

CARRIAGE MANOR RV ASSOCIATION, INC.
Official Minutes from the Board of Directors Meeting
Wednesday, June 16, 2021 – 2:00 p.m.

In Attendance – Board of Directors

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

Regrets - Board of Directors

- Bruce Groves, 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, June 16, 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 six of seven Board members were in attendance, thereby establishing a quorum.

III. APPROVAL OF AGENDA

The Board of Directors approved the June 16, 2021 Board Meeting agenda as amended *by unanimous consent* with the addition of a “Variance Request for Lot 779” under New Business.

IV. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the April 21, 2021 Board Meeting minutes as presented. *Those minutes will be filed as printed.*

V. PRESIDENT’S REPORT

President Long reported the Association’s 2020 financial audits were completed, and the reports were submitted for review with no findings. Owners should be confident that the Association’s financials are being properly managed. President Long thanked everyone involved with the auditing process, and indicated a vote on approval of the audit will take place during New Business.

VI. TREASURER’S REPORT

Treasurer Swanberg presented a financial report for period ending April 30, 2021. The operating cash balance totaled \$1,535,890.28, while the total cash balance was \$1,792,354.28. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$255,133.49

Reserve Fund: \$1,078,694.83

Capital Improvement Fund: \$72,106.94

Working Capital Fund: \$129,955.02

Club Funds and Investments: \$256,464

Treasurer Swanberg then presented a financial report for period ending May 31, 2021. The operating cash balance totaled \$1,569,932.73, while the total cash balance was \$1,826,928.05. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$243,996.09
Reserve Fund: \$1,115,978.87
Capital Improvement Fund: \$79,964.12
Working Capital Fund: \$129,993.65
Club Funds and Investments: \$256,995.32

The Board of Directors agreed by unanimous consent to file the latest financial reports as presented. Treasurer Swanberg stated the 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 the April 21, 2021 Board of Directors 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 (Brian Nelson in the absence of 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. Patio Grille - Resident Survey: Director Keeffe ***moved*** to discontinue consideration of a resident survey regarding the Patio Grille. Vice President Gaustad ***seconded***. The motion carried unanimously.
- B. Revisions - Design Guidelines and Rules & Regulations: Vice President Gaustad ***moved*** to approve the proposed revisions to the design guidelines (Section 4.12 on awnings; and Section 4.17 on trellises, hedges, and lattices), and to Section 4.1 of the rules and regulations on approval. Secretary Mascio ***seconded***, and the motion carried unanimously.

X. NEW BUSINESS

- A. 2020 Audit: Treasurer Swanberg ***moved*** to approve the 2020 audit as prepared by CliftonLarsonAllen, LLP, and to post the audit report on the Carriage Manor website. Director Vinci ***seconded***. The motion carried unanimously.
- B. 2021 Reserve Budget Items:
1. Treasurer Swanberg ***moved*** to approve a contract with Clouse Legacy to perform painting of the metal surfaces at a cost of \$5,997.00, to include a seven-year warranty. Director Vinci ***seconded***. The motion carried unanimously.
 2. Director Vinci ***moved*** to approve a contract with Gleeson to replace two HVAC units within Carriage Manor - one above billiards and the other in the lobby admin area - at a cost of \$12,800 with a five-year warranty. Director Keeffe ***seconded***. The motion carried unanimously.
 3. Treasurer Swanberg ***moved*** to approve replacement of the ice machine by Restaurant Supply at a cost of \$5,768. Secretary Mascio ***seconded***. The motion carried unanimously.
 4. Director Vinci ***moved*** to approve a contract with Assa Abloy to replace the ADA operator on the double doors between Library and Billiard's at a cost of \$4,578. Director Gaustad ***seconded***. The motion carried unanimously.
- C. 2022 Pickleball Budget Request: Director Keeffe ***moved*** to approve the \$80,000 budget request from the Pickleball Club to help support their new courts. Vice President Gaustad ***seconded***. After Board members discussed the matter and received feedback from Valerie Oatley of Lot 214, the motion failed by a vote of two in favor (Vice President Gaustad and Director Keeffe), three opposed (Treasurer Swanberg, Secretary Mascio, and Director Vinci), and one abstained (President Long).

- D. Vehicle Parking in Front Setback: Vice President Gaustad ***moved*** to refer the following items to the Governing Documents Review Committee for consideration and recommendation: R&R 5.1 Passenger Cars, R&R 9.2 Setbacks & Easements and Design Guidelines 4.2 Setbacks Item B. Director Vinci ***seconded***. The motion carried unanimously.
- E. Common Area Visitors Prohibited - COVID: Director Vinci ***moved*** to rescind the policy that prohibits the use of Carriage Manor's common areas by visitors. Vice President Gaustad ***seconded***. The motion carried unanimously. As a result, visitors will again be allowed into the common areas of Carriage Manor.
- F. Variance Request: Vice President Gaustad ***moved*** to approve the variance request submitted by the owner of Lot 779 regarding shed placement. Secretary Mascio ***seconded***. The motion carried unanimously.

XI. OPEN FORUM

Valerie Oatley of Lot 214 inquired whether the April 2021 Manager's Report will be posted. ***Ms. Candelaria stated the April 2021 and May 2021 reports will be posted in a few days.*** (2) Ms. Oatley asked when the minutes from the June 2021 Board of Directors Meeting will be available for review. Ms. Candelaria explained the initial draft is provided by the Recording Secretary within 10 business days. The Board President and Secretary then review the minutes prior to the draft being posted for owners' review. (3) Ms. Oatley sought clarity concerning the process used by the Board of Directors to review requests submitted by the various Carriage Manor clubs, and spoke in favor of having additional pickleball courts on the property. (4) Ms. Oatley inquired whether there is a way to redo the vote concerning the Pickleball Club funding during the June 2021 Board of Directors Meeting. It was repeated that the matter would be further discussed during the next Board Work Session.

Robert Maddock of Lot 831 raised comments about the originally proposed height for the pickleball courts in relation to the lighting.

Roger Hooker of Lot 909 sought clarity about the next step concerning the Pickleball Club budget request. It was explained that the matter will be further discussed during the next Board Work Session.

XII. GOOD OF THE ORDER

The Board of Directors will convene a Work Session on Wednesday, July 14, 2021 at 1:00 p.m. The next Open Board Meeting will be held on Wednesday, August 18, 2021 at 2:00 p.m. Both meetings will be conducted via Zoom.

XIII. ADJOURNMENT

The June 16, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:14 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■■■ Service