

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

In Attendance – Board of Directors

- Ross Long, President
- Rick Gaustad, Vice President
- Ron Swanberg, Treasurer
- Cindy Mascio, Secretary
- Bruce Groves, Director
- Cheryl Keeffe, Director
- Carl Vinci, Director (Arrived at an undetermined point during the meeting.)

In Attendance – Property Management and Owners

- Mary Candelaria, General Manager
- Shauna Smith, Assistant General Manager
- 28 Non-Board Member Owners via Zoom, and 22 Non-Board Member Owners in the Ballroom (at Highest Count)

I. CALL TO ORDER

The Board of Directors of the Carriage Manor RV Association, Inc. convened a meeting on Wednesday, March 17, 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 at the start of the meeting, thereby establishing a quorum.

III. APPROVAL OF AGENDA

The Board of Directors approved the March 17, 2021 Board Meeting agenda as presented *by unanimous consent*.

IV. APPROVAL OF MINUTES

The Board of Directors *agreed by unanimous consent* to approve the following sets of Board Meeting minutes as presented: December 16, 2020; February 17, 2021; and March 3, 2021. *The aforementioned sets of minutes will be filed as printed.*

V. PRESIDENT'S REPORT

President Long commented that the Association had seemed to make it through the worst part of COVID-19, but has lost some residents during the last year. He noted many residents had received at least one vaccination, while some had already received their second vaccination. With the number of infections decreasing in Maricopa County, the COVID-19 Advisory Committee will recommend re-opening a number of the Carriage Manor amenities. Clubs are already beginning to discuss fundraisers for the next season. President Long encouraged everyone to operate with gratitude given what everyone had successfully endured.

VI. TREASURER'S REPORT

Treasurer Swanberg presented the financial report for period ending February 28, 2021. The operating cash balance totaled \$1,373,552.05. The Clubs Fund balance totaled \$238,860. The total cash balance was \$1,612,412.05. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$190,932.43
Reserve Fund: \$1,004,164.37
Capital Improvement Fund: \$48,576.21
Working Capital Fund: \$129,879.04
Club Funds and Investments: \$238,860

The Board of Directors agreed by unanimous consent to file the latest financial report as presented. Director Groves announced that the February 2021 reserve balance represented the first time that the balance had exceeded the \$1 million mark.

VII. MANAGER'S REPORT

General Manager Mary Candelaria presented a Manager's Report to cover actions taken since the February 17, 2021 Board Meeting. Please see the report appended to these minutes.

VIII. COMMITTEE REPORTS

- A. Architectural Review Committee (ARC): Vice President Gaustad presented a report on behalf of the ARC. Please see the report appended to these minutes.
- B. Long-Range Planning (LRP): Director Groves presented a report on behalf of the LRP. Please see the report appended to these minutes.
- C. Ad Hoc Rental Committee (NEC): Director Keeffe presented a report on behalf of the NEC. Please see the report appended to these minutes.

IX. UNFINISHED BUSINESS

- A. Pickleball Court Lighting - HOA Funding and Bid Approval:
 - 1. Director Groves ***moved*** to approve the proposal from Ferrin Electric to install lighting at the pickleball court at a cost of \$34,890, plus an additional cost for design and permitting services for a total project cost not to exceed \$40,000. Vice President Gaustad ***seconded***. The motion carried unanimously.
 - 2. Director Groves ***moved*** that Carriage Manor supply partial funding for the installation of pickleball court lighting at a cost not to exceed \$15,000, with the expense to be paid from the capital improvement fund. Secretary Mascio ***seconded***. After Board members discussed the matter and received feedback from Roger Hooker of Lot 909, the motion carried unanimously.
- B. Deferment - Patriot's Park Parking: Treasurer Swanberg ***moved*** to direct On Point Architecture to cease any further work regarding parking at Patriot's Park; and to have the Long-Range Planning Committee revisit the parking needs during the next season. Director Keeffe ***seconded***. After Board members discussed the matter and received feedback from Joyce Wootton of Lot 173, the motion carried unanimously.
- C. Rules & Regulation Review, Part 4: Vice President Gaustad ***moved*** to accept the changes to the Association's Rules & Regulations as recommended by the Architectural Review Committee; and to send the revisions to the Governing Documents Review Committee for formal formatting. Director Groves ***seconded***. The motion carried unanimously.

X. NEW BUSINESS

- A. Revisions - COVID Guidelines: Secretary Mascio ***moved*** to replace the existing Carriage Manor COVID-19 guidelines with the new guidelines presented to the Board of Directors by the COVID-19 Advisory Committee, effective March 22, 2021. Vice President Gaustad ***seconded***. After Secretary Mascio presented the details of the revised guidelines, the motion carried unanimously.
- B. Committee Appointments:
1. Vice President Gaustad ***moved*** to appoint the following persons as members of the Architectural Review Committee: Roger Elliott, Shawn Firth, Roger Hooker, Roy Harvey, and Mike Hren. Secretary Mascio ***seconded***. The motion carried unanimously.
 2. Director Groves ***moved*** to appoint the following persons as members of the Long-Range Planning Committee: Gene Turner, Jerry Karki, Terry King, Ole Olson, Shelly Blades, Joyce Wootton, and Brian Nelson. Treasurer Swanberg ***seconded***. The motion carried unanimously.
 3. Director Vinci ***moved*** to appoint the following persons as members of the Nomination & Election Committee: Karen Ternus, Larry Antcliff, Rose Lauri, and Denise Binnie. Secretary Mascio ***seconded***. The motion carried unanimously.
 4. Secretary Mascio ***moved*** to appoint the following persons as members of the Governing Documents Review Committee: Ron Portelance and Carol Schrodt. Treasurer Swanberg ***seconded***. The motion carried unanimously. Secretary Mascio announced that the Governing Documents Review Committee still has one opening for a volunteer member.
 5. Director Keeffe ***moved*** to appoint the following persons as members of the Ambassadors Committee: Nancy Irvin, Sandy Schuman, Mary Brand, and Carolyn Kimbrough. Secretary Mascio ***seconded***. The motion carried unanimously.
 6. Director Keeffe ***moved*** to appoint the following persons as members of the Patio Grille Committee: Maryann Ferguson, Delrae Walter, and Denise Krueger. Vice President Gaustad ***seconded***. The motion carried unanimously.
 7. Director Keeffe ***moved*** to appoint the following persons as members of the Ad Hoc Rental Committee: Mary Adams, Nancy Irvin, Maxine Schultz, and Wanda Burman. Treasurer Swanberg ***seconded***. The motion carried unanimously.
 8. Treasurer Swanberg ***moved*** to appoint the following persons as members of the Budget & Finance Committee: David Foulkes-Jones and Kathy Goulter. Vice President Gaustad ***seconded***. The motion carried unanimously.

The Board of Directors recognized the former members of each committee.

C. Variance Requests:

1. Vice President Gaustad ***moved*** to deny the variance request submitted by the owner of Lot 5 to increase the height of their fence. Director Groves ***seconded***. The motion carried unanimously.
2. Vice President Gaustad ***moved*** to deny the variance request submitted by the owner of Lot 325 regarding carpeting on the drawer fronts. Director Keeffe ***seconded***. The motion carried unanimously.
3. Vice President Gaustad ***moved*** to approve the variance request submitted by the owner of Lot 865 to park an enclosed work trailer on their property for no more than 30 days to store tools during ongoing work. Secretary Mascio ***seconded***. The motion carried by a vote of six in favor, one opposed (Director Keeffe), and one abstained.

XI. OPEN FORUM

Joyce Wootton of Lot 173 wished everyone a Happy St. Patrick's Day, and announced that the 2021 St. Patrick's Day dinner and dance was cancelled due to COVID-19.

XII. GOOD OF THE ORDER

The next meeting of the Board of Directors will be a Work Session to convene on Wednesday, April 14, 2021 at 1:00 p.m. An Open Board Meeting will then be held on Wednesday, April 21, 2021 at 2:00 p.m. Both meetings will be conducted via Zoom.

XIII. ADJOURNMENT

The March 17, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:09 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■ ■ ■ Service