



**Regular Board of Directors Meeting Minutes  
August 23, 2024**

- I. Call to Order and Establish Quorum
  - A. Present: Paul Banas, Bill Johnson, Greg Steinke, Les Blumenthal, John Davisson and Dena Patterson
  - B. Additions to the Agenda -None
  - C. General Announcements:
    1. Chair Banas stated that the “rumor” of squatters and home break-in at the Meadow Houses was untrue by all factual evidence—no such thing happened.
  - D. Opening Homeowner’s Forum—one comment
  - E. Motions to approve the July 26<sup>th</sup> Regular Board Meeting Minutes approved unanimously
  
- II. Reports
  - A. Management Reports
    1. Financial – Greg Steinke
      - a. Monthly budget review
        1. July operating expenses were under budget by \$1,292
        2. Year-to-date operating expenses are under budget by \$1,292
        3. Total Operating Fund Balance is at \$462,005, with operating checking balance at \$276, 808. A discussion about investing an additional amount in a new money market account resulted in a motion to do so, which was unanimously approved by the Board.
        4. Total Reserve Fund Balance is \$574.851, including \$126K in a new Money market fund
        5. July Reserve spending was \$7,344
    2. Administrative – Dena Patterson
      - a. Election Committee – met 13 Aug to review suggested changes to accommodate electronic voting in new Policy 24-01, and 19 Aug to go over ballots and set dates for tasks to be completed, which are:
        - Call for Candidates sent out 15 August for LWCHA, and 16 August for IPHCA and LWCCOA;
        - Owner selection of electronic or mail ballots must be submitted by 30 Aug. No response will default to electronic ballot
        - Deadline to submit candidate applications is 13 Sept at 4 PM;
        - Ballots and candidate bios will be sent on or before 19 Sep, both electronic and paper, as well as Annual Meeting Notice and Agenda;

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- Meet the Candidates Forum will be 28 Sept at 10 AM at the Rec Center and via Zoom. Deadline to submit candidate questions is 26 Sept at 4 PM.
- All ballots are due by 4 PM on 17 Oct
- The Annual Meetings for LWCHA and LWCCOA will be held 18 Oct beginning at 10 AM at the Rec Center and via Zoom. IPHCA will hold their annual meeting the following week.

The Election Committee will meet on 27 Aug to review ElectionBuddy process, and on 16 Sep to prepare election mailings and finalize documents to be sent to owners

- b. Engagement letter for CPA for year-end 6/30/24 submitted, and will begin gathering requested documents. with target to have finalized by 18 Oct.
- c. Filed tax report for FLWC, and will begin working on IPHCA tax report
- d. Provided maintenance violation demand letter to owner at 320 Midden Reach re required cleanup of property
- e. Dena reported past due accounts of over 60 days are down to two
- f. Dena has prepared two options for AC project streamlining when work is for "simple repairs" ---to be discussed at next AC meeting
- g. Dena reminded owners of the 3% convenience fee for all credit card transactions effective 1 Sep

### Maintenance – Pat Hossle

- a. This year's asphalt work scheduled for first week in Oct
- b. Vendor for concrete pads for new parcel lockers scheduled 19-20 Sep. Lockers are at Depoe Bay post office
- c. Hazardous tree walk-about with arborist is scheduled for 28 August
- d. Additional tree limbing by contractors yet to be scheduled
- e. Expect proposal for covering main mailboxes by next month
- f. Mike Fields (Civil Engineer) not yet confirmed to advise on boggy area problem behind Innisfree homes, as well as wetlands bridge area work
- g. Replaced broken double doors on Maintenance Building with new rollup garage style door (Reserve expense)
- h. Ordered extra set of replacement parts for entry gate; looking at cost of adding "electric eye" to assist gate in re-opening when object detected
- i. Will begin tool/equipment inventory and building inspections for pest intrusions next month
- j. Will begin clearing vegetation along Singing Tree by about 24 inches for walking path to gatehouse

### B. Committee Reports

- 1. Architectural – Scott Whitmire
  - a. Scott reported AC is busy with typical summer project requests
  - b. The next meeting is 05 September

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2. Forest Management – David Dumas  
No report as August meeting was cancelled
  3. Reserves – John Penrod
    - a. Reserves 2024-2025 funding model and Five Year Tactical Plan were added to LWC website for owner review
    - b. A motion for the Board to approve the July Reserve expenditures was passed unanimously
  4. Safety – Anne Bradley
    - a. The monthly radio check is 7 September at 9:00 AM
    - b. Anne reported three new Safety Captains have joined; still need volunteers for Edgewater and Shining Mist
    - c. Committee is still obtaining quotes for electrical modifications and antenna installation/ grounding for “Crow’s Nest” communications center. Target to have by September Board meeting
    - d. The Safety Committee will be holding a Table-Top Exercise on 25 Sep at 2 PM at Rec center- subject extended power outage
    - e. Lincoln County Emergency Management is holding information event on 7 Sep from 11 AM – 2PM at Newport Community Center
  5. Social –Kelly Caldron
    - a. FLWC hosted two events in August – Coffeehouse tribute to Doug Meyer on the 15<sup>th</sup>, and Annual Happy Hour in the Garden on 17<sup>th</sup>
    - b. There will be a Labor Day BBQ on 1 September. RSVPs are encouraged to Doni Meyer ASAP.
    - c. No FLWC meeting in September. Virtual planning for October 26<sup>th</sup> food drive to benefit local food bank
    - d. Artisan Showcase applications are available-dates 8-9 Nov
    - e. FLWC funds balance is \$3,435, plus \$648 in recyclables checks
  6. Welcome Committee—Molly Dumas no report
  7. Energy Resilience Program—Joe Cannon
    - a. Phase I grant award announcement is expected by 3 September
- III. Old Business
- A. Governance Committee Update – Paul Banas
    1. Still awaiting attorney-proposed draft.
  - B. Election Committee Update – Vicki Berchou
    1. Vicki presented some examples of Election Buddy ballots, and reviewed overall schedule for the elections. Ballots will be sent out week of 16 Sep.
    2. Wallace Kaufman will serve as moderator for the Candidates Forum

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

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### IV. New Business

#### A. Resolution 24-01 Election and Voting

This new election policy document incorporates changes recommended by the Election Committee and approved by the Board at the June meeting, as well as specifying that the policy applies to the two sub-associations (IPHCA and LWCCOA), and incorporates wording to allow for electronic voting.

A motion was made and approved 4-0 with Bill Johnson abstaining since he had not had time to review completely

#### B. Safety Committee Proposal

This item was deferred to the September meeting as quotes are still in progress

#### C. Funds Transfer

LWCHA closed the last fiscal year with approximately \$8,864 in unbudgeted investment income for the operating account.

A motion was made and unanimously approved to transfer \$5,000 from the interest income account (4800) to the Asset Acquisition account (1060)

#### Update to Community Rules

A motion was made and unanimously approved to accept revisions to the Community Rules, which will be posted to the LWC website

### V. BOD Closing Statements

None

### VI. Adjournment

A motion was made by Blumenthal, seconded by Steinke to adjourn the meeting at 11:24 AM, passed unanimously.

Submitted and Signed:

*Paul J Banas /s/*

Paul J. Banas

Chair, LWCHA