bulletin board.
- Board adjourned at 1:15 for Personnel.
- **MOTION** by Ila Mae Robinson and seconded by David Wood to give an increase in pay to Oscar Ricker at his one year anniversary. Passed unanimously.
- Board reconvened at 1:30.
- **MOTION** by Larry Ames and seconded by Ila Mae Robinson to adjourn. Meeting adjourned at 1:35 PM.