



COAST VILLAGE REPORTER

OCTOBER 2012

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

VOLUME 16 ISSUE 10

CVPOC Board of Directors 2012-2013

Mary McGann (541) 902-8666
President

Jodi Hawkins (541) 603-2599
Vice President

Diana Glasgow (541) 997-8594
Treasurer

Susan Dukes (541) 673-1468
Secretary

Peg Mawhinney (520) 360-5357
Director

Pat Rongey (541) 603-5730
Director

Charles Dunlap (541) 999-4699
Director

BOARD MEETING

*Saturday October 20, 2012
at 10 am in the Adult Lounge
of the CVPOC Clubhouse.*

*NEXT BOARD MEETING
Saturday, November 17, 2012 at 10
am in the Adult Lounge of the
CVPOC*

Business Office: (541) 997-3312
*Available for general business
9 am to noon
1 pm to 3 pm M-F
Available for park emergencies
8:00 am to 4:00 pm M-F*

Maintenance Office:
(541) 997-3583
Winter Hours
Maintenance staff on premises
daily from 7am -8pm

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

FROM THE PRESIDENT'S CORNER

As indicated in the August and September Newsletters, questions were raised about some of the items voted by the membership. Your Board contacted an attorney specializing in HOA matters, and has received a preliminary opinion from him.

1) Restricting the Number of Rentals

Briefly, "While there has not been a case in Oregon, the general consensus around the country is that all rental restrictions must be done as amendments to the governing documents." Coast Village Bylaws Article 2, Sec. 2.3.d states "In any meeting, no action may be taken upon any of the following subjects unless the meeting notice has included the full substance of each subject to be acted upon" (2.3.d [4] "Amendment of the Articles, Bylaws, or Declaration"). ORS 94.650 (5) also requires that notice "shall state the items on the agenda, including the general nature of any proposed amendment to the declaration or bylaws..."

Both references are to Membership meetings, not Board meetings. Your Board has voted to initiate a written ballot about this issue. Because it involves an amendment to CV documents, an attorney will write it.

2) Changes to Tenant Screening Resolution

In the attorney's opinion this is not quite a restriction, but because of changes in the law since this was written in 2002 parts of it may be subject to challenge, and he recommends it be rewritten.

3) Hiring of a General Manager/Park Manager

The attorney confirmed this is the right of your Board per CC&Rs 6.3.A. However, this position was not budgeted for the current fiscal year and the expected cost would be in excess of 5% of the current budget. To fund the position would require a membership vote similar to the one authorizing funds for repairs to the water system during the 2010-2011 fiscal year. The attorney suggested including the position in the 2013-2014 budget; we are also exploring other funding options.

OTHER ONGOING ISSUES

There is still a major problem with owners renting property without adhering to the Tenant Screening Resolution which is based on the CC&Rs and which all owners agreed to abide by when purchasing property in CV. The Resolution requires that the appropriate paperwork (Agreement to abide by the Resolution, Certification that the owner has done so, and the Non-Owner Tenant Information Sheet) be filed BEFORE the owner rents the property. As violations become known, the owners will be notified; if the violation is not corrected they will be fined.

Are immediate family members of owners renters? Parents, children and siblings are not considered "renters" whether or not they actually pay rent. However, it would be immensely helpful to have information about family members on file in the CV office. People get sick, accidents happen, and knowing who to contact in an emergency could make a difference in someone's well-being.

Bicyclists and skateboarders are still being observed riding against traffic and running stop signs. Directions are clearly marked; there should be no confusion. Consider what will happen if you come around a curve (and CV has lots of them) and find yourself wheel to bumper with a car, especially if you are not wearing a helmet or other protective gear.

FRANK'S



CORNER

While the weather has been staying dry, it's getting steadily cooler and will soon be frosty in the mornings. This time of year brings the small and large animals looking for a warm place to stay for the winter. Maybe a good look around your place might save some damage repair in the Spring.

We're still having a lot of dog mess left along the road ways. Please have your guest pick up after their pets.

We've changed some of our maintenance hours in order to make more "two personnel together" work time. This has increased our ability to get needed maintenance work done. We were able to spend a considerable amount of time looking at the west side water system and its lay out and to locate lot service lines and main connections to establish that those remaining (that need to be replaced) are outside the road asphalt bed, and can be replaced without digging into the road. This made it possible to prepare the road for a 2 inch overlay of asphalt. It has also made it possible for us to GPS locate the water system and a lot of the underground components, which in turn can be transferred to a map for all future maintenance.

We've purchased a new tool that enables us to change lot service lines under the road without digging them up. We changed the lot service line on the other side of lot 219 from the main under the road to the lot shut off valve and found that the tool works great.

In addition we assisted an owner to gain access to a unit and turned the water on. (She had traveled from California with the wrong keys.) We assisted the committee on establishing a job description for a Park Manager. We sealed deck to coping around the pool to correct a trip hazard. We changed a main to lot shut off valve at Lot 118. (Owner changed the lot service line.) Solicited, interviewed and suggested the hire of new temporary part-time custodian RayLynn Berning.

We had the backflow device for water system tested. It failed again this year and will have to be rebuilt. Had fence contractor install chain link fence on south side of park and south end of east fence line between the park and the water plant. Washed and changed shower curtains in all the bathrooms. Solicited bids and worked with contractors for 2 inch overlay of west side streets. Changed mail box locks on two boxes. Dug out and installed rock base in corner of road at Redwood and Sand Dollar intersection to have asphalt overlay correct a water hole. And we cleaned gutters on all the common buildings.

The Lane County Health inspector checked our facility and pool and wrote up Water Clarity - "Crystal clear" and over all "Very clean" great results.

From the Staff: HAPPY HALLOWEEN!!!!!!!

RENTAL SUB-COMMITTEE REPORT FOR SEPTEMBER 26, 2012 Submitted by Jodi Hawkins

We had sales of two more rental properties this month. These lots will now be owner occupied.

TOTAL LOTS RENTED	25	Under 10%
PRIOR RENTAL PROPERTIES AVAILABLE		7

OCTOBER 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 GARBAGE PICKUP	2	3	4 CHAMBER ENSEMBLE 3:30-5:30	5	6 Neighborhood Watch and Potluck 3pm
7	8 GARBAGE PICKUP	9 DEADLINE FOR AGENDA ITEMS	10	11 ARC MTG 4PM CHAMBER ENSEMBLE 3:30-5:30	12 DEADLINE FOR BOARD BOOKS	13
14	15 GARBAGE PICKUP	16 Meter Reading BOARD BOOKS READY FOR PICKUP	17	18 CHAMBER ENSEMBLE 3:30 - 5:30	19	20 BOARD MEETING 10:00 am Adult Lounge
21	22 GARBAGE PICKUP	23 DEADLINE FOR NEWSLETTER	24	25 ARC MTG 4PM CHAMBER ENSEMBLE 3:30 - 5:30	26	27 
28	29 GARBAGE PICKUP	30	31 HAPPY HALLOWEEN			



HAPPY ANNIVERSARY
Fran Wampole & Sue Foss



We are saddened to report the passing of

Bob Reinke

Our condolences to his family and friends

Neighborhood Watch Potluck
Saturday, Oct 6th at 3 pm in the Adult Lounge

Andi Belk
With the Florence Police will speak at 3 pm
Please bring drink of choice and a dish to share after presentation

TREASURER'S REPORT for Month Ended August 31, 2012

	<u>6/30/2012</u>	<u>7/31/2012</u>	<u>8/31/2012</u>	<u>August</u> <u>Net Change</u>	<u>FY 2012-13</u> <u>Year Change</u>
<u>Bank Account Balances</u>					
Operating Fund Account	\$ 65,975	74,507	90,428	\$ 15,921	\$ 24,452
Reserve Fund Account	183,422	189,676	195,928	\$ 6,252	\$ 12,506
Total Funds in Bank	\$ 249,398	264,183	286,356	\$ 22,173	\$ 36,958

Dues & Electric Past Due from Owners

	<u>Less than 30 days</u>	<u>30-90 days</u>	<u>Over 90 days</u>	<u>Total*</u>		
\$	3,588	\$ 904	\$ 3,008	<u>\$ 7,500</u>	Total Accts Rcvble	8/31/2012

*Includes two accounts sent to Vial Fotheringham for Collections in January - now totaling \$4128.52

In addition there are two accounts totalling \$1554.91 whose owners are deceased and whose estates are 'in transition'.

Water Consumption in Gallons per Day

% of prior yr's usage	95%	110%	84%	99%	82%
Meter Read Dates	3/19-4/18/12	4/18-5/17/12	5/17-6/20/12	6/21/12-7/19/12	7/19/12-8/17/12
FY 2011-2012 gal/day	10,878	14,715	16,658	20,236	24,772
Meter Read Dates	3/15-4/20/11	4/20-5/17/11	5/17-6/15/11	6/15/11-7/15/11	7/15/11-8/17/11
FY 2010-2011 gal/day	11,422	13,400	19,812	20,448	30,274

Escrow was closed August 20, 2012 on the sale of CVPOC-owned lot #43 and the proceeds of \$17,427 deposited to the Operating Account.

The Annual Review Statement for fiscal year July 2011 - June 2012, prepared by Holloway & Associates CPAs, has been approved by the Board. The Balance Sheet, Statement of Revenues, Expenses and Fund Balances, and the Budget versus Actual Reports will be posted on the website on the Finance page. The annual tax returns were completed and returned by the due date. No federal tax was due. The minimum \$150 Oregon tax was paid. Final copies of the tax returns and Annual Review Statement will be available for owners who wish them.

The Budget/5 Year Plan Committee met twice this month and continues to update budgetary needs as new data comes in, bids are received, etc. We are planning to present this to the Board at the October meeting. Anyone who wishes to see the 'work in progress' is welcome to contact me.

We wish to thank Pat Thompson for stepping up to do the monthly bank account reconciliations and to review the cancelled checks. Having another pair of eyes involved in managing cash flow who is not a check signer and doesn't approve expenditures is good cash control practice and we appreciate Pat's willingness to volunteer her time.

Office Manager Kathy Austin and I prepared an overview of the CVPOC bookkeeping and accounting process and presented demonstrations to the Board Officers. Any interested Coast Village owners are welcome to schedule their own 'sit down' with the Treasurer and Office Manager to better understand how we manage financial record-keeping and reporting.

Please don't hesitate to contact me with any questions regarding Coast Village finances.

- Submitted by Diana Glasgow, Treasurer

Minutes



**COAST VILLAGE PROPERTY OWNERS CORPORATION
BOARD OF DIRECTORS MEETING
DRAFT MINUTES
SEPTEMBER 15, 2012**

CALL TO ORDER: The Board meeting was called to order by President Mary McGann at 10:00 am.

ESTABLISHMENT OF A QUORUM: The following Board members were present Mary McGann, Jodi Hawkins, Susan Dukes, Diana Glasgow, Pat Rongey, Peg Mawhinney, and Chuck Dunlap.

READING OF THE MINUTES: Peg Mawhinney made a MOTION to accept the minutes as written, Pat Rongey seconded. Motion passed.

AMENDMENTS TO PROPOSED AGENDA ITEMS: Agenda items were changed. Item #4 under New Business was tabled for lack of time to discuss. Diana Glasgow withdrew item #6 and she suggested that it be referred to the Personnel Committee and be discussed at a Work Session before being put on the Board Meeting Agenda. Peg Mawhinney requested that item #7 be handled in an executive session. Peg then made a MOTION to accept the amended agenda, seconded by Pat Rongey. 2 Yes and 4 No (Susan Dukes, Chuck Dunlap, Diana Glasgow & Jodi Hawkins). Motion failed. Susan Dukes made a Motion to accept the amended agenda with item #7 removed entirely. Jodi Hawkins seconded. 6 Yes and 1 No (Peg Mawhinney); Motion passed. Chuck Dunlap & Susan Dukes volunteered to be a task-force to give a recommendation to the Board regarding "area director" assignments for CVPOC member contact.

TREASURER'S REPORT: Diana Glasgow presented the Treasurer's report. Diana Glasgow made a Motion that the Board agree to have Diana, Jodi & Susan (the three accountants on the Board) meet with the CVPOC CPA to develop a records retention plan for CVPOC. Jodi Hawkins seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS:

Activities Committee: No Chairman, no report.

Architectural Review Committee: Keith Davidson presented the ARC report.

CC&R'S & By-Laws Committee: There was no report. Jodi Hawkins presented the Rental Sub-Committee report.

Communications Committee: No report.

Elections Committee: No report.

Facility Management Committee: Palmer Hundtoft presented the committee report.

Financial Management Committee: Diana Glasgow presented the sub-committee reports.

Personnel Committee: Mary McGann presented the committee report. Job descriptions were discussed.

MAINTENANCE REPORT: Submitted and reviewed by Frank Brooks. Discussed the costs of replacing the back-flow device and possible sharing of those costs with the City of Florence. Frank also discussed the bids received on resurfacing of the West side roads. The Board authorized the Facility Management Committee to assist Frank in narrowing down the bidders and checking on their ability to get the job done immediately. The Board then decided to get approval from each Board member after that information was available. Seal coats of the East side roads will be delayed to 2013. Susan Dukes made a Motion to authorize the immediate payment of up to \$5400 to purchase and install the needed back-flow prevention device and for Frank to pursue a contribution to the project from the City of Florence. Jodi Hawkins seconded. Motion passed unanimously. The Board also discussed fixing the speed bump on Driftwood Drive and requested that Frank get that done this year.

OLD BUSINESS:

1. Mary McGann made a Motion that the Financial Committee be directed to include financing for a General Manager position in 2013-2014 budget. Pat Rongey seconded. Employee job descriptions were discussed. Mary reviewed the draft letter received from the attorney regarding the issues passed at the annual membership meeting. The attorney's opinion had been requested by the Board to give direction regarding those issues. Mary then WITHDREW the Motion.
2. Mary McGann made a Motion to confirm the Treasurer as Chair of the Financial Management Committee. Jodi Hawkins seconded. Motion passed unanimously.
3. Mary McGann made a Motion to send out a vote to the general membership regarding whether to restrict the number of rentals to no more than 10%. The Coast Village attorney has advised that such a vote is required for this kind of change to the CC&R's. Chuck Dunlap had to leave the meeting. A quorum continued. Peg Mawhinney seconded the motion and it passed unanimously.

NEW BUSINESS:

1. Peg Mawhinney made a Motion to confirm Keith Davidson as Architectural Review Committee Chair. Diana Glasgow seconded. Motion passed unanimously.
2. Peg Mawhinney made a Motion to close the Satellite Bath on November 1, 2012. Jodi Hawkins seconded. The main bath hours will now be 7am-8pm. 3 Yes; 2 No (Susan Dukes and Pat Rongey). Motion passed.
3. Peg Mawhinney made a Motion to authorize the purchase of a Ricoh machine from The Copier Doctor. Jodi Hawkins seconded. The Board considered the bids received and the bid from the Copier Doctor In Florence was accepted. Motion passed unanimously.
4. Diana Glasgow presented the completed FYE 6/30/12 income tax return and Review Statements prepared by the accountant.
5. Peg Mawhinney made a Motion to establish an AdHoc Committee, chaired by Larry Phillips, to implement a General Manager program which includes the examination and evaluation of the current structure of the personnel and maintenance systems and submit a plan for action no later than the April 20, 2013 Board meeting. Susan Dukes seconded. 3 Yes; 2 No (Jodi Hawkins & Diana Glasgow).

ADJOURNMENT: Peg Mawhinney made a MOTION to adjourn the meeting. Seconded by Jodi Hawkins. Meeting adjourned at 12:55 p.m.