

CARRIAGE MANOR RV ASSOCIATION, INC.
Official Minutes from the Board of Directors Meeting
Wednesday, January 20, 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, January 20, 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. OATH OF OFFICE

Manager Candelaria facilitated the Oath of Office with Ron Swanberg. Mr. Swanberg was sworn in as a member of the Carriage Manor Board of Directors, and was appointed Treasurer of the Board.

III. ROLL CALL

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

IV. APPROVAL OF AGENDA

The Board of Directors approved the January 20, 2021 Board Meeting agenda as presented *by unanimous consent*.

V. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the minutes from the December 16, 2020 Board of Directors Meeting as presented, and the December 31, 2020 Special Board of Directors Meeting as presented. Both sets of minutes will be filed as printed.

VI. PRESIDENT'S REPORT

President Groves announced there will be four Board of Directors seats up for election during the February 24, 2021 Annual Meeting - those currently held by himself, Rick Gaustad, Cheryl Keeffe, and Arne Teigen. The deadline for owners to declare their candidacy was Tuesday, January 5, 2021 at 12:00 p.m. Seven owners submitted their candidacy for the Board, including Mr. Groves, Mr. Gaustad, and Ms. Keeffe. Arne Teigen did not submit his candidacy for re-election. President Groves thanked Director Teigen for his many years of service to the Resort.

For the first time in the Association's history, the Annual Meeting will be held via Zoom (in response to COVID-19). A Zoom invitation will be sent to all owners shortly before the Annual Meeting containing the log-in instructions. Owners are asked to submit their ballot with a proxy to ensure a quorum is established for the meeting.

President Groves stated water conservation and cost reduction will be two priorities of the new Board.

VII. TREASURER'S REPORT

Treasurer Swanberg presented the financial report for period ending December 31, 2020. The operating cash balance totaled \$1,180,138. The Clubs Fund balance totaled \$237,970. The total cash balance was \$1,418,108. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$80,394
Reserve Fund: \$929,698
Capital Improvement Fund: \$69,227
Working Capital Fund: \$100,819
Club Funds and Investments: \$237,970

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

VIII. MANAGER'S REPORT

General Manager Mary Candelaria presented a Manager's Report to cover actions taken since the December 16, 2020 Board Meeting. Please see the report appended to these minutes.

IX. COMMITTEE REPORTS

- A. Architectural 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.
- D. Ad Hoc COVID Committee: Vice President Long presented a report on behalf of the Ad Hoc COVID Committee. Please see the report appended to these minutes.

X. UNFINISHED BUSINESS

- A. Revise R&R Section 12.16 ("Contractor Hours on Holidays"): Secretary Mascio ***moved*** to direct the Governing Documents Review Committee to revise Rule 12.16 to note the holidays on which contractors are not allowed in the resort. The holidays will correspond with those that the Carriage Manor administrative office is closed, which are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Vice President Long ***seconded***. After Board members discussed the matter and received feedback from Jim Milne of Lot 211, the motion carried unanimously.

XI. NEW BUSINESS

- A. 2021 Budget Item - Funds Transfer from Capital Improvement to Working Capital: Treasurer Swanberg ***moved*** to transfer \$29,000 from Carriage Manor's capital improvement fund to the working capital fund. Director Gaustad ***seconded***. After Board members discussed the matter and received feedback from Valerie Oatley of Lot 214, the motion carried unanimously.
- B. Pickleball Lighting - Funding Request: Vice President Long ***moved*** to provide funding for pickleball lighting, with the exact amount to be determined once final quotes are received. Director Teigen ***seconded***. After Board members discussed the matter and received feedback from Jim Milne of Lot 211, Roger Hooker of Lot 909, and Bill Whiteman of Lot 37, the motion carried unanimously.
- C. GDR Committee Liaison: Treasurer Swanberg ***moved*** to appoint Cindy Mascio as the liaison to the Governing Documents Review Committee. Director Keeffe ***seconded***, and the motion carried unanimously.

- D. Revision to By-Law 3.3 (“Notice of Annual/Special Meetings”): Vice President Long ***moved*** to have the Governing Documents Review Committee revise Section 3.3 of the By-Laws to reflect the current practices of using email and video for communications. Director Teigen ***seconded***, and the motion carried unanimously. Manager Candelaria stated the matter will be added to the 2022 Annual Meeting ballot.
- E. LRP Recommendation - Pet Park Fence Project: Vice President Long ***moved*** to approve the Pet Park fence layout, with funding to be determined once quotes have been received. Director Gaustad ***seconded***. After Board members discussed the matter and received feedback from Candy Smith of Lot 420, Tom and Jeanne Berry of Lot 27, and Valerie Oatley of Lot 214, the motion carried unanimously.
- F. Variance Requests: No variance requests were presented for Board decision.

XII. OPEN FORUM

Trisch Bass of Lot 766 thanked the Board of Directors for their leadership, service, and patience throughout the pandemic. (2) Ms. Bass asked the Board to review and possibly revise the CC&Rs to ensure smoking can only take place within homes or in designated common areas. President Groves asked Ms. Bass to submit a comment form for the Board’s review.

Valerie Oatley of Lot 214 requested an explanation about the pool pipe issue that was discussed earlier during the meeting. (2) Ms. Oatley asked what is covered by the Association’s gas bill. President Groves and Manager Candelaria explained the gas bill covers use of the lobby fireplace, the water heaters in the men’s and women’s restrooms, the water heater in the Patio Grille when it is operational, and the pool and hot tub. (3) Ms. Oatley noted the lobby fireplace contains a lot of soot, and explained such occurrences are usually caused by improperly placed logs.

Bill Whiteman of Lot 37 concurred with the comments raised by Trisch Bass concerning the Board. (2) Mr. Whiteman rescinded his earlier comments concerning the pickleball lighting.

XIII. GOOD OF THE ORDER

The next meetings of the Board of Directors will be a Working Session held via Zoom on Wednesday, February 10, 2021 at 1:00 p.m., and an Open Meeting to be held via Zoom on Wednesday, February 17, 2021 at 2:00 p.m.

XIV. ADJOURNMENT

The January 20, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:19 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■ ■ ■ Service