



CONDOMINIUM HOMEOWNERS' ASSOCIATION, INC.  
ANNUAL OWNERS MEETING

February 3<sup>rd</sup>, 2024

Tolovana Inn – Main Conference Room, Tolovana Park, Oregon

MINUTES

Call to Order

The Annual Meeting of the Tolovana Inn Condominium Homeowners' Association was called to order by Chairman Daniel Casey at 9:04 AM.

Presentation of Donations

**Andrea Kelly – Cannon Beach Food Pantry, Board Secretary**

Daniel Casey introduced Andrea Kelly, Secretary of the Cannon Beach Food Pantry. She thanked the owners for their continued support of their organization which enables the Food Pantry to assist the residents and workers of Cannon Beach. 131 families were supported by the Pantry in January, representing the work of 32 volunteers and 408 hours of service. Andrea answered questions about donations and encouraged those interested to see their website for more information about their program.

**Derek Coulter, Friends of Haystack Rock, Board Member**

Derek explained about the Friends of Haystack Rock program, which is a volunteer/not for profit corporation providing conservation and education to the community. They have recently partnered with the National Audubon Society to coordinate Puffin and Condor conservation. Dr. Casey encouraged owners to participate in the beach programs they offer.

**Jason Smith – Cannon Beach Volunteer Fire Department**

Jason spoke about the improvement to staffing with the support of a recent levy and what this will mean to the department's ability to provide services. Scholarship opportunities for young volunteers have been added as a way to encourage more participation. The Fire District is in the process of assuming management of the lifeguard program from the City.

Introduction of Board and Owners

Chairman Casey introduced himself and asked owners/Board Members to introduce themselves and their guests. Daniel welcomed the ownership, and a moment of silence was observed in honor of the members who have passed away since the last in-person meeting.

Proof of Meeting Notice/Quorum Determination - Agent

As required in the By-Laws, the Agent (VVA) sent a meeting notice to all owners on January 11<sup>th</sup>, 2024. Chairman Casey reported that 45.804% of owners were present and 27.207% were represented by proxy for a total quorum of 73.011%.

Approval of the 2023 Annual Meeting Minutes

Marilyn Dedrick **moved** to approve the minutes of the 2023 Annual Meeting as presented. **Seconded** by Nancy Boden and **passed**.

Chairman's Report – Daniel Casey

Daniel Casey reported that 2023 was another successful year for revenue, but finished slightly behind prior year. Gary Bauer will report more on statistics later in the meeting. The Common Areas Committee has had another

busy year which will be presented in the Common Areas Report. Bob Dedrick and the Interiors Committee have been actively keeping up with Interior renovations which he'll report on in the LLC Meeting. Sandy Miller is finishing her second term this year, having served as the Grounds Chair, working closely with Cannon Beach Landscape on plans and improvements to landscaping at the property. Daniel thanked her (in her absence) for her time and service to the Board.

Daniel thanked Martha Stokes and the Decorating Committee for their contributions to the festivities this weekend. An owner reception will be held at 3 PM in the main conference room. He thanked the Board for their hard work and dedication to Tolovana Inn on behalf of all owners. They contribute time, experience, and care in conducting the necessary business of the Inn.

### **Committee Reports:**

#### **Grounds/Landscaping – Doug Nealeigh for Sandy Miller**

Doug shared a report from the Committee in Sandy Miller's absence. The Committee has continued with the maintenance schedule as recommended by Cannon Beach Landscape, who continues to do a fine job taking care of the property. Slides of grounds/landscape improvements were shared in the report.

Projects completed in 2023 include; clean-up of the area between the eastside of the parking lot and Hemlock Street, coordination of services for trees throughout the property, re-design of the barbecue area near Building Three, improvements to other beds on the property including the replacement of bark with river rock, and continued pruning of the larger plants/shrubs and other seasonal plantings.

#### **Common Areas – Doug Nealeigh for Steve Mozinski**

Doug reviewed 2023 general and reserve projects which included slides. Major projects completed in 2023 included; Building Four east end siding and windows, Building Three tankless water heater installation, which completes all four buildings, natural gas riser replacements, Building Two elevator modernization in October, Building Two walkway windows, siding replacement repairs in various areas, Spectrum fiber upgrade from coax, Terra Firma crawl space water remediation in Building One in November, touch up painting on all buildings, spa resurfacing, replacement of walkway railings in Buildings Two and Three, and the pool heater replacement.

Projects Planned for 2024 will include; Building One elevator modernization, continuation of Spectrum fiber upgrade, installation of new entry doors and locks in two buildings, Building Three south end siding and window replacements, mansard re-siding on the west end of Building Three, siding replacement/repairs in various areas, sliding glass door replacements, continued touchup painting, and parking lot repairs/raise storm drains (phase I).

Daniel thanked Steve for sharing his time and experience as Chair of the Committee. Steve spends quality time on site, in coordination with on-site staff and contractors.

#### **Treasurer's Report – Gary Bauer**

Gary reviewed the financial activity of the Corporation for 2023 which was presented with slides that included 2024 budget data. Year-end financial statistics were reviewed in comparison to the 2023 budget. Gary spoke to the assessment increase required for 2024 to accommodate several significantly rising costs of the Association. He shared details of the 2024 insurance proposal. Insurance options will continue to be considered by the Board with the support of the broker, Bell-Anderson. Net profit/loss statistics were reviewed along with available capital and cash flow.

#### **Nominating Committee Report and Introduction of Nominees/Conduct Election**

Three positions are available for the 2024 election. This year's candidates are Gary Bauer, Debbi Stone and David Louie who were introduced and asked to speak to the members. Daniel shared information about David Louie and his prior service on the Board as he was unable to attend. Daniel Casey answered questions about Board qualifications and the opportunities offered by remote meetings.

Chairman Casey opened nominations from the floor, none were received, and nominations were closed.

Bill Grennan **moved** and to elect the three candidates as presented by acclamation. **Seconded** by Nancy Boden. Motion **passed**.

Nancy Boden **moved** to ratify the actions of the Board of Directors for 2023, **seconded** by Marilyn Dedrick and **passed**.

Sheryl Byerly **moved** to adopt revenue ruling 70-604 for 2024. The motion was **seconded** by Marilyn Dedrick and **passed**.

### **Old Business**

The Board answered questions about the Mo's Restaurant lease. This issue was researched by the Board this past year as it relates to the Tolovana land lease. The lease expires in 2032, at which time the Association will decide what to do with the property.

Dr. Casey and Phil Beilke from VVA answered questions regarding in room guest supplies. Future improvements for the guest directories, television cable menu options, and QR code replacement for printed materials were shared.

John Pazlar shared that he would like to see the Friday evening social return to the weekend events. Daniel explained reasons the Board decided to forgo the Friday event, but they will continue to reconsider this for future years. Owners discussed the lower meeting attendance in recent years. Diana Bennett thanked the staff for the updated case goods in her unit since the last Annual Meeting.

### **New Business**

None.

### **Adjourn**

There being no further business, Chairman Daniel Casey adjourned the annual meeting at 10:49 am.

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