



CONDOMINIUM HOMEOWNERS' ASSOCIATION, Inc.
BOARD OF DIRECTORS MEETING
November 21st, 2024
REMOTE MEETING

Call to Order

The meeting of the Tolovana Inn Condominium Homeowners' Association Board of Directors was called to order at 4:07 PM.

In Attendance

Chairman, Daniel Casey; Treasurer, Linda Somner; Secretary, Debbi Stone; Directors, David Louie, Bob Dedrick and Nancy Boden.

Members Absent

None.

Others in Attendance

Doug Nealeigh, Scott Shepard and Jennifer Rice-Borgerson from Vacation Villages of America, Inc. Dennis McKibban from Coho Management.

Minutes Approval

Bob Dedrick **moved** to approve the minutes of the October 21st Board meeting as presented. **Seconded** by Nancy Boden-Rokus and **passed**.

Correspondence

None to report.

Treasurer's Report - Doug Nealeigh

Doug reviewed the draft October 2024, year to date financial statement. Income is in line with budget for the month and the year. Operating expenses exceed budget for the month and are below budget year to date. Repair and maintenance expenses exceed budget for the month and for the year. Other expenses exceed budget for the month and year to date. Net income is below budget for the month and exceeds budget for the year. Cash accounts were reviewed. Doug fielded questions on specific expense accounts and reviewed the activity in the insurance accounts. The claim has been completed and closed.

Bob Dedrick **moved** to approve the draft October 2024 Association financial statement as presented. **Seconded** by Debbi Stone and **passed**.

Committee Reports

Exterior/Common Area - David Louie

David reported on current Common Area projects; the inspection for the Building One Elevator Modernization was completed this week. Finishing touches are being completed on the interior cab and the elevator should be in operation by this weekend.

The replacement of seven sliding glass doors has been completed. The siding and windows on the south end of Building Three have been completed. Ofstad Painting was on standby to paint following completion which was finished last week.

As of today, entry door locks for the units have been received, but the property is still waiting for the Lodge Building locks to arrive. Once received the contractor's installation team will schedule the full install. The Board discussed the lock project and specific functions of the new locks.

Doug reviewed the Reserve Study for the years 2024 through 2029 and submitted revisions to the committee for consideration in the 2025 budget.

Staff are working with Spectrum Cable to complete the new coax installation in the buildings. David explained the complications from the new box and wiring installation project. The complications are affecting rooms on the south end of Building One and the east end of Building Four. Staff will continue to defend the terms of the original project contract which included new wiring to all units in the upgrade.

Grounds – Nancy Boden-Rokus

Doug met with Jason from Bigby's Tree Service a couple of weeks ago. Following a tour of the property, thinning and limb removal areas were determined. These projects would include the Pine trees along Hemlock, several trees within the parking lot, and the removal of a large limb that hangs over the sidewalk on the north side of Building One. The quote was \$1,800 and the Board has approved moving forward with the project. Jason hopes to complete the projects over the next few weeks.

On a tour of the property with Rita from Cannon Beach Landscape, drain damage under the lawn near Hemlock Street was discovered. Doug reached out to Public Works who repaired the collapsed line.

VVA Report – Doug Nealeigh/Scott Shepard

Scott answered questions regarding the temporary fencing near the pump out station.

Old Business

BOI Filing

Daniel reviewed the BOI/FIN filing requirements as discussed at the last meeting. The agent reached out to VF Law and Harker Lepore for bids to manage the filings. Doug shared details about the bids from VF Law and Harker Lepore, which includes assisting with updates as Board members and positions change. Bob Dedrick **moved** to engage VF Law to represent the Board for the BOI/FIN filings, **seconded** by Nancy Boden-Rokus. Motion **passed unanimously**.

At the October meeting, the Board discussed the option of forming a committee to research the land/Mo's Lease history. This would involve obtaining hard copies of archived correspondence and recorded files to better understand how to proceed at the maturity of the land lease in 2031. Daniel Casey, Linda Somner and Bob Dedrick are willing to serve on the committee. Bob Dedrick **moved** to establish a committee to determine the specifics of the land lease/Mo's Lease. **Seconded** by Linda Somner and **passed unanimously**.

New Business

Holiday Party

Staff will extend an invitation to Coho Management per the Board. The Board discussed inviting Board members who've recently served and agreed to invite Gary Bauer and Steve Mozinski.

Announcements

Proposed Meeting Schedule:

Saturday December 14th, 2024 – Holiday Party

Tuesday, December 17th, 2024 – 5 PM via Zoom

Thursday January 9th, 2025 – 4 PM via Zoom BUDGET

Saturday February 1st, 2025 – ANNUAL MEETING

Adjournment

There being no further business the meeting was adjourned at 5:03 PM.

Minutes transcribed by Jennifer Rice-Borgerson for Secretary Debbi Stone.