



**Regular Board of Directors Meeting Minutes
July 26, 2024**

- I. Call to Order and Establish Quorum
 - A. Present: Paul Banas, Bill Johnson, Greg Steinke, Les Blumenthal, and Dena Patterson
Absent: John Davisson
 - B. Additions to the Agenda -None
 - C. General Announcements:
 1. Chair Banas reminded all residents that they are responsible for any guests that come into LWC, including gate access, conduct and dog cleanup while in LWC. There have been several instances of trespassers in the past month with no responsible owner.
 2. The Joint MOU among LWCHA, IPHCA and LWCCOA has been signed
 - D. Opening Homeowner's Forum—four comments
 - E. Motions to approve the June 28th Regular Board Meeting Minutes approved unanimously

- II. Reports
 - A. Management Reports
 1. Financial – Greg Steinke
 - a. Monthly and Year-to-date budget review
 1. June operating expenses were under budget by \$1,924
 2. Year-to-date operating expenses are under budget by \$3,820
 3. Total Operating Fund Balance is at \$265,426
 4. Total Reserve Fund Balance is \$499,677 including \$125K in new Money market fund
 5. June Reserve spending was \$23,787
 - b. Finished fiscal year on (or slightly under) budget pending final adjustments.
Greg Steinke thanked the previous board/budget committee for adopting a good budget and the staff and current board for closely monitoring and finding some savings along the way to end the fiscal year in the black.
 2. Administrative – Dena Patterson
 - a. Attended IPHCA BOD meeting 12 July—report in Board package
 - b. Attended LWCCOA BOD meeting 9 July –report in Board package
 - c. Dena has received several complaints about dogs on adjustable leashes “misbehaving”, and recommended a change to Community Rules that all leashes extend a maximum of 6 feet so that owner has better control.

A motion was made and unanimously approved by the Board to make said change

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- d. Dena reported that she has no good way of passing credit card processing fees (average 3%) along to owners who choose to pay assessments via credit card. Processing fees in June were \$239. She recommended a convenience fee of 3% for any owner paying by credit card.

A motion was made and unanimously approved by the Board to charge a 3% convenience fee for any credit card transactions by owners.

- e. Dena reported continued confusion of some owners regarding when an AC project application is required, specifically for “emergency” repairs, e.g., replacing minimal siding or deck boards due to rot or rodent damage. She recommended a notification process where the owner would contact the gatehouse with a specific description of the work to be done, and follow up when the work is completed, to avoid burdening the AC with minor requests. The AC Chair agreed. She will put out a notice to the community.
 - f. Les Blumenthal asked that Dena put out reminder about no street parking due to increased violation on Nesting Glade cul-de-sac
 - g. Dena will be out of the office next week
3. Maintenance – Pat Hossle
- a. Bids for this year’s asphalt work are still in progress, due by 31 July
 - b. Vendor selected for concrete pads for new parcel lockers, schedule TBD
 - c. Hazardous tree walk-about with arborist is scheduled for 28 August
 - d. Additional tree limbing by contractors scheduled for August
 - e. Will be soliciting bids for cinder cone roof
 - f. Mike Fields (Civil Engineer) will be coming to advise on boggy area problem behind Innisfree homes, as well as wetlands bridge area work
 - g. We will be replacing broken double doors on Maintenance Building with new rollup garage style door

B. Committee Reports

1. Architectural – Scott Whitmire
 - a. Scott reported AC is busy with typical summer project requests
 - b. The next meeting is 01 August
2. Forest Management – David Dumas
 - a. David reported that the FMC recommended to retain large grassy areas (behind Edgewater and central meadow) for aesthetics and emergencies, and concentrate on returning smaller areas to natural state
 - b. Looking at fire mitigation/fuel reduction project along boardwalk south of Cormorant, and potential Salal-harvesting by native tribe
3. Reserves – John Penrod

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- a. John recommended adding Reserves 2024-2025 funding model to LWC website---Dena has the action
 - b. A motion for the Board to approve the June Reserve expenditures was passed unanimously
 4. Safety – Anne Bradley (absent—report read by Banas)
 - a. The monthly radio check is 3 August at 9:00 AM
 - b. Following the relocation of the SOC to the Rec Center, the committee recommends that a communications center be established in the “Crow’s Nest” (3rd floor) of the Rec Center, which involves a two-pronged approach of 1) upgrading equipment and 2) retrofitting the Crow’s Nest electrical system and installation of antenna for both GMRS and Ham Radio systems. A proposal will be submitted to the Board.
 5. Social –Kelly Caldron
 - a. Kelly reported that active FLWC volunteer Doug Meyer passed away
 - b. The next sponsored event is a Happy Hour at the Rec Center on 17 August, with Randy Kollars providing the music, and FLWC providing beer, wine and soft drinks. Attendees are asked to bring an appetizer
 - c. There will be a Labor Day BBQ on 1 September—details to follow
 - d. FLWC funds balance is \$4,047, including \$577 sound system funds
 6. Welcome Committee—Molly Dumas no report
 7. Energy Resilience Program—Joe Cannon
 - a. Status update on program with Depoe Bay
 - b. Phase I grant award announcement is expected 2 September
- III. Old Business
- A. Governance Committee Update – Paul Banas
 1. Paul reported that the committee met with LWC attorney on 8 July to review proposed changes to CC&Rs and By-Laws. Awaiting attorney-proposed draft.
 - B. Election Committee Update – Vicki Berchou
 1. Vicki reported, they are setting up electronic voting package called Election Buddy with owner information
 2. She reported upcoming events are: owner opt in/out and candidate applications are due in August, Candidate Forum will be in September and annual Meeting will be 18 October.

A motion was made to approve all management and committee reports, approved unanimously.

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IV. New Business

A. Replacement Lawnmower

After discussion of FMC recommendation to retain large grassy meadow areas, the Board unanimously approved the purchase of a new Toro Zero Turn lawnmower for \$4,617, to be paid from the Reserves account.

B. CPA Engagement Agreement

The LWC Certified Public Accountant provided an engagement agreement to provide a review (vice audit) of the recently ended fiscal year and to prepare Federal and State Tax returns. They also offered to hold the price steady for a second year if desired. A "review" is less intense than an "audit", and costs about half the price of an audit. Given LWC has done audits for the past two years with no "findings" or other issues, the Board agreed that a "review" was satisfactory.

A motion was made and unanimously approved to sign the engagement letter for a two-year period, with the option to cancel the second-year review.

V. BOD Closing Statements

Bill Johnson suggested that the Reserves Committee should consider the following projects and obtain bids for consistency of asset maintenance throughout LWC:

- 1) Mailbox shelter over the main mailboxes at Rec Center
- 2) Lighting for IPHCA mailbox shelter
- 3) Drainage improvements for main garbage/recycling area
- 4) New/improved gates for main garbage/recycling area

VI. Adjournment

A motion was made by Banas, seconded by Steinke to adjourn the meeting at 11:20 AM, passed unanimously.

Submitted and Signed:

Paul J Banas /s/

Paul J. Banas

Chair, LWCHA