

CARRIAGE MANOR RV ASSOCIATION, INC.
Official Minutes from the Board of Directors Meeting
Wednesday, February 17, 2021 – 2:00 p.m.

In Attendance – Board of Directors

- Bruce Groves, President
- Ross Long, Vice President
- Ron Swanberg, Treasurer
- Cindy Mascio, Secretary
- Rick Gaustad, Director
- Cheryl Keeffe, Director
- Arne Teigen, Director

In Attendance – Property Management and Owners

- Mary Candelaria, General Manager
- Shauna Smith, Assistant General Manager

I. CALL TO ORDER

The Board of Directors of the Carriage Manor RV Association, Inc. convened a meeting on Wednesday, February 17, 2021. The meeting was called to order at 2:00 p.m., and was convened via Zoom as a result of the social distancing requirement associated with COVID-19. Some owners witnessed the meeting via a feed from the ballroom.

II. ROLL CALL

Roll call determined that all seven Board members were in attendance, establishing a quorum.

III. APPROVAL OF AGENDA

The Board of Directors approved the February 17, 2021 Board Meeting agenda as presented *by unanimous consent*.

IV. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the minutes from the January 20, 2021 Board of Directors Meeting as presented. The minutes will be filed as printed.

V. PRESIDENT'S REPORT

President Groves reported several owners have inquired whether it would be possible to receive a refund of their Association fees for the months when the amenities have been closed due to the pandemic. Other owners have suggested furloughing some of the staff since fewer employees are needed during the pandemic. President Groves explained the Association does not charge membership fees for use of the amenities. Carriage Manor is a not-for-profit, tax exempt organization. As such, the Association operates on a zero-based budget, meaning every dollar received has been earmarked for a specific expense or fund. The business of managing and maintaining Carriage Manor's common areas and amenities must continue even during the pandemic. Residents should also remember the additional cleaning expenses being incurred to ensure the Association is sanitized according to the guidelines set forth by the Centers for Disease Control (CDC). Management and the Board of Directors continue to monitor the CDC's guidelines as well as those put forth by the State of Arizona, Maricopa County, and the City of Mesa. The common areas will be re-opened as soon as the guidelines allow.

VI. TREASURER'S REPORT

Treasurer Swanberg presented the financial report for period ending January 31, 2021. The operating cash balance totaled \$1,322,451.34. The Clubs Fund balance totaled \$239,232. The total cash balance was \$1,561,683.34. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$180,456.91
Reserve Fund: \$966,937.73
Capital Improvement Fund: \$45,207.80
Working Capital Fund: \$129,848.90
Club Funds and Investments: \$239,232

The Board of Directors agreed by unanimous consent to file the latest financial report as presented.

VII. MANAGER'S REPORT

General Manager Mary Candelaria presented a Manager's Report to cover actions taken since the January 20, 2021 Board Meeting. Please see the report appended to these minutes.

Director Keeffe suggested posting the monthly Manager's Report to the Carriage Manor website. Manager Candelaria explained there are some items in the report that are considered confidential. ***Therefore, a discussion concerning whether to post the Manager's Report and prepare a separate Executive Report for the Board will be held during the March 10, 2021 Work Session.***

VIII. COMMITTEE REPORTS

- A. Architctural Review Committee (ARC): Director Gaustad presented a report on behalf of the ARC. Please see the report appended to these minutes.
- B. Long-Range Planning (LRP): Vice President Long presented a report on behalf of the LRP. Please see the report appended to these minutes.
- C. Nominating & Election Committee (NEC): Director Teigen presented a report on behalf of the NEC. Please see the report appended to these minutes.

IX. UNFINISHED BUSINESS

- A. Pet Park Fence Project - Rescind Approval: Vice President Long ***moved*** to rescind the January 20, 2021 decision of the Board of Directors to approve changing the pet park fence. Director Keeffe ***seconded***. The motion carried unanimously.
- B. Pickleball Court Lighting - HOA Funding and Bid Approval: Director Long ***moved*** to approve the proposal from Ferrin Electric to install lighting at the pickleball court at a cost not to exceed \$40,000. Director Gaustad ***seconded***. After Board members discussed the matter and received feedback from Trisch Bass of Lot 766 and Roger Hooker of Lot 909, the motion failed for lack of a majority. Director Long then ***moved*** to defer a decision concerning the pickleball court lighting until the March 10, 2021 Board Work Session. Director Gaustad ***seconded***, and the motion carried unanimously.
- C. GDR Committee - Revise R&R Section 12.16 ("Contractor Hours - Holiday Schedule"): Secretary Mascio ***moved*** to revise Section 12.6 of the Carriage Manor Rules & Regulations to amend the holiday hours for contractors as 7:00 a.m. to 4:00 p.m. for the period of April 15th through October 15th; and 8:00 a.m. to 5:00 p.m. for the period of October 16th through April 14th. Director Keeffe ***seconded***. After Board members discussed the matter and received feedback from Jim Milne of Lot 211, Bill Whiteman of Lot 37, Valerie Oatley of Lot 214, Patti Beauchamp of Lot 614, Dede Durst of Lot 689, Trisch Bass of Lot 766, and Candy Smith of Lot 420, the motion carried by a vote of five in favor, two opposed (Vice President Long and Director Teigen), and zero abstained.

X. NEW BUSINESS

- A. GDR Committee - Design Guidelines 3.1 C (“Contractor Hours - Permit Procedures”): Secretary Mascio *moved* to amend Rule 3.1 C of the Design Guidelines to include specific holidays. Vice President Long *seconded*. The motion carried unanimously.
- B. GDR Committee - Amend By-Law 4.1 (“Resident Members”) - 2022 Ballot: Secretary Mascio *moved* to direct the Governing Documents Review Committee to work on amending By-Law 4.1 regarding “Resident Members”. Treasurer Swanberg *seconded*. The motion carried unanimously.
- C. By-Law 4.1 (“Resident Members”) - Suspend 2021 Requirement: Director Teigen *moved* to suspend the requirement concerning “Resident Members” in By-Law 4.1 for the 2021 election. Vice President Long *seconded*. After Board members discussed the matter and received feedback from Bill Whiteman of Lot 37, the motion carried unanimously.
- D. Patriot’s Park Parking - Update to Existing Plans: Treasurer Swanberg *moved* to have On Point Architecture review and revise the 2017 parking lot plan to meet the current City of Mesa Code. Secretary Mascio *seconded*. After Board members discussed the matter and received feedback from Valerie Oatley of Lot 214, the motion carried unanimously.
- E. Rules & Regulations - Review Part 4: Director Gaustad *moved* to direct the Architectural Review Committee (the ARC) to review Part 4 of the Rules & Regulations; and to work with the Governing Documents Review Committee to recommend clear language defining an RV. Vice President Long *seconded*. The motion carried unanimously.
- F. Variance Request: Director Gaustad *moved* to approve the variance request submitted by the owner of Lot 850 concerning an RV that is more than 10 years old. Director Teigen *seconded*. The motion carried unanimously.

XII. OPEN FORUM

Questions and comments were not raised during the Open Forum.

XIII. GOOD OF THE ORDER

The 2021 Annual Meeting of the Membership will be held on Wednesday, February 24, 2021 at 1:30 p.m.; a Board of Directors Work Session will convene on Wednesday, March 10, 2021 at 1:00 p.m.; and an Open Board Meeting will be held on Wednesday, March 17, 2021 at 2:00 p.m. All of the aforementioned meetings will be conducted via Zoom.

XIV. ADJOURNMENT

The February 17, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:16 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■■■ Service