

**CARRIAGE MANOR RV ASSOCIATION, INC.**  
Official Minutes from the Board of Directors Meeting  
Wednesday, December 15, 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, December 15, 2021. The meeting was called to order at 1:58 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 Board members were in attendance, thereby establishing a quorum.

**III. APPROVAL OF AGENDA**

The Board of Directors *agreed by unanimous consent* to approve the December 15, 2021 Board Meeting agenda as amended.

**IV. APPROVAL OF MINUTES**

The Board of Directors *agreed by unanimous consent* to approve the November 17, 2021 Board Meeting minutes as presented. *The minutes will be filed as printed.*

**V. PRESIDENT'S REPORT**

President Long announced that the Association's upcoming Annual Meeting will involve the election of three Board Members. The election process will begin in early January 2022, and will end with the February 23, 2022 Annual Meeting. Owners should ensure the management office has their current contact information, as ballots will be distributed to each owner of record. The deadline for owners to declare their candidacy is Wednesday, January 5, 2022 at 12:00 p.m. Applications are available online and at the front desk.

**VI. TREASURER'S REPORT**

Treasurer Swanberg then presented a financial report for period ending November 30, 2021. The bank balance totaled \$1,735,826, while the total cash balance stood at \$1,991,651. Cash balances by fund included:

Operations Fund (checking, savings, and petty cash): \$207,771

Reserve Fund: \$1,285,149

Capital Improvement Fund: \$112,683

Working Capital Fund: \$130,222

Club Funds: \$255,825

*The Board of Directors agreed by unanimous consent to file the November 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 the November 17, 2021 Board of Directors Meeting. Please see the report appended to these minutes.

## VIII. COMMITTEE REPORTS

Reports were presented by the following committees: Nominations/Elections (Director Vinci), Patio Grille (Director Keefe), Architectural Review (Vice President Gaustad), Long-Range Planning (Director Groves), Ad Hoc Rental (Director Keefe), Governing Documents Review (Secretary Mascio), and Ambassadors (Director Keefe). Please see any printed reports from those committees appended to these minutes.

## IX. UNFINISHED BUSINESS

### A. 2022 Ballot Items:

1. Bylaw 3.3 - Notice of Annual Meeting: Secretary Mascio ***moved*** to place Bylaw 3.3 as revised onto the 2022 Annual Meeting ballot. Vice President Gaustad ***seconded***, and the motion carried unanimously.
  2. CC&R 3.3 - Parking on Lots: Secretary Mascio ***moved*** to place CC&R 3.3 as revised onto the 2022 Annual Meeting ballot. Director Groves ***seconded***, and the motion carried unanimously.
  3. CC&R 3.36 - Excess Lots: Secretary Mascio ***moved*** to place CC&R 3.36 as revised onto the 2022 Annual Meeting ballot. Director Vinci ***seconded***. Following a Board discussion and feedback from Andy Lager of Lot 137; Lynette Holdridge of Lots 774 and 876; Kim Shallue of Lots 188, 456, and 667; and Valerie Oatley of Lot 214, the motion carried unanimously.
  4. CC&R 3.38 - Leasing Limitations: Secretary Mascio ***moved*** to place CC&R 3.38 as revised onto the 2022 Annual Meeting ballot. Vice President Gaustad ***seconded***. Following a Board discussion and feedback from Valerie Oatley of Lot 214; Lynette Holdridge of Lots 774 and 876; Kim Shallue of Lots 188, 456, and 667; Bill Whiteman of Lot 37; and Trish Bass of Lot 766, the original motion was rescinded. Secretary Mascio then ***moved*** to place CC&R 3.38 A, B, and C onto the 2022 Annual Meeting ballot as separate items with the agreed upon revisions. Vice President Gaustad ***seconded***. The motion carried unanimously.
- B. Design Guidelines - 4.21 - Barbecue: Vice President Gaustad ***moved*** to defer this matter until more information is obtained from the fire department. Director Groves ***seconded***, and the motion carried unanimously.
- C. Rules & Regulations - 12.1 - Lot Numbers: Vice President Gaustad ***moved*** to accept the revisions to Section 12.1 of the Rules & Regulations as presented. Treasurer Swanberg ***seconded***. The motion carried unanimously.

## X. NEW BUSINESS

### A. 2022 Ballot Items:

1. Bylaw 3.5 - Proxies: Director Vinci ***moved*** to place deleting Bylaw 3.5 Proxy's onto the 2022 Annual Meeting ballot. Secretary Mascio ***seconded***. The motion carried unanimously.
2. Two Additional Pickleball Courts: Vice President Gaustad ***moved*** to place the request from the Pickleball Club for two additional courts onto the 2022 Annual Meeting ballot. Secretary Mascio ***seconded***. The motion carried unanimously.

(Director Groves dropped from the meeting at this juncture.)

- B. Fitness Equipment Purchase: Director Vinci ***moved*** to approve the bid from Marathon Fitness totaling \$11,634.35 to obtain new fitness equipment. Vice President Gaustad ***seconded***. The motion carried unanimously.

(Director Groves rejoined the meeting at this juncture.)

- C. Ratification - Surveillance Cameras - System Upgrade: Director Groves ***moved*** to ratify the unanimous electronic vote of the Board of Directors conducted on November 30, 2021 to purchase additional surveillance cameras from

MGM Security Consultants at a cost of \$11,559.64. Vice President Gaustad **seconded**. The motion carried unanimously.

- D. Computer Group - Dissolution: Director Vinci **moved** to disband the Carriage Manor Computer Group. Director Keeffe **seconded**. Following a Board discussion and feedback from Bill Steitz of Lot 501 and Valerie Oatley of Lot 214, the motion carried unanimously. It was announced that any equipment not utilized by the Association will be donated to a charitable organization.
- E. Patio Grille: Director Keeffe **moved** not to open the Patio Grille for the current season. Secretary Mascio **seconded**. Following a Board discussion and feedback from Trish Bass of Lot 766, Bill Steitz of Lot 501, Joyce Wootton of Lot 173, Calvin Dahl of Lot 418, and Doyle Wilson of Lot 645, the motion carried unanimously.
- F. Bocce Court - Additional In-House Court: Director Groves **moved** to authorize the construction of a third bocce ball court within Carriage Manor, to be paid for by the Bocce Ball Club. Treasurer Swanberg **seconded**. Following a Board discussion and feedback from Calvin Dahl of Lot 418, the motion carried unanimously.
- G. Variances:
1. Vice President Gaustad **moved** to approve the variance request submitted by the Owner of Lot 287 concerning additional occupancy from January 16, 2022 through March 31, 2022. Director Groves **seconded**, and the motion carried by a vote of six in favor, zero opposed, and one abstained (Director Keeffe).
  2. Vice President Gaustad **moved** to approve the variance request submitted by the Owner of Lot 887 concerning a motor home that is more than 10 years old. Director Groves **seconded**, and the motion carried unanimously.

## XI. OPEN FORUM

Neal Johnson of Lot 296 suggested changing the security guard arrangement so that there are three guards at night and two during the day. He also expressed concern about the money being spent for security services, and sought clarity about what is covered by the \$420,000.

Valerie Oatley of Lot 214 inquired how she can review the reports given to Board members in advance of each Board Work Session and Meeting. It was explained that any reports presented during meetings are posted to the Carriage Manor website.

Ole Oleson of Lot 482 thanked the Board of Directors for approving the request for an additional bocce ball court. (2) Mr. Oleson spoke in favor of the additional two pickleball courts at Patriot Park. (3) Mr. Oleson spoke in support of maintaining Carriage Manor for those who are retired rather than allowing too many investors to rent out units.

Bruce Smith of Lot 43 asked why the tennis court and shuffleboard lights are on so early in the morning. Manager Candelaria stated the lights are activated early in the morning as a deterrent.

Larry Johnson of Lot 38 inquired when the Association will resume in-person meetings. The Board previously agreed to reconsider the matter in March 2022.

Gail Boerwinkle of Lot 75 raised comments concerning the Working Capital Fund. Manager Candelaria provided a response.

Trish Bass of Lot 766 commended the Bocce Ball Club for their detailed report, and asked that the Pickleball Club also present detailed plans for the benefit of the ownership.

Bill Steitz of Lot 501 expressed concern that a quarter of a million dollars is being spent by the Association for parking without the consent of the ownership. He asked the Board to place the matter on hold and consider other options. Director Vinci spoke as an owner and explained the funds are being spent for security, not specifically for parking.

Valerie Oatley of Lot 214 asked whether the workshops are recorded. President Long stated the workshops are not recorded. (2) Ms. Oatley inquired whether any record is maintained for what is discussed during the workshops. Several Board members stated the workshops are for discussions. Therefore, no minutes are taken. (3) Ms. Oatley asked whether owners could review the recordings from Board Meetings. Vice President Gaustad explained the meetings are only recorded to aid the minute-taking process. (4) Ms. Oatley stated a prior set of minutes did not reflect the full scope of her comments, and feels being able to hear the recordings would be beneficial.

**XII. GOOD OF THE ORDER**

The Board of Directors will convene a Work Session on Wednesday, January 12, 2022 at 1:00 p.m. The next Open Board Meeting will be held on Wednesday, January 19, 2022 at 2:00 p.m. Both meetings will be conducted via Zoom.

**XIII. ADJOURNMENT**

The December 15, 2021 meeting of the Carriage Manor RV Association, Inc. Board of Directors was adjourned at 3:56 p.m.

These minutes were respectfully drafted and submitted by:

**The Professional Documents**  
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