

CARRIAGE MANOR RV ASSOCIATION, INC.
Official Minutes from the Board of Directors Meeting
Wednesday, November 17, 2021 – 2:00 p.m.

In Attendance – Board of Directors

- Rick Gaustad, Vice President
- Ron Swanberg, Treasurer
- Bruce Groves, Director
- Cheryl Keeffe, Director
- Carl Vinci, Director

Regrets - Board of Directors

- Ross Long, President
- Cindy Mascio, Secretary

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, November 17, 2021. The meeting was called to order at 2:01 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 five of 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 November 17, 2021 Board Meeting agenda as amended.

IV. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the October 27, 2021 Board Meeting minutes as presented. *The minutes will be filed as printed.*

V. VICE PRESIDENT’S REPORT

Vice President Gaustad welcomed Carriage Manor members back to the resort. He then announced the Board of Directors has been hard at work on the 2022 budget process while keeping the impacts of COVID in mind. The Board will vote on approval of the budgets during the New Business portion of the meeting.

The Board has also been working diligently on the Patriot’s Park parking expansion project - an effort that will bring additional parking to the Heritage and Fleetwood multipurpose rooms; offer relief from congestion in other areas; provide a safer way to ingress and egress from the immediate area without having to back onto Auburn Street; and will alleviate some of the difficulty with employee parking during the daytime.

The Board will continue to fulfill the mandate to maintain and improve the Carriage Manor RV resort.

VI. TREASURER'S REPORT

Treasurer Swanberg then presented a financial report for period ending October 31, 2021. The bank balance totaled \$1,733,539, while the total cash balance stood at \$1,986,644. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$224,438

Reserve Fund: \$1,268,428

Capital Improvement Fund: \$110,489

Working Capital Fund: \$130,184

Club Funds: \$253,105

The Board of Directors agreed by unanimous consent to file the October 2021 financial report as presented, and to have it 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 October 27, 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), and Ambassadors (Director Keeffe). Please see any printed reports from those committees appended to these minutes.

IX. UNFINISHED BUSINESS

- A. Patriot's Park Parking Expansion: Director Groves ***moved*** to contract with OnPoint Architecture at a cost of \$11,400 to provide services in relation to the Patriot's Park parking expansion project, including the submission of architectural construction documents; grading and drainage plans; and landscaping plans. Director Vinci ***seconded***, and the motion carried unanimously.
- B. 2021 Reserve Budget Item - Pool Area Water Heater: Director Groves ***moved*** to ratify the unanimous electronic Board of Directors' decision to approve an expense increase from \$8,700 to \$13,800 for Mesa Plumbing to replace the pool area water heater. Director Vinci ***seconded***, and the motion carried unanimously.

X. NEW BUSINESS

- A. 2022 Budget Approvals: Treasurer Swanberg ***moved*** to approve the 2022 operating, reserve, capital improvement, and working capital budgets as presented with a six percent increase in the monthly assessment. Director Keeffe ***seconded***, and the motion carried unanimously. Director Groves thanked the management team and the Budget & Finance Committee for their efforts during the budgeting process.
- B. 2022 Ballot Items:
 1. By-Law 5.1 - Regular Meetings: Director Keeffe ***moved*** to approve placement of the revisions to By-Law 5.1 on the ballot. Director Vinci ***seconded***, and the motion carried unanimously.
 2. CC&R 3.3 - Parking on Lots: Director Keeffe ***moved*** to approve placement of the revisions to CC&R 3.3 on the ballot. Director Vinci ***seconded***. Following a Board discussion and feedback from Bill Whiteman of Lot 37, Valerie Oatley of Lot 214, Gene Turner of Lot 797, and Gail Boerwinkle of Lot 75, the motion failed unanimously. Director Keeffe then ***moved*** to send the proposed revisions concerning CC&R 3.3 to the Governing Documents Review Committee for consideration and recommendation. Treasurer Swanberg ***seconded***, and the motion carried unanimously.
 3. CC&R 3.36 - Excess Lots: Director Keeffe ***moved*** to approve placement of the revisions to CC&R 3.36 on the ballot with the addition of language concerning grandfathering. Director Groves ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214 and Sheryl Eiler of Lot 809, the motion failed unanimously. Director Keeffe then ***moved*** to send the proposed revisions concerning CC&R 3.36 to the Governing Documents Review Committee for consideration and recommendation. Director Groves ***seconded***, and the motion carried unanimously.

4. CC&R 3.38 - Leasing Limitations: Director Keeffe ***moved*** to approve placement of the revisions to CC&R 3.38 on the ballot. However, the motion failed for lack of a second.
- C. Design Guidelines - 4.21 - Barbecue: Director Keeffe ***moved*** to approve placement of the revisions to Design Guideline 4.21 on the ballot. Director Groves ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214, Bill Whiteman of Lot 37, Diane Palmateer of Lot 884, and Bernie Berube of Lot 403, the motion failed unanimously. Director Keeffe then ***moved*** to send the proposed revisions concerning Design Guideline 4.21 to the Governing Documents Review Committee for consideration and recommendation. Director Groves ***seconded***, and the motion carried unanimously.
- D. Rules & Regulations - 12.1 - Lot Numbers: Director Keeffe ***moved*** to send the proposed revisions concerning Rule/Regulations 12.1 to the Governing Documents Review Committee for consideration and recommendation. Director Groves ***seconded***. Following a Board discussion and feedback from Gail Boerwinkle of Lot 75, the motion failed unanimously. Director Vinci then ***moved*** to table a decision concerning the proposed revisions to Rule/Regulation 12.1 until the December 2021 Work Session. Treasurer Swanberg ***seconded***, and the motion carried unanimously.
- E. Appointments - Election Committee: Director Vinci ***moved*** to appoint Kurt Leikvold, Diane Leikvold, Pete Keeffe, and Mary Ann Brennan to the Election Committee. Director Groves ***seconded***, and the motion carried unanimously.

XI. OPEN FORUM

Sheryl Eiler of Lot 809 sought clarity concerning whether there is a specific designation for how far vehicles can park toward the street. Director Groves explained, under the Association's current guidelines, owners can park their vehicles all the way out to the curb as long as the vehicles are not parallel parked.

Valerie Oatley of lot 214 inquired whether a GDR report was presented during Committee Reports. It was confirmed that a report was not presented for the GDR Committee. (2) Ms. Oatley asked whether owners can park their motor home on their driveway as long as they are not living inside. Manager Candelaria clarified that only one RV, Park model, or manufactured home can be placed on a lot. (3) Ms. Oatley asked whether another Patriot's Park parking presentation will be offered on Tuesday, November 30th. Director Groves replied in the affirmative, and stated the presentation would be offered via Zoom starting at 6:00 p.m.

Joyce Wootton of Lot 173 thanked the staff for a helpful budget presentation. (2) Ms. Wootton inquired if it is possible to include an "Actuals" column in the draft budget and PowerPoint presentation going forward. **Manager Candelaria stated she will provide a budget document to the front desk that includes an "Actuals" column, and will also post it to the website.**

Ole Oleson of Lot 482 asked if the Association can have the garbage trucks pick up from the park once per week rather than twice per week in order to achieve a cost savings. **Manager Candelaria stated a change can be made if approved by the Board, and offered to research ways to reduce the Association's trash costs.** (2) Mr. Oleson inquired if the music at the pool could be changed to include music from the 1980s and 1990s. **Manager Candelaria stated an adjustment will be made to the musical selection.**

Naomi Brockhoff of Lot 854 noted the calendar is not up-to-date on the Association's website, and inquired how such updates are managed. Director Groves explained changes are overseen by Manager Smith and the IT Committee as needed. The Rumble sheet is posted to the website. Manager Smith stated the calendar could benefit from a few revisions, and a volunteer would be needed to apply the updates as needed.

XII. GOOD OF THE ORDER

The Board of Directors will convene a Work Session on Wednesday, December 8, 2021 at 1:00 p.m. The next Open Board Meeting will be held on Wednesday, December 15, 2021 at 2:00 p.m. Both meetings will be conducted via Zoom.

XIII. ADJOURNMENT

The November 17, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:46 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■ ■ ■ Service