

**MINUTES: Board of Directors Meeting
Harbor Village Cooperative**

Called to order by: Brian Wamsley
Date: 15 December 2021
Time: 18:00
Location: Co-op Zoom

ATTENDANCE:

Roll call present: Brian Wamsley, Nicole Loxley, Pat Schaffner, Sharon Beck, Blanca Smith, Jim Watson, Rachell Freshour – quorum present (all in attendance).

CASA representatives: Maddie Bonkoske, Rose Ojeda
Commonwealth representative: Marcus Vance

Zoom participants: 19

APPROVAL OF MINUTES:

Minutes from 18 November 2021 were read in advance by the Board and approved unanimously.

SECRETARY’S REPORT (Nicole):

Meeting minutes have been brought up to date, in both printed and electronic form, from March 11th – October 28th. We need a locked file cabinet in the office for the signed, official copies of minutes and other official documents. Copies of regular board meeting minutes, Rules, and Bylaws will also be produced for membership, to be available in the office.

The master co-op membership file has been sorted out and put into a binder, so we can have better access to the original documents.

Several residents have asked for a ‘buying & selling’ FAQ guide for the new co-op requirements. Marcus offered to have the Commonwealth Homeowner Services Division provide necessary paperwork to the Secretary to complete this task. The FAQ will then be handed out by the office to all prospective buyers and sellers at Harbor Village.

TREASURER’S REPORT (Sharon):

The financial statements arrived today, shortly before the meeting, and the Treasurer did not have a chance to review them. She noted that the statements will improve with grants and better tracking of expenses, so overall trends are difficult to see yet. Martin Desmond had a chance to look at the financials briefly and reported the following:

Very large interest payments (\$31,000 a month) due to the Bridge Loan financing. We really need to move to the 1% permanent loan financing as soon as possible.

October had \$89,859 income with expenses of \$71,921. The short-term RVs showed a small loss, whereas the long-term RVs and Mobile Homes showed a profit. The loan-interest expenses were about ¼ of the total expenses for the Park that month.

November included a large payment of \$61,000 for our yearly property tax statement. Other expenses were \$139,000 and income was \$90,000.

Marcus noted that Commonwealth will be setting up an accrual account to pay the property taxes in monthly installments for 2022, to avoid having a lump-sum payment like this again.

CASA REPORT (Maddie):

In 2022, there will be **'ROC 101'** classes offered for Board members, which will include co-op administrative, financial and legal matters. The training sessions will be interactive with representatives from 2 other co-ops and take place once a month for approximately 2 hours. Discussion followed on timing, with Brian saying weekends were the best for him, with other Board members amenable. Nicole asked that information also be sent out for advance study, as not everyone works well with interactive learning.

Maddie pointed out that Pat is both the Vice President and the Operations Manager of our co-op. Initially she said this was not allowed, but upon discussion stated that 'best practice' is for the offices to be held by different people but that there was no actual rule against holding multiple offices. Pat affirmed that he would like to continue to serve as VP/Ops Manager.

Discussion followed of agenda planning: a call for agenda items should be sent out to the Board the week before a meeting – this can include questions posed by membership. Meeting notification and agenda should be sent out to membership 2-3 days in advance.

Grant funding update (Rose): Oregon legislature has approved \$25 million in funding for mobile home park preservation. Applications will open for this in January 2022 and Harbor Village will apply immediately. To do so, **Rose will need from the Board: a consolidated financial statement to write a new pro-forma for 2022, an approval of the OHCS application, approval for CASA to submit the revised application for permanent financing, and a \$2,500 application fee via co-op cheque.**

Further documents to work on: Code of Ethics (needs signatures of all Board members), Ground Rules for Participation for meetings, and Board of Directors policy.

COMMONWEALTH REPORT (Rick and Marcus):

OSHA Inspection: Thanks to pre-preparation by Commonwealth's site safety committee and our staff, Harbor Village passed our safety inspection by OSHA.

Electrical work: Central Lincoln Electric inspected and passed our recent electrical work. The work up top on 'Fisherman's Hill' will be completed next week. Then we will start on the central area near the middle bathrooms.

Tree work: removal of the big spruce tree in the central area is finished. The contractor saved us substantial money by cutting the tree up and leaving large rounds on site. RV residents can move back into vacated spaces starting Friday.

Mailboxes: Completed, but we are waiting on inspection by the Post Office and do not expect that to happen before the New Year. A motion-sensitive solar light has been installed on the mailbox shelter.

Lights: Street lights are being repaired on the RV side, so that all but 2 are now working. Wire-tracing will be required to find the fault. The failed lights on the lower west side of the Mobile Home area are also on the list for wire-tracing and investigation. The Laundry Room lights have been repaired and are now motion-sensitive and on auto-timers, so they will stay off when the room is empty, saving on our electric bill.

Improvement of access: We have received 2 quotes for building a handicap ramp for the office. A third bid is due to be submitted tomorrow.

Report on RV space rentals: We currently are down to 3 long-term spaces available for rent. Detailed discussion followed on the size and location of the spaces and how existing residents with smaller RVs might be induced to move into them and free up large spaces for the really big RVs at

the bottom of the park. Blanca pointed out that most RV residents want to be at the bottom of the park where walking is easier. They do not want to live farther up the hill due to the heavy tree cover which blocks the sun and causes damage from falling limbs and algae and moss growth on the rigs. Sharon suggested we could offer a first month's rent free as an incentive to encourage people to move.

OPERATIONS REPORT (Pat):

Rick covered most of the operations items. Pat says he will have our official project manager (John Arand) contact the original plumbers to do an assessment on the cost of new sewer and water lines for our major infrastructure project.

OPEN BUSINESS AND ANNOUNCEMENTS:

Website chat function: Jim has looked into setting up a chat forum on the Harbor Village Co-op web page, and it appears to be quite expensive. More information is needed from Morella.

ROC documents and leases: Discussion between CASA and Board on the urgency of completing the Co-op leases. The leases cannot be finalised until agreement is reached on the 'lease addendum' which was added to protect the rights of original co-op members. Maddie agreed to communicate with Brian Dasso to arrange a 1-hour video consultation to sort it out, this to happen as soon as possible in January, date and time TBA. Nicole as a member of Bylaws-Rules committee will attend, and at least 2 or 3 other Board members should be present.

Communication with Commonwealth: Brian officially asked the Board to communicate with Commonwealth via either him or Rick, to avoid confusion.

Medical benefits for our site manager: It was brought to the Board's attention that our site manager Rick does not currently receive medical benefits. Per Commonwealth policy, 32 hrs work or more a week qualifies for health benefits (Rick officially works 32 hrs but in reality puts in a lot of voluntary extra time). Marcus informed us that the co-op will bear an added cost of \$600-\$800 a month if Rick is granted benefits. This discussion was moved to Executive Session scheduled after this meeting.

Signatories on accounts: Discussion of how to put new Board members on various accounts and take old members off. **Sharon will send Oregon Coast Bank our minutes showing the new officers to get the accounts changed over.** There was no final agreement as to who should be on which accounts, but it was pointed out that the President and Secretary are the only Board members who live onsite full time currently.

Next meeting: We will go back to our regular schedule of 4th Thursdays for meetings. The next meeting will be 27 January 2022.

COMMUNITY TIME:

Martin Desmond requested to do a 'Financials 101' class to explain to members and the Board how our financial statements work. This class has been postponed twice due to data-privacy concerns. Now that Maddie has prepared redacted financial statements for us with members'

personal info removed, the Board agreed that the class should proceed. The date of 6th January 2022 was set, from 6-7:30 pm. Sharon as Treasurer will present jointly with Martin.

Brian motioned to adjourn and Pat seconded. Meeting adjourned at 19:42. (Executive Session followed immediately)

(Meeting notes by NDL)