

COAST VILLAGE PROPERTY OWNERS CORPORATION

BOARD OF DIRECTORS MEETING

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:

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.

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.

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 by as recommended by the ARC Committee Chair Keith Davidson". Pat Rongey seconded and motion passed.

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 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. (RESCINDED July 15, 2013 Minutes)

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. (RESCINDED July 15, 2013 Minutes)

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 total budget for any 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. (AMENDED July 15, 2013 Minutes)

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 Director 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