



**Regular Board of Directors Meeting Minutes
September 27, 2024**

- I. Call to Order and Establish Quorum at 10:00 AM
 - A. Present: Paul Banas, Bill Johnson, Greg Steinke, Les Blumenthal, John Davisson and Dena Patterson
 - B. Additions to the Agenda -None
 - C. General Announcements:
 - a. Chair Banas reminded everyone about the LWCHA Board Candidates Forum tomorrow at 10:00 AM, and to cast their votes as soon as possible to establish the required quorum for the Annual Meeting
 - D. Opening Homeowner's Forum—no comments
 - E. Motions to approve the August 23rd Regular Board Meeting Minutes approved unanimously

- II. Reports
 - A. Management Reports
 1. Financial – Greg Steinke
 - a. Monthly budget review
 1. August operating expenses were over budget by \$4,017
 2. Year-to-date operating expenses are over budget by \$2,723
 3. Total Operating Fund Balance is at \$524,382 with operating checking balance at \$333, 442.
 4. Total Reserve Fund Balance is \$609,057.
 5. August Reserve spending was \$4,004.
 2. Administrative – Dena Patterson
 - a. Much of the effort was working with the Election Committee to setup Election Buddy and to ensure all ballots were sent out electronically, as well as the 22 opt-outs who requested paper ballots
 - b. The financial information gathering is in progress to the CPA for year-end (6/30/24) closeout, with target to have finalized by early November.
 - c. The tax return for FLWC was accepted by the IRS.
 - d. Working to schedule an A/V technician to address multiple problems at the Rec center
 - e. Dena reported the piano is broken and needs to find a repair service
 - f. Dena has posted a part-time bookkeeper position at the community college
 3. Maintenance – Pat Hossle
 - a. This year's asphalt work still scheduled for October

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- b. The new concrete pads for new parcel lockers is curing and awaiting installation of lockers by Depoe Bay post office
- c. Hazardous tree walk-about with arborist was completed and work almost finished in removing identified hazards.
- d. Additional tree limbing by contractors and improving sight lines by cutting back vegetation is in progress
- e. Salal harvesting will occur between November and February
- 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. Working to clear culverts and drainage ditches in preparation for rainy season.
- h. Working to clean up nursery and complete end-of-season planting
- i. Still no word from the State re pool filter modifications

B. Committee Reports

- 1. Architectural – Scott Whitmire
 - a. Scott reported AC is busy with many roof and painting project requests
 - b. The AC is tracking several maintenance issues, one of which may involve the Board
- 2. Forest Management – David Dumas
 - No report as September meeting was cancelled
- 3. Reserves – John Penrod
 - a. No report
 - b. A motion for the Board to approve the August Reserve expenditures was passed unanimously
- 4. Safety – Anne Bradley
 - a. The monthly radio check is 5 October at 9:00 AM
 - b. Anne reported the Safety Committee held a Table-Top Exercise on 25 Sep at Rec center with 18 participants dealing with an ice storm and 5-day power outage. A number of issues were raised and discussed, and an “after action report” will be published
 - c. Anne encouraged all owners to 1) develop a plan for emergencies, 2) own and learn to use a hand-held radio, and 3) be prepared to shelter in-place for an extended period of time, including food, water and alternate power and heating resources
- 5. Social – Kelly Caldron
 - a. FLWC hosted Labor Day BBQ, with 87 RSVPs and 73 attendees. Extra food was gratefully accepted by Depoe Bay Coast Guard station.–
 - b. The next event will be on October 26 with annual food drive to benefit local food bank. Also accepting toiletry items

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- c. 19 tables and 21 artists will be at this year's Artisan Showcase on Friday, 8 Nov from 5 – 8 pm (LWC only) and Saturday 10 am – 3 pm open to public
 - d. FLWC funds balance is \$3,851.30
 - e. Next meeting is 15 October at 3 pm
 6. Energy Resilience Program—Joe Cannon
 - a. Phase I grant was awarded to Depoe Bay by Oregon Dept of Energy. Congratulations to all involved. Now the work starts.
- III. Old Business
- A. Governance Committee Update – Paul Banas
 1. Still awaiting attorney-proposed draft.
 - B. Election Committee Update – Vicki Berchou
 1. 231 ballots were sent via email, 15 ballots by text, and 22 paper ballots mailed on 19 September
 2. A glitch re voting for fewer than three candidates for LWCHA election was reported and corrected
 3. the LWCHA Candidates Forum will be held at 10:00 AM on 28 September in the Rec Center and via Zoom with Wallace Kaufman as moderator
 4. The Election Committee will be soliciting feedback from the community after the elections on the efficacy and efficiency of using ElectionBuddy

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

- IV. New Business
- A. Safety Committee Proposal

The proposal for upgrading the LWC Internal Communications System (ICS) Communications Hub – Phase I at a cost of approximately \$1800 was unanimously approved by the Board.

- B. Mailbox Shelter Proposal

LWCHA received a design proposal for a roof/shelter over the main mailbox system at the Rec Center at an approximate cost of \$19,200. There was considerable discussion and the majority of the Board is in favor of the project for both consistency in assets and affordable costs. We currently have \$15K (75%) available in a “new asset acquisition account” and would only need to fund the balance of \$5K. Options include using unbudgeted interest income from investments, cost savings from other budget lines, and/or a short-term loan from Reserves that would be paid back within a year or so.

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However, it was decided to postpone a final decision to 1) attempt to get a second bid and 2) take a quick survey of the owners as to whether or not they are in favor of spending ~\$20K for such a shelter. Pat has identified a potential second bidder who will be given a deadline of 4 October for submission of a proposal. The Board will send out a survey to the community next week for owner response as to the support for a shelter to keep both mail and people dry during rain.

A formal decision was deferred until the October 18 Board meeting.

V. BOD Closing Statements
None

VI. Adjournment
A motion was made by Blumenthal, seconded by Steinke to adjourn the meeting at 11:12 AM, passed unanimously.

Submitted and Signed:

Paul J Banas /s/

Paul J. Banas

Chair, LWCHA