

## **AN INTRODUCTION TO LITTLE WHALE COVE**

Little Whale Cove is a planned community with 268 home sites. All of the homes are free-standing, although 79 are designated as condominiums. The last phase of the development, Innisfree Patio Homes Condominiums, consists of 48 unattached dwellings.

The development has 34 acres of common area, including wooded areas and coastal cliffs. There are four miles of wood and asphalt walkways throughout the common area and along the cliffs.

The amenities include a recreation center with two indoor tennis courts, a pool, fitness center, meeting room, library, and kitchen. Little Whale Cove is a sheltered cove off of the ocean fed by two freshwater streams. A pagoda is on the cove for residents' use. Mail delivery for street addresses is to boxes at the recreation center with boxes also available at the Post Office in Depoe Bay. Trash and recycle stations are at four locations within LWC. The association also owns a maintenance building and the gate house. The property manager's residence and the homeowners' association office are there.

The gate is closed 24 hours seven days a week. Access is with a gate card or remote control. Guests call in from the Sentex board in the island, dialing a code for the homeowner who answers their phone and activates the gate.

The Depoe Bay area has services of the state police and county sheriff with a fire station in Depoe Bay and at Gleneden Beach, which is about seven miles north. Depoe Bay has its own water and sewer processing systems and Little Whale Cove has both city services. The water source for Depoe Bay is primarily from three streams with two wells to use if needed. Electricity, natural gas, phone and TV cable are available to all sites and all utilities are underground. Trash collection is included in association assessments.

All home sites are part of the Little Whale Cove Homeowners Association (LWCHA) and pay assessments to the LWCHA. There is an additional separate condominium association for the Innisfree homes.

The roads in Little Whale Cove are private roads maintained by the associations. Roads in Innisfree are currently owned by the Innisfree Condominium Association. The LWCHA provides for upkeep of all common areas, including in Innisfree, and the recreation center.

Visit our website [www.lwcha.org](http://www.lwcha.org) to see the CC&Rs, Bylaws, and Architectural Guidelines.

## **The Little Whale Cove Homeowners Association - Board of Directors**

The Little Whale Cove Homeowners Association (LWCHA) is a non-profit corporation that operates according to the laws of the State of Oregon. The LWCHA operates in a manner that is effective, legal and fiscally sound. The overall governing function of the association is carried out by the Board of Directors.

The Board consists of five volunteer members and includes the administrative roles of Chair and Vice Chair. In addition, there are two volunteer positions which work directly with the Board, namely the Secretary and Treasurer. Persons are appointed to these roles by the Board.

Each Director serves a term of two years, with the Directors being elected at the annual meeting of the homeowners association. The terms are scheduled so that only part of the Board is subject to election each year, thereby ensuring continuity of knowledge and function.

The Board is responsible for managing the association's five paid employees, establishing policies and procedures and ensuring that the routine functions of the association are carried out in a legal and fiscally sound manner. The onsite Property Manager contracts for special services per the direction of the Board and directs maintenance. Other employees staff the association office and carry out the routine maintenance.

Many of the routine functions of the association are carried out by volunteer committees as directed by the Board. Examples include the Architectural Committee, Safety Committee, Budget Committee, Elections Committee, Communications Committee, Exercise Committee and Social Committee. Each committee includes an organizational structure and written policies. The committees report directly to the Board with the most active committees reporting on a monthly basis.

### **Fiscal Management:**

The Treasurer is the fiscal manager for the association. The association prepares an annual budget for both operating and reserve/replacement income and expenses. The treasurer reports monthly to the Board on budget status and budgeted compared to actual revenue and expenses. An annual review report is prepared by a CPA and provided to all owners at the annual meeting.

The association is in a sound financial position. The association's operating fund maintains a balance of approximately three months' operating expenses. An annual reserve/replacement study is prepared by a specialist as required by law, and the amount required by the study is added to the reserve fund annually. All asset maintenance is up-to-date and in compliance with the study.

Annual owner assessments are modest and relatively flat. In the last six years there have been two increases, each in the amount of \$5 per month. There have been no special assessments in more than ten years and none are anticipated.