



# COPPER COVE ASSOCIATION

## Board Minutes of the Board of Directors Meeting on February 27, 2020

**PRESENT:** Mary Braly, Bert Soske, Denise DeMartini, Andrew Bunch, Mike Butterworth

Call to order at 6:00 pm

Pledge of Allegiance led by the Board

### OPEN FORUM:

**Lot #1771** would like to utilize the empty room by main office. She is suggesting using it as a computer lab.

Aaron has told her he has computer equipment. **AGENDA ITEM**

Member would also like to suggest creating a dog "area" in Black Creek Park. **AGENDA ITEM**

Member is willing to head the committee

**Lot #559** member would like to start a Health and Wellness committee. **AGENDA ITEM**

**Lot #655** Member asked whether he will be able to address the Board if he does not fill out a speaker card.

President responded No. Member mentioned the proposed golf course and the Board's contingency fund. End of Year Financials and contract was also mentioned. Member would like someone other than the consortium to review the books.

### APPROVAL OF PRIOR MINUTES:

Mary motioned to approve the minutes from the November 11, 20, December 3 and January 9 and

Rules Revision Committee Meetings, January 23, 2020 Board meeting, January 23, 2020 Executive Board meeting

Bert seconded the motion

Further discussion: None

Approved 5-0

Motion carried: YES

### PRIOR FINANCIALS:

Andrew made a motion to approve November and December financials

Mary seconded

Further discussion: None

Approved 5-0

Motion carried: Yes

### DIRECTOR'S REPORTS:

**Braly:** Mary explained the duties of the Board and CID/Aaron as requested at the January Board Meeting. She stated that our management keeps our association professional and consistent. She reminded the members that Aaron keeps the association running smoothly. She explained that the Board is a volunteer group for two-year stints. In order to be consistent from Board to Board it is nearly impossible. CID and a certified manager (Aaron) trained us how to be a fully functioning Board. Aaron is now certified and has a wealth of knowledge.

Mike stated the Board sets the policy...Aaron, as the manager, implements the policy. The previous Board brought CID on and saved money when they were hired to perform the bookkeeping. Later, they brought on a manager. Having a Certified manager ensures that we comply to all changes as they become law. We do not want to put the association at risk. Mary continued that the Board has reviewed and revised the Governing Docs. This draft will be posted on the website next week. The Board went through them line by line. We are asking members for their input. A town hall meeting will be scheduled for members to tell us their opinions. After the town hall meeting the document will be sent out for member approval.

The HOA is currently working on the Equestrian Trails. The HOA is performing the maintenance instead of asking homeowners do it. We are trying to make the trails pedestrian friendly. It also creates a fire break which is a safety issue. These trails are here to assist owners to get to their property as well.

**Soske:** Equestrian trails are looking good.

**Bunch:** Andrew has been reviewing the financials in order to find ways to save money. He would like to take his personal experience to reduce waste and also be transparent to the membership.

**DeMartini:** Thanked Aaron for getting the minutes and agendas on the website and in the portal. She also stated that Aaron is a huge asset and the Board could not do this job without him. She complimented his ability to answer questions immediately for both Board members as well as members.

**Butterworth:** There is confusion as to what a budget is and where the money goes. He will conduct a presentation next meeting to go over the budget. **AGENDA ITEM** Member has asked what is the job of the Board and the Consortium. Mary will address this tonight.

#### **MANAGER'S REPORT:**

Aaron has gone through all documents and has found past minutes where policies were adopted. H has been double checking whether these policies were implemented. A lot of these policies are over 30 years old. In 1989 there was a resolution to start resolutions. He feels he has found what is available. He will be uploading them to the website in a couple of weeks. There is a statute of limitations on these items as well.

Governing documents: Aaron clarified that the Board has not voted on these documents. The purpose of the executive meetings was to validate that the changes requested by the previous Board were made. The Board then, using all member input, made changes based only on what was provided by members. The documents when posted for review will have all redacted verbiage so that members will see changes and there will be a summary to show why changes were made.

Aaron explained why the contract for financial review should never have been approved last meeting. Aaron may do the compilation to save the \$1500.

Kiva will be opening up in May. We only have 3 returnees. If anyone knows of someone who would like a job please have them contact the office. Membership cards **MUST** be in possession of the member or an associate member. There is a form in the office for associate members.

Boat decals are now available in the office. All 2019 decals have expired.

Aaron announced that he has passed his certification and is now a Certified Manager. Aaron will be getting several more certifications. There are extra charges that will be eliminated as he gets more certificates.

Banking: Aaron explained that we have been slowly phasing out the Umqua account. We are ready to close the account. Mike and Aaron will close the account.

The Rabo Bank (7662) statements have been coming in late yet again. Aaron would like to change to electronic statements. Aaron will get the financials to the Board by the 15<sup>th</sup> of each month when electronic statements are implemented.

#### **OLD BUSINESS:**

##### **•Disc Golf Course Open Discussion**

Aaron explained where we are in the process. It was an agenda item at the December meeting. It is a 9-hole course. Added maintenance that the weeds are sprayed. The initial cost is \$3700. We have a couple of volunteers ready to help with installation. It will be a bigger draw for members to utilize the park. Aaron has had several requests over the past 5 years.

**Lot 655** volunteered to help install the course if approved. He would rather have the money go to the equestrian trails. He feels that the interest will dwindle. Mary responded that the trails are currently being worked on. There is an equestrian Facebook page available to see the progress being made. Mary will make sure that Lot 655 is invited to the next meeting.

**Lot 702** would like to know how many people would use the golf course. Aaron says he has had 2 dozen inquiries. He would also like to know if it will only for members. Aaron stated that unfortunately, there will not be a way to stop others from climbing the fences. This is a non-issue because anyone could also access the playground or the trails. Member would like to know where the money is coming from. Aaron responded "Capital Improvements". Member stated he can't find this heading in the budget. Member also stated that the money should go to the P & E trails. Aaron stated that he will check the budget to see where the funds will come from. **AGENDA ITEM**

**Lot 734** stated that he likes the idea of a course. Often uses the park and horseshoe pits.

**Lot 609** stated that he has played at Black Creek Park and would like a disc course installed

- **Annual Financial Review Contract**

Aaron explained that the Haney contract needs to be voided. The Association will need to contract with an independent agency.

Mike made a motion to approve Marcello Lara to perform the financial review (\$3500)

Andrew seconded

Further discussion: None

Approved 5-0

Motion carried: YES

Director Butterworth left the meeting at 7:15 pm

**NEW BUSINESS:**

- **Office Equipment Upgrade/Smile BPI Contract**

The HOA purchased the current copier in 2012. It was already 2 years old. The maintenance contract has gone up considerably. It fails every month. Aaron has received several estimates. As a non profit we get some perks. This is budgeted in the Reserve budget. Member asks that the memory gets cleared. Contract includes toner. The options are as follows:

1. Cancel current contract and keep the copier until it dies.
2. Buy a new printer without contract.
3. Buy a new printer with a contract. Saves \$300 per month on the service contract. There is a 6-month warranty.
4. Do nothing

Andrew motioned to cancel maintenance on the current copier (\$432) in two weeks and keep it until it fails completely

Mary seconded the motion

Further discussion: None

Approved 4-0

Motion carried: YES

- **Rules and Violation Policy Revision**

A Rules revision committee was formed and met approximately 5 times. They submitted the proposal to the Board for discussion. No vote was made by the Board. Next step will be a 30-day notice to membership. Aaron also explained the new proposed election process. The elections will cost more due to the multiple mailings required by the new law. Aaron suggested possible 3-year terms might be a way to save money in the future.

Mary motioned to approve the mailing of the Rules and Violation Policy for member review with stipulation that the "Safety" section be review by legal.

Andrew seconded the motion

Further discussion: None

Approved 4-0

Motion carried: YES

#### **ARCHITECTURAL APPLICATIONS:**

Aaron explained why the Board took over the ACC. The chairperson resigned in open forum at the November meeting. The November Board meeting minutes show the resignation. The ACC did not submit minutes (except for 2) for over 100 meetings. The Board will take over ACC responsibilities as they have the final say for approvals and denials.

**Lot 198** is requesting approval to build a storage building similar to a one car garage. The building is equivalent to a 2-car garage but the door is not big enough to be considered for cars.

Mary motioned to approve application for the structure but also to send out a courtesy violation notice for not having a 2-car garage.

Denise Seconded

Further Discussion: None

Approved: 4 yes 0 no

Motion carried: YES

**Lot 1923** is requesting approval to build a carport

Mary motioned to approve the application to build a carport

Andrew seconded

Further Discussion: None

Approved: 4 yes 0 no

Motion carried: YES

**Lot 2163** is requesting approval to remove and replace existing second story deck and to add a first level deck with stairs leading to a private dock

Mary motioned to approve application for decking and stairs

Andrew seconded

Further Discussion: None

Approved: 4 yes 0 no

Motion carried: YES

**Lot 195** is requesting approval to build a new home with 2 car garage and 3 storage sheds for temporary living/watchman quarters during construction

Mary motioned to approve application to build new home with garage and storage sheds out of view of the street (with roof variance)

Bert seconded

Further Discussion: None

Approved: 4 yes 0 no

Motion carried: YES

**Lot 1647** is requesting approval to build a 2-story garage with storage loft on top floor.

Bert motioned to approve application to build a 2-story garage with storage loft on top floor (with 6-foot wall height variance)

Andrew seconded

Further Discussion: None

Approved: 4 yes 0 no

Motion carried: YES

**Lot 745** is requesting approval to build a garage

Mary motioned to approve application to build a garage with a size variance

Bert seconded

Further Discussion: None

Approved: 4 yes 0 no

Motion carried: YES

Andrew asked for an agenda item for the disc course with budget location. **AGENDA ITEM**

**NEXT MEETING:** March 26, 2020 @ 6:00 PM

**MEETING ADJOURNED:** 7:56 PM

DENISE DeMARTINI \_\_\_\_\_