

# COAST VILLAGE REPORTER

JUNE 2013

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

VOLUME 17 ISSUE 6

## CVPOC

### Board of Directors 2012-2013

**Jodi Hawkins** (541) 603-2599  
President

**Susan Dukes** (541) 673-1468  
Secretary

**Pat Rongey** (541) 603-5730  
Director

**Charles Dunlap** (541) 999-4699  
Director



## FROM THE PRESIDENT'S CORNER

ELECTION!!!! It is that time of year

Enclosed with this mailing you will find the declarations to use to run for the Coast Village Board of Directors and President. This is an exciting time; please consider joining in and becoming a part of the team. We have initiated changes, to allow more people the opportunity to serve.

Starting in the year beginning July 2013, our regularly scheduled board meetings will be held quarterly instead of monthly. When scheduling conflicts exist, board attendance is even allowed telephonically.

The declarations attached will be used for the election ballot to be sent out in June for positions on the board to start in July. Since we elect the board for staggered two year terms and some of the vacancies are to fill the seats of directors who have resigned, we need to know your preference for either a two year term or to fill the remaining one year term.

## BOARD MEETING

*Saturday, June 15, 2013  
10 am Clubhouse Lounge*

## *NEXT SCHEDULED BOARD MEETING GENERAL MEMBERSHIP MEETING*

*Saturday, July 20, 2013  
10 am Clubhouse Lounge  
Clubhouse Lounge*

**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 3:00 pm M-F*

**Maintenance Office:  
(541) 997-3583  
Summer Hours**  
Maintenance staff on premises  
M - F from 7am -5pm  
Sat. & Sun from 7am -3:30pm

*Available 24/7 for*

**Website:**  
[www.coastvillageflorence.com](http://www.coastvillageflorence.com)

## FACILITIES MANAGEMENT COMMITTEE REPORT

The board of directors, budget and facilities committees continue to work diligently toward cost containment while still providing a high level of maintenance services to residents of Coast Village Property Owners Corporation. This is an ongoing process finding efficient ways to maintain aging infrastructure, supporting staffing overhead and to provide Coast Village with a high quality of physical resources expected by its residents.

The budget and facilities committees met on May 10, 2013 in an attempt to develop cost containment measures for the 2013/2014 budget year and delay rate increases for another fiscal year. The facilities staff wages and associated maintenance activities are the largest expense in the budget. These committees decided that a reduction in staffing would be an appropriate step in addressing these budgetary concerns.

## NOTICES

- ◆ **Facility Hours:** Summer hours for the clubhouse, laundry room & mailroom are 7am-10pm.
- ◆ **Meter Reading:** Park electrical meters will be read this month beginning Thursday, June 13th.
- ◆ **Wi-Fi:** Is now available in the clubhouse. Information for access is posted in the clubhouse entrance and in the adult lounge.

The facilities committee also gave the recommendation to the board of directors to schedule maintenance staff Monday through Friday and custodial staff weekends and evenings in order to optimize coverage and productivity. Tim Walls will be serving as the facilities coordinator.

The equipment has been ordered for replacing three of our five sewer lift stations. The construction should start in July. The lift stations are 40 years old and are in desperate need of replacement. The stations receiving the highest priority are along the Munsel Creek tributary that runs through Coast Village. The containment vessels are breached. The new equipment will have highly efficient pumps that will contribute to energy savings and safety.

The brush hauling continues to increase as seasonal residents return and clean up their lots. Please remember to place brush near the roadside in manageable lengths for pick up. Loose debris such as needles should be bagged.

A notice was put out in last month's news letter reminding everyone to please place their bagged trash **in trash cans** for pickup. We still have some residents leaving their trash bags along the side of the road unprotected resulting in crows and bears carrying it off leaving a mess for staff. Please secure your trash bags in trash cans.

*Submitted by Palmer Hundtoft, Facilities Management Committee Chair*

## FROM the ACTIVITY COMMITTEE

The garden is continuing to grow with Sharon's beets taking center stage - or were those Larry's radishes! The peas along the fence are starting to bloom. However, the snails keep trying to eat the green beans.

Bingo is doing well - starting in June Bingo night will begin at 7:00 pm instead of 6 which allows for families to have a little more time to BBQ a burger before heading over. We hope as more of the summer residents arrive we will have a larger crowd. It is always a lot of fun and enjoyed by all who attend.

The Parking Lot Sale is still being planned however no date yet - it will be late summer or early fall.



The Mexican themed potluck in May was a great success. Everyone enjoyed the food and laughter and the FANTASTIC Margarita's ala Diana and Larry! Pat Rongey won the dinner tickets that were raffled. Congratulations Pat! The ticket sales raised money for the Activities Committee functions. Although we had hoped to have swimmers in the pool the unexpected rain dampened the enthusiasm of would be aquatics. Soon warmer weather will arrive!

We had some unexpected musicians show up to sing Neal Diamond songs, Jodi sang and some impromptu piano filled the air.

### NEXT PLANNED EVENT:

Potluck at the club house on June 29<sup>th</sup>. Please bring a covered dish and come out to eat and play cards, listen to music or just visit.

Get ready for the 4<sup>th</sup> of July BBQ. The Activities Committee will furnish the hot dogs and burgers. Bring a salad or baked beans or a desert for sides. BYOB - We will furnish cold drinks and ice. It will be in the late afternoon so plenty of time to come and eat and then go watch the fireworks downtown.

Signup sheets for the June potluck and July BBQ potluck will be posted.



*Submitted by Carlla van de Vyver, Activities Committee Chair*

**COAST VILLAGE PROPERTY OWNERS CORPORATION  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES  
May 18, 2013**

**CALL TO ORDER:** The Board meeting was called to order by President Jodi Hawkins at 10:00 a.m.

**ESTABLISHMENT OF A QUORUM:** The following Board members were present; Jodi Hawkins, Susan Dukes, Pat Rongey, and Chuck Dunlap.

**MEMBERSHIP INPUT ON AGENDA ITEMS:** After discussion Pat Rongey made a MOTION that the agenda be accepted as written. Chuck Dunlap seconded. Motion passed.

**READING OF THE MINUTES:** Pat Rongey made a MOTION to accept the minutes as written; Chuck Dunlap seconded. MOTION passed.

**TREASURER'S REPORT:** Diana Glasgow was not able to attend the meeting and there was no Treasurer's report. It will be made available when ready.

**COMMITTEE REPORTS:**

**Architectural Review Committee:** Keith Davidson submitted and reviewed the ARC Report.

**CC&R'S & By-Laws Committee:** No report.

**Communications Committee:** No report.

**Elections Committee:** The committee has made recommendations to the Board for changes in the CVPOC Elections Policies and Procedures.

**Facility Management Committee:** Larry Phillips gave a verbal report reviewing the maintenance tasks scheduling and deferred to Frank Brooks' report for discussion of the pump station replacement costs.

**Financial Management Committee:** No report.

**Personnel Committee:** No report.

**Maintenance Report:** Frank Brooks submitted and reviewed the Maintenance report. A portion of the bids were distributed to Board members for the sewer pump station repairs. He reported on the ongoing water system improvements and other maintenance projects. He suggested that any owner who sees a water leak being fixed in their area or would like to be notified if CVPOC is making repairs in their area, may want to be pro-active and get involved by notifying the Maintenance Department of their interest in replacing their own water lines at the same time. See the Maintenance Department for more information.

**Activities Committee:** Carlla van de Vyver, Committee Chair arrived and gave her verbal report. She requested clarification of actions allowed to the committee chair. Susan Dukes made a MOTION to "allow the Chair and Co-Chair of the Activities Committee to extend the hours of the clubhouse for their purpose on the days that they have activities and are responsible for monitor and closing of the building. Further the committee is authorized to do any reasonable activity as written within CVPOC existing documents without Board pre-approval except those that affect the entire community, such as anything held in the parking lot". Chuck Dunlap seconded the motion. After discussion the motion passed.

**OLD BUSINESS:**

Jodi Hawkins gave a verbal report on the city council meeting held last week by the City of Florence Siuslaw Estuary Partnership Project. At that meeting they made a decision that all properties within Coast Village, as a unique community, are currently legal as the properties currently exist.

**NEW BUSINESS:**

All Spruce Street fence repair responsibilities were reviewed by Keith Davidson. Jodi Hawkins made a MOTION "that all Spruce Street fence repairs will be with current design and materials (wood) whether or not the repair responsibility be the owner's due to damage they made or as recommended by the ARC Committee Chair Keith Davidson". Pat Rongey seconded and motion passed.

**NEW BUSINESS continued:**

Keith Davidson reviewed our current CC&R's regarding the greenbelt rules. Susan Dukes made a MOTION "that a notice be in the June newsletter regarding an annual meeting motion that will be made regarding an amendment to the CC&R's regarding the greenbelt rules and directs the Coast Village Board of Directors to place before the general membership, via mailed ballot with self-addressed and stamped return envelope, a request for amendment to Coast Village's CC&R's, Article 10.2 A., Greenbelt, as stated in Mr. Davidson's motion request". Chuck Dunlap seconded. After discussion the motion passed.

Current Rules & Regulations regarding the PUD electrical changes process was discussed. Susan Dukes volunteered to write a newsletter article to review those requirements for membership clarification.

Amended CVPOC Election Policy and Procedures submitted by the Elections Committee were discussed. Jodi Hawkins made a MOTION "to accept the election Policy & Procedures changes as recommended and written by the Elections Committee". Pat Rongey seconded and motion passed.

The sale listing of Lot 261 with Shirley Hunt is now up for renewal. Pat Rongey made a MOTION "to advertise Coast Village owned Lot 261 for sale on Craig's List and/or comparable advertisement and no listing extension be made with Shirley Hunt at this time". Susan Dukes seconded. After discussion, the motion passed.

CVPOC owned Lot # 12 is not a legal residence lot but can be rented for vehicle storage. Jodi Hawkins made a MOTION "to rent up to two spaces on Lot #12 for storage of portable vehicles to CVPOC owners at \$50 per month each. A rental agreement will be written by the office manager and be pre-approved by the Board, requiring verification of owner provided insurance. Squatters will be towed with notice". Chuck Dunlap seconded. After discussion the motion passed.

Funds currently held by CVPOC in one bank exceed the amount that the banking insurance protects. Jodi Hawkins made a motion that "the Treasurer is directed to move all or a part of the reserve fund to a new bank for FDIC insurance purposes". Chuck Dunlap seconded the motion. After discussion the motion passed.

Lot #171 has a shed that is sitting within the greenbelt next to lot #170. Jodi Hawkins made a MOTION "to give a variance for the shed in the greenbelt on Lot #171 until it falls down or is taken down because it has been in place since 1970 before incorporation". Pat Rongey seconded and the motion passed.

Our By-Laws require quarterly board meetings. Jodi Hawkins made a MOTION "to hold Board meetings quarterly in January, April, July and October of each year". Pat Rongey seconded. After discussion, the motion passed.

Any cost that exceeds 5% or more of our annual budget for any unanticipated expense must be voted on by the membership and obtain 75% approval vote to be authorized. The Board agreed that pre-approval from the membership is required for the payment of the expense to acquire property to install a Southeast side emergency exit. After discussion it was decided that the Board could decide to send out a vote for approval without a motion to do so.

**CORRESPONDENCE:** None.

**GOOD OF THE ORDER:**

A Board Action without a Meeting was unanimously accepted by the Board on April 23, 2013 to change the CVPOC Election Policy & Procedures to publish the Declaration of Candidacy forms for CVPOC President and Directors in the June newsletter to save the cost of a separate mailing.

An owner concern was heard about the gate code change date not being met recently and the resulting inconvenience to owners. The Board apologized for the error.

Frank Brooks also apologized for the gate code error. He then reviewed the information and bids recently given to the Board members for the Sewer Pump Station replacements. Prior Board approval had given the go ahead for replacement of two of the units at \$20,000 each; and a total of \$60,000 for three replacements has been set aside within the Five-year plan. Bids have exceeded that amount for each unit and Frank recommended that the Board approve up to \$24,000 each and for up to three units. Palmer Hundtoft, Facilities Management Committee Chair commented and recommended that the Board proceed on the funding of three pump stations after the Board and the Facilities Management have the opportunity to review the bids.

Susan Dukes made a MOTION "to go into Executive Session at 12:45pm. Pat Rongey seconded the motion which passed.

At 1:55pm the general session resumed. Jodi reported that the Board discussed and made decisions regarding personnel and the emergency exit issues.

At 1:58pm Pat Rongey made a MOTION "to adjourn the meeting". Chuck Dunlap seconded. Motion passed. Meeting adjourned.

Respectfully submitted,

Susan Bladorn-Dukes, Secretary

Jodi Hawkins, President

DRAFT

**ANNUAL MEETING MEMBERSHIP NOTICE**

The Annual Membership meeting will be held on Saturday, July 20, 2013. Agenda items need to be submitted no later than July 8, 2013 to be included in the published Agenda.

Keith Richardson, the Chair of the ARC Committee has submitted an Agenda item regarding the Green Belt requirements currently in the CC&R's. Keith has some ideas about how these should be changed to conform with the current practice in Coast Village. Approval at the Membership Meeting will mean we will need to provide for an election by the entire membership to amend the CC&R's.

**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	

# JUNE 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 AGENDA ITEMS DUE  GARBAGE PICKUP	4	5  BROWN BAG LUNCH 12 PM LOUNGE	6  CHAMBER ENSEMBLE 3:00-5:00  BINGO 7 PM LOUNGE	7	8
9	10  GARBAGE PICKUP	11	12  HOT LUNCH 12 PM LOUNGE	13 CHAMBER ENSEMBLE 3:00-5:00 ARC MTG 4 pm BINGO 7 PM LOUNGE METER READING	14 BOARD WORK SESSION 3:00 PM CONFERENCE ROOM  FLAG DAY	15 BOARD MEETING 10 am Clubhouse Lounge
16  HAPPY FATHER'S DAY	17 DEADLINE FOR NEWSLETTER  GARBAGE PICKUP	18	19  BROWN BAG LUNCH 12 PM LOUNGE	20  CHAMBER ENSEMBLE 3:00-5:00  BINGO 7 PM LOUNGE	21	22
23	24  GARBAGE PICKUP	25	26  BROWN BAG LUNCH 12 PM LOUNGE	27  CHAMBER ENSEMBLE 3:00-5:00 ARC MTG 4 pm BINGO 7 PM LOUNGE	28	29
29	30					



**HAPPY BIRTHDAY**

Cal Crowe 9th  
Chris O'Neil 28th  
Sue Foss 29th

**HAPPY anniversary**

Chris & Denette O'Neil 21st

### DECLARATION OF CANDIDACY FOR CVPOC PRESIDENT

**Requirements for candidates:**

Must be a member in good standing. All dues, assessments, and CVPOC electric bills (if applicable) must be current. (Bylaws § 4.5.a)

Must be an owner of record of a lot in Coast Village and have proof of ownership on file in the Coast Village office or proof must be provided at the time of filing. (Bylaws § 4.5.a; ORS 94.639) **Check appropriate box below.**

- Proof of ownership on file in CVPOC office.
- Proof of ownership provided with declaration.

### DECLARATIONS OF INTENT TO RUN MUST BE DATED AND SIGNED

.....  
**I hereby declare my candidacy for the position of PRESIDENT.**

NAME (please print): \_\_\_\_\_

ADDRESS (mailing): \_\_\_\_\_  
\_\_\_\_\_

CVPOC LOT NO.: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BACKGROUND (Please be specific. Take time to tell us who you are!):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional page if required)

REASONS FOR RUNNING FOR THIS POSITION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional page if required)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Declarations may be delivered to the CVPOC office, faxed (541-902-0103), e-mailed to (coastvillage@qwestoffice.net) or mailed to "CVPOC Elections Committee, 55 Outer Drive, Florence, OR 97439" must arrive no later than Monday, June 17, 2013.

**DECLARATION OF INTEREST TO SERVE AS A CVPOC DIRECTOR**

**Requirements for candidates:**

Must be a member in good standing. All dues, assessments, and CVPOC electric bills (if applicable) must be current. (Bylaws § 4.5.a)

Must be an owner of record of a lot in Coast Village and have proof of ownership on file in the Coast Village office or proof must be provided at the time of filing. (Bylaws § 4.5.a; ORS 94.639) **Check appropriate box below.**

- Proof of ownership on file in CVPOC office.**
- Proof of ownership provided with declaration.**
- Serve a two year term.**
- Serve a one year term, filling a current vacancy.**

**PLEASE SIGN AND DATE**

.....  
**I hereby declare my interest in serving on the CVPOC Board of Directors.**

**NAME** (please print): \_\_\_\_\_

**ADDRESS** (mailing): \_\_\_\_\_

**CVPOC LOT NO.:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**BACKGROUND** (Please be specific. Take time to tell us who you are!):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional page if required)

**REASONS FOR RUNNING FOR THIS POSITION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional page if required)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Declarations may be delivered to the CVPOC office, faxed (541-902-0103), e-mailed to (coastvillage@qwestoffice.net) or mailed to "CVPOC Elections Committee, 55 Outer Drive, Florence, OR 97439" must arrive no later than Monday, June 17, 2013.**