

**COAST VILLAGE PROPERTY OWNERS CORPORATION
BOARD OF DIRECTORS MEETING
APPROVED MINUTES
May 30, 2015**

CALL TO ORDER at 10:02 a.m., Saturday MAY 30, 2015

A QUORUM WAS PRESENT: Larry Ames, Roger Emigh, Diana Wolfe-Newman, Ila Mae Robinson and David Wood

Adoption of Agenda: Motion by Diana Wolfe-Newman, second by Larry Ames to accept Agenda. **Motion** passed unanimously.

Reading of the Minutes: The Minutes for the Board Meeting on April 18, 2015 were read by Carlla van de Vyver. Larry Ames made a **MOTION** to accept the minutes as read. Correction made to typo (18.03 should be 18.00), Second by Diana Wolfe-Newman. **Passed unanimously.**

Maintenance Report: The Maintenance Report was read by Carlla vandeVyver. The report contained information on:
Laundry and Post Office Repair
Lot 75
Water System Backflow Repair
Satellite bath
Lift Station #2
Report is attached.

Treasurer's Report: The Treasurer's report was read by Treasurer Ila Mae Robinson. Report is attached.

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. Special meeting of 5/7: #180 Ramp Approved, 206 Roof approved.
Meeting 5/14: Discussed enforcement of new GB issues (removal, damage to), enforcement of existing GB issues is delayed until CC&R update and Board direction on this.
#142 South GB significantly damaged as a result of tree removal. Owner in process of replanting. No action needed provided we see continued progress.

#199 Renters removed significant GB vegetation and there is a great deal of debris, including logs. ARC to request the Board/POM send the lot owner a letter about this with a 30 day fine warning. There is a further issue with leaning trees on this lot to be addressed.

#251 West GB damaged during construction and driveway install. Owner is going to plant 5' tall juniper/arborvitae when he returns, no action needed (vision clearance applies to the satellite bath path so the arborvitae will start 10' back from the road.

Meeting held 5/28: - #97, patio and covering, approved with lot owner to consult city on building permit. #101 Cover and enclosure on existing deck, approved with lot owner to consult city on building. #169, small shed in backyard, approved. #179, 42" tall fence from shed to PL, connecting to existing PL fence, approved pending Board approval. #199, new dwelling install, application not completed Roger following up. Note: All new dwelling (something people will live in) installs need an ARC 002 form completed and approved.

- **CC&R'S & By-laws:** No report at this time.
- **Financial Management:** See the Treasurer's report
- **Personnel:** No report
- **Rental:** No report
- **Neighborhood Watch:** No report
- **Elections:** We are waiting for applications to come in for the Board positions that will be open. Friday the 12th of June is the cut-off date to receive. The 22nd of June ballots will be sent to all property owners who are current on their HOA dues.

Old Business:

- **CC&R Update:** Ila Mae Robinson reported that at this date we have not heard back from Vial Fotheringham regarding the status of our contract with them for the update of the CC&Rs. Request that Robert Keith Davidson contact Vial Fotheringham for an update prior to the June 20th Board meeting.
- **Sauna:** We are still waiting for installation of a new heater. Currently Skandia has advised they will not replace the heater or give credit due to electrical changes that were made to the heater prior to its return. Robert Keith Davidson is still having dialog with the company to obtain credit or another heater.

- **Park Manager:** David Wood had questions regarding hiring of a Maintenance Supervisor. At this time CVPOC will not be looking at replacing a Supervisor and will continue to have the maintenance staff report to the Operations Park Manager.
- **Lot 75 update:** Have had several inquiries regarding Lot 75. Will hold off listing until the 12th to see if anything come through. **MOTION:** Roger Emigh made the **MOTION** to revoke the previous **MOTION** to sell lot 75 for \$35,000. Ila Mae Robinson 2nd, passed unanimously. **MOTION:** Roger Emigh made the **MOTION** and David Wood seconded to list Lot 75 with Shirley Hunt for sale for 32,500.00 which includes \$2,500.00 credit for electrical upgrade on the property. **MOTION** passed unanimously.
- **Gates:** Carlla van de Vyver reported that the gates are both lifting due to owners, etc. using their clicker prior to coming to a stop at the East Gate. Owners are opening the gate while still on Spruce Street and then driving through without stopping at the stop sign. She has requested that Overhead Door try to adjust the antenna on the West side. It was suggested by Roger Emigh that the Stop sign at the gate be repositioned so that it is more prominent and Carlla will include a warning in the June newsletter.

Break at 11:20, reconvened at 11:38

- **Greenbelts/Driveways/Plants:** Roger Emigh gave a brief history regarding Greenbelts, driveways and plants. It was decided that current greenbelt issues will be referred to Vial Fotheringham but making sure that new incidents are addressed immediately. Currently there are driveways in the park that have cut through greenbelts. **MOTION:** Roger Emigh moved and David Wood seconded the **MOTION** as follows: ARC Committee to survey lot for non-standard driveways and present to Board for Action. **MOTION** tabled. **MOTION:** Roger Emigh moved and David Wood seconded that the ARC create a driveway approval form which requires ARC and Board approval to be used by any lot owner requesting the establishment of any new driveway or expansion of existing driveways. **MOTION** passed unanimously.
- **Utilities responsibility including electrical:** Discussion surrounding responsibility of lot owners regarding electrical and other utilities for repair. It is clear in the CC&R document. "2".3" All facilities for cable TV, electrical supply, water supply, sewage deposal and telephone have been installed underground. Lot Owners shall be solely responsible for any modification or replacement of utility hook-up and charges and for all other services.

Roger Emigh announced that Habitat For Humanity is starting their projects within Coast Village.

MOTION: David Wood moved and Diana Wolfe-Newman seconded that the Board form an Ad Hoc Committee to work with Habitat on projects within CVPOC. The Committee to report to the Board and be dissolved once all the projects are completed. **MOTION** passed unanimously. Suggestions for the Committee members included Roger Emigh, David Wood and Shirley Hunt. Roger will talk to Shirley about being on the Committee.

- **ATV Usage in the Park: MOTION:** Larry Ames made the **MOTION** and Ila Mae Robinson seconded to use ATV's in the CVPOC Park with the following stipulations:
 - Must obey all Park Rules including traffic laws**
 - Must be factory stock except if there is a wench installed**
 - Must have speedometer and brake lights**
 - Must have insurance**
 - Must have Oregon All-Terrain Vehicle Safety Education Card**
 - ATV can only be used to go to office for mail or for Board member to inspect Park (no joyriding)**
 - Must have permit from CVPOC****MOTION failed.**
- **Complaint: 3 Complaints were read. One regarding noise, Trees and unsightly debris on 199 and speeding in the post office parking lot.**

MOTION: Roger Emigh made the **MOTION** and Ila Mae Robinson seconded the **MOTION** as follows: To notify the owner of Lot 199, giving a 30 day notice to remove two leaning trees on south side of property or CVPOC will have removed and charge lot owner. Also to remove debris from greenbelt and start replanting or a fine will be assessed as per CVPOC Rules and Regulations. **MOTION** passed unanimously.

MOTION: The Board received the license number of the car that has been speeding. Roger Emigh moved and David Wood seconded to send a letter describing the complaint of speeding in the parking lot. Further incidents will receive ticket of \$25.00 for first offense and \$50.00 for second offense. Passed unanimously.

Discussion regarding noise: The Board recognizes that the complainant has issues with the noise from blowers and mowers during road maintenance. However it is necessary to keep the roads clean of debris and mowed. The Board is looking into replacement of some power tools with battery operated tools which have a significantly lower decimal for noise. Meanwhile the maintenance staff have been directed to rake instead of blow in front of the complainant's residence.

Action Without a Meeting: There were no Actions without a meeting read.

New Business:

Transfer of Funds:

- **MOTION** by Ila Mae Robinson and seconded by Larry Ames to transfer \$9,200.00 from the Reserve Account to the Operations Account. This covers pavement repairs \$1,000.00 (already completed), Satellite Bath \$1,500.00 and Overhead Door \$6,700.00 (Gates completed). **MOTION** passed unanimously.

Budget: The Annual and Operating budget figures were discussed. The Reserve budget has been set moving forward to have 6 main classes of spending. We will be accruing in those classes to cover expected upcoming expenses. The categories are: Watery system @ \$10,000.00 per year, Sewer System @ \$15,000.00 per year, Truck replacement @ \$5,000 per year (cap 30,000.00), Road Accrual Account \$10,000.00 per year, Building Accrual Fund \$10,000.00 per year, Pool replacement fund \$10,000.00 per year, Misc. \$10,000.00 per year. Accrued funds to be carried over in a "lock box" so funds will not be used for something other than planned categories. **Operations**

Budget: Lively discussion regarding the Operations Budget and decision to keep a small "reserve" at year end between 15 and 20 K. Discussion of excess funds and decision that dues remain at \$155.00 per month. Consensus that if there is an excess above that amount at year end it should be rebated to property owners and dues should remain at \$155.00 per month.

- **MOTION** by Ila Mae Robinson to accept Operations Budget as presented with no reduction in dues for 2016, seconded by Larry Ames. **MOTION** passed unanimously. **MOTION:** Motion by Ila Mae Robinson and seconded by Roger Emigh to accept the Reserve Budget as presented. **MOTION** passed unanimously.
- **Estate Sales:** Historically Coast Village has not allowed garage sales or estate sales due to traffic concerns. A request has been made to allow Estate Sales when there is a death. If the Estate Sale is handled by an Estate Company generally the company handles traffic direction and gate issues. **MOTION:** Motion by Roger Emigh and seconded by David Wood to allow Estate Sales in CVPOC with permission from the Board on an individual basis. 4 Yes votes, 1 abstain. **MOTION** passed.

Good of the Order:

- **ARC: The board approved a fence on 179 for dog, stipulation that owner add back greenbelt.**
- Adjourn at 2:30 for Personnel
- Re-adjourn at 2:35 for Personnel.

- **MOTION** by Ila Mae Robinson and seconded by Diana Wolfe-Newman to state employee status of Nancy Brock to a Permanent part-time employee with wage increase. Work Schedule 6 hours per day Monday thru Friday. Extra time at Park Operations Manager's discretion. Passed unanimously.
- **MOTION** by Ila Mae Robinson and seconded by David Wood to give an increase in pay to Patrick Green at his one year anniversary. Passed unanimously.

Ila Mae Robinson requested that a notice be put in the July Newsletter requesting an Election Chair. She would like to step down after this election.

Adjournment: MOTION by Ila Mae Robinson and seconded by Diana Wolf-Newman to adjourn. Passed unanimously. Adjourned at 3:06 P.M.