

**CARRIAGE MANOR RV ASSOCIATION, INC.**  
Official Minutes from the 2021 Annual General Meeting  
Wednesday, February 24, 2020 – 1:30 p.m.

**In Attendance – Board of Directors**

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

**Regrets - Board of Directors**

- Cindy Mascio, Secretary

**In Attendance – Property Management and Legal Counsel**

- Mary Candelaria, General Manager
- Shauna Smith, Assistant General Manager
- Attorney Mark Sahl, Association Legal Counsel from Carpenter, Hazlewood, Delgado & Bolen, LLP

**I. CALL TO ORDER**

The 2021 Annual Meeting of the Carriage Manor RV Association, Inc. was convened on Wednesday, February 24, 2021 inside the Association’s ballroom. Board President Bruce Groves called the meeting to order at 1:30 p.m.

**II. CONFIRMATION OF QUORUM**

Vice President Long confirmed that the quorum required by the Association’s governing documents and the laws of the State of Arizona to hold the Annual General Meeting had been achieved.

**III. PROOF OF MEETING NOTICE**

Vice President Long certified that notice of the 2021 Annual General Meeting was sent to all owners of record on Saturday, January 9, 2021; and that all paper ballots were distributed by Thursday, January 21, 2021. These actions were performed in a manner and timeframe in accordance with the Association’s governing documents and the laws of the State of Arizona.

**IV. APPROVAL OF MINUTES**

With no revisions or opposition raised, those owners in attendance *agreed by unanimous consent* that the minutes from the 2020 Carriage Manor Annual General Meeting dated February 26, 2020 should be filed as presented.

**V. APPROVAL OF AGENDA**

The 2021 Annual Meeting agenda was approved with the addition of reports from the Ambassadors Committee and the Ad Hoc Rental Committee.

**VI. PRESIDENT’S REPORT**

President Groves reported much of the prior year was spent adapting to the restrictions and requirements associated with COVID-19. A moment of silence was observed to honor those Carriage Manor residents who succumbed to the virus.

President Groves recognized the Carriage Manor management team and staff for their service during the past year; and prior Board Treasurer Karen Montgomery and Director Arne Teigen who served as Board members for several years. Owners are encouraged to give the new Board the same level of support as the previous Board as they continue to navigate the Association’s operations amid COVID-19.

## VII. TREASURER'S FINANCIAL REPORT

Treasurer Swanberg presented a summary of cash balances for the year ending December 31, 2020. Carriage Manor had an operating cash balance of \$1,180,138, and a Clubs Fund balance of \$237,970. This resulted in a total cash balance of \$1,418,108 - an 11% increase in comparison to the previous three years. Cash balances by fund included:

- Operations Fund (checking, savings, and other operating accounts): \$80,394
- Repair/Reserve Fund: \$929,698
- Capital Improvement Fund: \$69,227
- Working Capital Fund: \$100,819
- Special Assessments: \$0
- Club Funds and Investments: \$237,970

The Working Capital and Repair/Reserve Funds were fully funded in accordance with the Association's 2020 budget. Treasurer Swanberg noted 2020 included unanticipated expenses in response to the pandemic, and some of the anticipated revenue did not come in.

## VIII. MANAGER'S REPORT

Manager Candelaria reported the following information:

A. Property Ownership: Approximately 70 properties changed ownership in 2020. In the two years prior, an average of 90 properties changed ownership each year.

B. Financials for January 1, 2020 through December 31, 2020: The Association had total income of \$2,327,726 versus total expenses of \$1,896,395 for the year. This resulted in a net income of \$431,331. All reserve allocations were funded for the year for a total of \$382,908. The 2017 reserve study projected the 2020 year-end reserve fund balance to be \$499,581 - 17.6% of being fully funded, and leaving the Association in the high risk category for a potential special assessment. However, the 2020 reserve fund budget projected the year-end balance to be \$892,957 - 31.5% of being fully funded, exceeding the 30% threshold, and lowering the Association to the medium risk category for a special assessment. The 2020 reserve fund budget projection was exceeded by \$36,740.

(At this juncture, President Groves announced that balloting was closed.)

C. Reserve and Capital Improvement Projects: Manager Candelaria summarized the reserve and capital improvement repair projects completed during the past year. Reserve expenditures for 2020 totaled \$234,133, and capital improvement expenditures for 2020 totaled \$47,667.

## IX. COMMITTEE REPORTS

A. Architectural Review Committee (ARC): Director Gaustad explained the purpose of the ARC is to review applications involving exterior modifications. Mr. Gaustad recognized and thanked the co-chairs and members of the ARC before summarizing the 443 permits issued during the year - an increase of 35 permits in comparison to the previous year (408). A total of 107 permits remained open as of the 2021 Annual Meeting date.

B. Nominating & Election Committee (NEC): Director Teigen reported the two-fold purpose of the Nominating & Election Committee is to receive applications from owners who are willing to serve on the Carriage Manor Board, and to administer the election process by way of an absentee ballot voting process. Voting by Carriage Manor's owners is handled electronically or by paper ballot. Director Teigen recognized the members of the NEC for their service, including its three newest members. He also thanked Ross Long for his leadership and expertise, as well as the service of the paper ballot counters.

- C. Long-Range Planning (LRP): Vice President Long summarized the purpose of the LRP to plan for the repair, replacement, and maintenance of the Association's common elements. He then acknowledged the members of the Long-Range Planning Committee who were involved in the planning and oversight of the following major projects during the previous calendar year:
1. Completion of solar and security lighting in the pet park.
  2. Pet park fencing revision.
  3. The study of a water distribution system with recommendations for maintenance and repair.
  4. Water conservation efforts through charting and the study of water usage, and offering community education.

The LRP is planning for the installation of state-of-the-art pickleball court lighting.

- D. Budget & Finance: Treasurer Swanberg reported the purpose of the Budget & Finance Committee is to serve the Board of Directors via the Treasurer, and perform all duties as required under Bylaw 7.8, Item D; review the reserve study; recommend the amount to be added to the reserves; review the capital improvement and operating budgets to make recommendations to the Board of Directors; review the Club audits; and review changes to the Club bylaws. Treasurer Montgomery thanked the members of the Budget & Finance Committee, and acknowledged Karen Montgomery for her leadership and support. He then reported the Budget & Finance Committee reviewed the 2019 audit and the 2021 budget.
- E. Governing Documents Review (GDR): President Groves reported the GDR is in charge of drafting and reviewing the Association's rules, regulations, and other governing documents as charged by the Board of Directors. The members of the GDR were recognized and thanked for their service during the previous year.
- F. Ambassadors: Director Keeffe explained the Ambassadors Committee exists to welcome new owners and renters to Carriage Manor. She thanked the committee's various members, and explained they did not have the opportunity to welcome new members in 2020 due to COVID. The Ambassadors Committee will welcome all new members from 2020 and beyond once the COVID requirements have been sufficiently decreased or lifted.
- G. Ad Hoc Rental Committee: Director Keeffe thanked Ross Long for writing the mission statement for the Ad Hoc Rental Committee, which is to create a rental policy that fully supports the Carriage Manor mission. Director Keeffe recognized the committee's members, and reported on the committee's work to date. The committee has established a spreadsheet of rental units in the resort; devised possible policy solutions to be put on the ballot for 2022; obtained information from other resorts; and gathered a series of articles to educate residents.

## **X. OPEN FORUM**

Questions and comments were not raised during the Open Forum.

## **XI. RETIRING BOARD MEMBERS EXCUSED**

President Groves recognized Karen Montgomery and Arne Teigen for their years of service on the Board of directors. They were each recognized with a gift from the Association.

(At this juncture, Bruce Groves turned facilitation of the Annual Meeting over to Ross Long.)

## **XII. RESULTS OF ELECTION OF BOARD OF DIRECTORS**

Vice President Long reported the following election results:

- Bruce Groves received 434 total votes.
- Rick Gaustad received 438 total votes.
- Carl Vinci received 425 total votes.
- Cheryl Keeffe received 357 votes.
- Joyce Wootton received 277 votes.
- Mary Zupanc received 256 votes.
- Valerie Oatley received 213 votes.

- Five Write-in candidates (Katherine Golter, Mike Summers, Marge Serio, Ron Swanberg, and Arne Teigen) each received one vote for a total of five votes.

As a result of the balloting, Bruce Groves, Rick Gaustad, Carl Vinci, and Cheryl Keeffe were elected to the Board of Directors.

**XIII. SWEARING IN CEREMONY**

Attorney Sahl, Association Legal Counsel from Carpenter, Hazlewood, Delgado & Bolen, LLP, performed the swearing in of the 2021 elected Board members.

**XIV. GOOD OF THE ORDER**

A Special Board of Directors meeting will be held on Wednesday, March 3, 2021 via Zoom for the purpose of appointing Board officers (President, Vice President, Secretary and Treasurer). The next Board of Directors meeting will then be held on Wednesday, March 17, 2021 at 2:00 p.m.

The 2021 Annual General Meeting of the Carriage Manor RV Association, Inc. was adjourned at 2:16 p.m.

These minutes were respectfully drafted and submitted by:

The Professional **Documents**  
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