

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 QESTABLIUORUM: 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 committee reports.

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

MAINTENANCE REPORT: Submitted and reviewed by Frank Brooks. Discussed the cost of replacing the back-flow device costs and possible sharing 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 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.