

**CARRIAGE MANOR RV ASSOCIATION, INC.**  
Official Minutes from the Board of Directors Meeting  
Wednesday, August 25, 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

**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, August 25, 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**

Treasurer Swanberg *moved* to approve the August 25, 2021 Board Meeting agenda as amended *by unanimous consent* after removing “Capital Improvement Fee Increase” from the agenda (for the matter to be discussed during the September 8<sup>th</sup> Board Work Session; and moving the “Pickleball Request for Additional Courts Funding” to Correspondence. Vice President Gaustad *seconded*. The motion carried unanimously. (Director Groves was temporarily disconnected during the vote, but returned immediately after.)

**IV. APPROVAL OF MINUTES**

The Board of Directors *agreed by unanimous consent* to approve the June 16, 2021 Board Meeting minutes as presented. *The minutes will be filed as printed.*

**V. PRESIDENT’S REPORT**

President Long announced 13 variants of COVID-19 are currently being tracked by the Centers for Disease Control. Carriage Manor will follow any executive orders put forth by the governor.

The Association’s 2021 budget was kept as low as possible to avoid a large increase in the Association’s fee. The realty team produced above the budgeted expectation, which was a favorable fact for Carriage Manor. However, the 2022 budget will take into account inflation of five to six percent; a planned increase in the minimum wage; and additional personnel in the office. The Association is restricted to a maximum assessment increase of six percent so that it does not exceed inflation. If additional funds are needed in 2022, a one-time assessment would be needed.

## VI. TREASURER'S REPORT

Treasurer Swanberg then presented a financial report for period ending July 31, 2021. The operating cash balance totaled \$1,625,749.35, while the total cash balance was \$1,882,736.35. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$211,372.73

Reserve Fund: \$1,181,895.28

Capital Improvement Fund: \$102,411.64

Working Capital Fund: \$130,069.70

Club Funds: \$256,987

*The Board of Directors agreed by unanimous consent to file the latest financial reports as presented. The June 2021 and July 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 the June 16, 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 (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. CORRESPONDENCE

Treasurer Swanberg reported the Board of Directors received a letter from the Pickleball Club requesting a reconsideration of their budget request for \$80,000. The request was voted down by the Board during their June 16, 201 meeting. The immediate priority for the Board is to improve parking in the Patriot Park area - something that will be considered during the New Business portion of the August 25<sup>th</sup> Board Meeting.

## X. UNFINISHED BUSINESS

### A. Vehicle Parking in Front Setback:

1. Design Guidelines 4.2 - Item B - Setbacks: Secretary Mascio ***moved*** to approve the revisions proposed to Section 4.1 of the design guidelines under Section B on "Setbacks" by adding the following language: "Passenger cars/trucks are prohibited." Vice President Gaustad ***seconded***. Following a Board discussion and feedback from Mary Lou Brennan of Lot 621, Valerie Oatley of Lot 214, and Carolyn Bagley of Lot 73, the motion carried unanimously.
2. R&R Section 5.1 - Passenger Cars: Secretary Mascio ***moved*** to approve the revisions proposed to Section 5.1 of the Rules & Regulations by adding the following language: "No passenger cars or trucks may be parked or maintained in the setback area across the front seven feet of the lot." Director Vinci ***seconded***. Following a Board discussion and feedback from Trish Bass of Lot 766, the motion carried unanimously.
3. R&R Section 9.2 - Setbacks and Easements: Secretary Mascio ***moved*** to approve the revisions proposed to Section 9.2 of the Rules & Regulations by adding the following language: "Park any passenger car/truck in the front of each lot." Treasurer Swanberg ***seconded***. The motion carried unanimously.
4. R&R Section 12.15 - Prohibition on Sunday Deliveries: Secretary Mascio ***moved*** to approve the deletion of Section 12.15 of the Rules & Regulation so that Sunday deliveries will no longer be prohibited; and to renumber the sections that follow. Director Groves ***seconded***. The motion carried unanimously.

***The management team will ensure the aforementioned revisions to the Rules & Regulations are made as soon as possible.***

## XI. NEW BUSINESS

- A. Patriot's Park Parking: Director Groves *moved* to approve the proposal from On Point Architecture to update the specifications for the Patriot's Park additions; and to resubmit the application to the city at a cost of \$11,440. Secretary Mascio *seconded*. Following a Board discussion and feedback from Jim Milne of Lot 232, Candy Smith of Lot 420, and Joyce Wooton of Lot 173, the motion carried unanimously.
- B. Variance Request: Vice President Gaustad *moved* to approve the variance request submitted by the owner of Lot 904 to extend the length of a guest's stay from two weeks to three weeks. Secretary Mascio *seconded*. The motion carried unanimously.

## XII. OPEN FORUM

Trish Bass of Lot 766 applauded the efforts to combine bocce and horseshoes. (2) Ms. Bass noted there are Carriage Manor homes listed on the AirBNB website for rental, and it says it is up to renters to fill out the third party agreement with Carriage Manor. Ms. Bass suggested alerting the security team of this matter.

Joyce Wooton of Lot 173 suggested reinvesting some of the Association's reserve funds in a manner that would result in greater interest returns.

Calvin Dahl of Lot 418 reported he was asked by Ole Olsen to do a study on the area for improving bocce. Mr. Dahl offered to perform a walkthrough with the appropriate persons before the next Board of Directors Meeting to identify how the area could be planned for multiple uses. (2) Mr. Dahl suggested moving the dog park to the current bocce area in order to increase parking; and to then move everything from the bocce area to the horseshoe area.

Jim Milne of Lot 232 inquired whether window replacements require a permit. Vice President Gaustad replied in the affirmative.

Roger Hooker of Lot 909 asked about the result of the pickleball request. President Long stated the Board acknowledged receipt of the letter from the Pickleball Club. (2) Mr. Hooker inquired if there as any potential for a line item to be added to the budget in the future for parking, bocce, pickleball, or other items. President Long replied in the affirmative. Manager Candelaria added, because parking is the Association's highest priority, there may not be capital improvement funds available for pickleball, bocce, or any other entity until 2024.

Patti Beauchamp of Lot 614 lauded the diligence and hard work of Manuel. Manager Candelaria announced Manuel submitted his three weeks' notice, and his last day working for Carriage Manor will be Friday, September 3<sup>rd</sup>.

Valerie Oatley of Lot 214 stated AirBNB does not own property. Rather, AirBNB serves as a rental platform for use by property owners. (2) Ms. Oatley sought clarity concerning the status of discussions for the pickleball courts. It was stated the matter was not included as a line item in the budget. Parking is currently the highest priority for the Association. (3) Ms. Oatley asked why parking has been designated the current priority for the Association, and stated owners should have input regarding such matters. Ms. Oatley raised ideas she would like to see implemented (e.g., expansion of the pickleball courts and paving the ramp down to the pet park and pickleball court).

Dan Rausch of Lot 900 asked whether the recorded Board meetings can be posted to the Carriage Manor website. This matter will be discussed during the next IT meeting.

Karen Selleck of Lot 567 inquired if more work will be done on the Carriage Manor website in 2021. President Long replied in the affirmative, and stated the IT Committee has the matter on the agenda for their first meeting.

Director Vinci encouraged those who are selling their home to do so through Carriage Manor Realty, as it makes money for the Association.

**XIII. GOOD OF THE ORDER**

The Board of Directors will convene a Work Session on Wednesday, September 8, 2021 at 1:00 p.m. The next Open Board Meeting will be held on Wednesday, October 20, 2021 at 2:00 p.m. Both meetings will be conducted via Zoom.

**XIV. ADJOURNMENT**

The August 25, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:33 p.m.

These minutes were respectfully drafted and submitted by:

**The Professional Documents**  
■ ■ ■ Service