

CARRIAGE MANOR RV ASSOCIATION, INC.
Official Minutes from the Board of Directors Meeting
Wednesday, April 21, 2021 – 2:00 p.m.

In Attendance – Board of Directors

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

In Attendance – Property Management and Owners

- Mary Candelaria, General Manager
- Shauna Smith, Assistant General Manager
- 29 Non-Board Member Owners via Zoom, and 12 Non-Board Member Owners in the Ballroom (at Highest Count)

I. CALL TO ORDER

The Board of Directors of the Carriage Manor RV Association, Inc. convened a meeting on Wednesday, April 21, 2021. The meeting was called to order at 1:59 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 live feed from the ballroom.

II. ROLL CALL

Roll call determined that all seven Board members were in attendance at the start of the meeting, thereby establishing a quorum.

III. APPROVAL OF AGENDA

The Board of Directors approved the April 21, 2021 Board Meeting agenda as presented *by unanimous consent*.

IV. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the March 17, 2021 Board Meeting minutes as presented. *Those minutes will be filed as printed.*

V. PRESIDENT'S REPORT

President Long reported the exodus has begun of residents leaving Carriage Manor to return to their summer homes. He wished those traveling a safe trip. Three of the seven current Board members will be full-time residents of Carriage Manor in 2021.

The Board of Directors will continue using Zoom to hold their meetings, and will discuss how to hold meetings once the COVID guidelines are no longer in place.

Abdiel Almodovar has volunteered to serve as the new Bingo Manager for Carriage Manor. He will be contacting the volunteers from previous years to determine if they will continue to provide assistance.

VI. TREASURER'S REPORT

Treasurer Swanberg presented a financial report for period ending March 31, 2021. The operating cash balance totaled \$1,448,775.49. The Clubs Fund balance totaled \$230,906. The total cash balance was \$1,679,681.49. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$221,032.41
Reserve Fund: \$1,041,429.10
Capital Improvement Fund: \$56,396.33
Working Capital Fund: \$129,917.65
Club Funds and Investments: \$230,906

The Board of Directors agreed by unanimous consent to file the latest financial report as presented. Treasurer Swanberg informed everyone that the Treasurer's Report is always posted to the Carriage Manor website following each Board Meeting, and can be found in the "Members' Area".

VII. MANAGER'S REPORT

General Manager Mary Candelaria presented a Manager's Report to cover actions taken since the March 17, 2021 Board Meeting. Please see the report appended to these minutes.

VIII. COMMITTEE REPORTS

Reports were presented by the following committees: Patio Grille (Director Keeffe), Architectural Review (Vice President Gaustad), Long-Range Planning (Director Groves), Ad Hoc Rental (Director Keeffe), Governing Documents Review (Secretary Mascio), and Ambassadors (Director Keeffe). Please see the reports from those committees appended to these minutes.

IX. UNFINISHED BUSINESS

A. Pet Park Fencing: Treasurer Swanberg *moved* to advance \$3,500 from the reserve fund for fencing work in the Pet Park. Secretary Mascio *seconded*. After Board members discussed the matter and received feedback from Carol Reausaw of Lot 882, Marcia Dyer of Lot 558, Candy Smith of Lot 420, Joyce Wootton of Lot 173, Trisch Bass of Lot 766, Abdiel Almodovar of Lot 798, and Ralph Reausaw of Lot 882, the motion carried with Treasurer Swanberg abstention.

X. NEW BUSINESS

A. Patio Grille Resident Survey: Vice President Gaustad *moved* to table a decision concerning the Patio Grille Resident Survey until the next Board of Directors Meeting. Director Vinci *seconded*. The motion carried unanimously.

B. Committee Appointments:

1. Director Gaustad *moved* to appoint Paul Stack of Lot 340 as a member of the Architectural Review Committee. Director Vinci seconded. The motion carried unanimously.
2. Secretary Mascio *moved* to appoint Gail Boerwinkle of Lot# 75 as a member of the Governing Documents Review Committee. Treasurer Swanberg *seconded*. The motion carried unanimously.
3. Treasurer Swanberg *moved* to appoint Marge Langdahl as a member of the Budget & Finance Committee. Vice President Gaustad *seconded*. The motion carried unanimously.

C. Shade Sail Project - Bocce Club Request: Vice President Gaustad *moved* to refer the shade sail project request from the Bocce Club to the Long-Range Planning Committee for consideration. Director Groves *seconded*. After Board members discussed the matter and received feedback from Valerie Oatley of Lot 214, the motion carried unanimously.

D. 2021-2022 Board Meeting Schedule: Director Vinci *moved* to approve the revised 2021-2022 Board Meeting Schedule as submitted to Board members. Treasurer Swanberg *seconded*. After Board members discussed the matter and received feedback from Valerie Oatley of Lot 214, the motion carried unanimously.

Design Guidelines Review:

1. Section 4.12 (“Awnings”): Vice President Gaustad ***moved*** to refer the matter to the Governing Documents Review Committee for a final review. Secretary Mascio ***seconded***. The motion carried unanimously.
 2. Section 4.17 (“Trellis, Hedges, and Latticework”): Vice President Gaustad ***moved*** to refer the matter to the Governing Documents Review Committee for a final review. Secretary Mascio ***seconded***. The motion carried unanimously.
- E. Club Audit Requirement: Treasurer Swanberg ***moved*** to waive the Club audits for the 2021 year. Director Vinci ***seconded***. After Board members discussed the matter and received feedback from Abdiel Almodovar of Lot 798 and Joyce Wootton of Lot 173, the motion carried unanimously.

XI. OPEN FORUM

Valerie Oatley of Lot 214 sought clarity about how requests for solar panels are handled. Vice President Gaustad reported the Carriage Manor ARC approved an owner’s request to install solar panels on their roof, and a reputable installer was used for the project. President Long explained the State of Arizona passed a law approximately one year prior that owners are allowed to install solar panels on their homes given they follow the proper permitting procedures.

XII. GOOD OF THE ORDER

The Board of Directors will convene a Work Session on Wednesday, May 12, 2021 at 1:00 p.m. The next Open Board Meeting will be held on Wednesday, June 16, 2021 at 2:00 p.m. Both meetings will be conducted via Zoom.

XIII. ADJOURNMENT

The April 21, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 2:58 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■■■ Service