

CARRIAGE MANOR RV ASSOCIATION, INC.
Official Minutes from the Board of Directors Meeting
Wednesday, October 27, 2021 – 2:00 p.m.

In Attendance – Board of Directors

- Ross Long, President
- Rick Gaustad, Vice President
- Cindy Mascio, Secretary
- Ron Swanberg, Treasurer
- Bruce Groves, Director
- Cheryl Keeffe, Director
- Carl Vinci, 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, October 27, 2021. The meeting was called to order at 2:00 p.m., and was convened via Zoom conferencing. 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, thereby establishing a quorum.

III. APPROVAL OF AGENDA

The Board of Directors *agreed by unanimous consent* to approve the October 27, 2021 Board Meeting agenda as presented.

IV. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the August 25, 2021 Board Meeting minutes as presented. *The minutes will be filed as printed.*

V. PRESIDENT'S REPORT

President Long reported the Board of Directors and the management team have been busy working on the Association's 2022 budget. The Board selected the Patriot's Park Parking Project as its number one effort for the year. Parking has always been an issue at Patriot's Park, and parking spaces must be added in order to utilize that area. During future Board meetings, owners will see details regarding what is planned; and the 2022 budget allows the spaces to be constructed without any additional assessments. Owners were encouraged to attend upcoming budget meetings to obtain full details of the 2022 budget and the Patriot's Park Parking Project.

VI. TREASURER'S REPORT

Treasurer Swanberg then presented a financial report for period ending September 30, 2021. The bank balance totaled \$1,703,659, while the total cash balance stood at \$1,960,505. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$231,518

Reserve Fund: \$1,232,232

Capital Improvement Fund: \$109,763

Working Capital Fund: \$130,146

Club Funds: \$256,846

The Board of Directors agreed by unanimous consent to file the latest financial reports as presented. The August and September 2021 Treasurer's Reports will be posted to the Carriage Manor website following the Board Meeting.

VII. MANAGER'S REPORT

General Manager Mary Candelaria presented a Manager's Report to cover actions taken since August 1, 2021. 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 any printed reports from those committees appended to these minutes.

IX. UNFINISHED BUSINESS

- A. Patriot's Park Parking: Director Groves ***moved*** to include the budgeted figure of \$276,756 in the 2022 budget for additional parking at Patriot's Park. Director Vinci ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214, Bill Whiteman of Lot 37, Kim Heisman of Lot 234, Candace Smith of Lot 420, and Marcia Dyer of Lot 558, the motion carried unanimously.
- B. Bocce Ball Courts/Horseshoes - LRP Recommendation: Director Groves ***moved*** to direct the Long-Range Planning Committee to consider alternative sites for the bocce ball courts. Vice President Gaustad ***seconded***. Following a Board discussion and feedback from Calvin Dahl of Lot 418, Kim Heisman of Lot 234, and Bill Whiteman of Lot 37, the motion carried unanimously.
- C. COVID Committee: Director Vinci ***moved*** to accept the recommendations of the COVID Committee as presented. Secretary Mascio ***seconded***. Following a Board discussion and feedback from Calvin Dahl of Lot 418 and Marcia Dyer of Lot 558, the motion carried unanimously.

X. NEW BUSINESS

- A. 2021 Reserve Budget Items:
 1. Water Softener: Director Groves ***moved*** to approve a contract with High Peaks to replace the water softener for the Patio Grill at a cost of \$3,778. Treasurer Swanberg ***seconded***. Following a Board discussion and feedback from Marcia Dyer of Lot 558, the motion carried unanimously.
 2. Walk-In Cooler: Director Vinci ***moved*** to approve a contract with Cool Quest to replace the walk-in cooler for the Patio Grill at a cost of \$8,780.40. The warranty will include five years for parts and one year for labor. Secretary Mascio ***seconded***. Following a Board discussion and feedback from Joyce Wootton of Lot 173, the motion carried unanimously.
 3. Pool Area Water Heater: Treasurer Swanberg ***moved*** to approve a contract with Mesa Plumbing to replace the pool area water heater at a cost of \$8,700. Director Keeffe ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214, the motion carried unanimously.

4. Ratification - Bingo Machine: Director Groves ***moved*** to ratify the electronic decision of the Board of Directors to approve the purchase of a new bingo machine from Cactus Bingo Supply at a cost of \$14,875.29. The expense will be paid from the reserve fund. Director Vinci ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214 and Joyce Wootton of Lot 173, the motion carried unanimously.
- B. Rules & Regulations Enforcement - Fine Assessments for Construction Trash: Vice President Gaustad ***moved*** to request the Governing Documents Review Committee to create a fine specific to Rule/Regulation 20.16 (“Construction Trash”) in the amount of \$250 under Rule/Regulation 15.2 (“Fine Assessments”, Section B). Director Groves ***seconded***. Following a Board discussion and feedback from Calvin Dahl of Lot 418, Valerie Oatley of Lot 214, and Candace Smith of Lot 420, the motion carried by a vote of six in favor, zero opposed, (Secretary Mascio, absent).
- C. Trash Removal - Large Items/Appliances: Director Vinci ***moved*** to discuss this matter during the November 2021 Board Work Session. Secretary Mascio ***seconded***. The motion carried unanimously.
- D. Variance Requests:
 1. Vice President Gaustad ***moved*** to approve the variance request submitted by the owner of Lot 31 to park a 44-foot motor home for the 2021-2022 season. Director Vinci ***seconded***. The motion carried unanimously.
 2. Vice President Gaustad ***moved*** to reject the variance request submitted by the owner of Lot 441 to purchase an empty Carriage Manor lot, citing Rule/Regulations 3.36 (“Excess Lots”). Secretary Mascio ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214 and Marcia Dyer of Lot 558, the motion carried unanimously.
 3. Vice President Gaustad ***moved*** to approve the variance request submitted by the owner of Lot 563 regarding an RV setback and setback clearance; and to make an exception for the age of the 2007 RV. The approval is only for the current season. Director Groves ***seconded***. The motion carried unanimously.
 4. Vice President Gaustad ***moved*** to approve the variance request submitted by the owner of Lot 841 concerning the age of the 2008 RV. Director Groves ***seconded***. The motion carried unanimously.
 5. Vice President Gaustad ***moved*** to reject the variance request submitted by the owner of Lot 903 regarding transportation vehicles and parking. Director Vinci ***seconded***. The motion carried unanimously.
 6. Vice President Gaustad ***moved*** to reject the variance request submitted by the owner of Lot 723 concerning the parking of a commercial vehicle. Director Groves ***seconded***. The motion carried unanimously.

XI. OPEN FORUM

Joyce Wootton of Lot 173 inquired if the public health inspector has visited Carriage Manor to inspect the kitchen in the Patio Grill, and whether the kitchen is ready for use. Manager Candelaria replied in the affirmative to both questions, and stated the maintenance team is preparing the kitchen for use during the upcoming Halloween party.

Candace Smith of Lot 420 asked whether the pet run area will be closed for two weeks each year to fortify the seeding process. Manager Candelaria replied in the affirmative.

XII. GOOD OF THE ORDER

The Board of Directors will convene a Work Session on Wednesday, November 10 2021 at 1:00 p.m. The next Open Board Meeting will be held on Wednesday, November 17, 2021 at 2:00 p.m. Both meetings will be conducted via Zoom.

XIII. ADJOURNMENT

The October 27, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:38 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■ ■ ■ Service