

Minutes - Pine Forest Owners Association Board of Directors Meeting
Monday April 13, 2015 4 p.m.
CAMCO - 12219 Business Park Drive, Suite 8, Truckee

Directors present: Linda Carson, Chris Franssen, Joel Light, Memory Trambley
Director excused absent: Greg Daiker
Others present: Susan Conner (telephonically), Steven Trambley,
Gordon Shaw, Diane Wagner, Peter Miller & Sandy Miller–
CAMCO

Call to order

The meeting was called to order at 4:02 p.m. by President Light.

Owner comments on items not on the agenda

Mrs. Conner expressed that she and her husband were not aware that a landscaping plan and landscaping needed to be approved by the Design Review Committee (DRC) prior to the security deposit being returned. The construction of their house on Comstock Place is complete. Mr. Trambley and Mr. Shaw provided clarification on the security deposit return process. It was agreed that a landscaping plan would be submitted to the DRC prior to landscaping work being done.

Approval of Minutes:

It was moved, seconded, and passed to approve the Minutes of the January 20, 2015 Board of Directors Meeting.

Financial:

Review March Financial Statements:

The Board reviewed a draft of the March 2015 Financial Statements prepared by CAMCO.

Delinquent Account Update:

Mrs. Trambley gave an update on the collection of the outstanding balance owned by the previous owner of lot 58. Nothing has changed in the situation. Research has disclosed that the owner has liens in place on their primary residence in Santa Clara County. It would not behoove the Association to pursue collection actions at this time as it would be junior to the liens. It was suggested that CAMCO find out where the previous owners work.

Snow Removal:

Despite the mild winter it was agreed that the snow removal contractor was doing a good job. It was asked if the contract was put out to bid annually. Mr. Miller explained that it generally was not unless requested by the Board. A new service contract was reviewed and approved by the Board each year.

Design Review Committee Report:

Mr. Trambley gave the DRC report that included the following:

The owner of lot 114 has interviewed two architects to design the house. He likes the mountain modern style.

The owners of lot 14 were recently given final approval for their plans. The process involved ten plan submittals. They have begun building the structure.

The owner of lot 99 has interested buyers. The real estate agent, architects, and buyers have all contacted Mr. Trambley regarding building a mountain modern house. Discussion of the role of the DRC in real estate transactions was held. It was recommended that buyers be provided a copy of the Design Guidelines by the seller. The buyer should then have the guidelines reviewed by their architect or design professional.

Mr. Trambley reported that work as the DRC chairman takes numerous hours each week due to owners not having an understanding of the Design Guidelines and not using an architect or design professional. At the present time, some owners are submitting multiple submittals for each phase of the process. Only one submittal for each phase of the submittal process will be reviewed. The three phases are: Conceptual, Preliminary, Final.

It was suggested that landscaping be added to the design review checklist and that the design review process in place at other community associations be researched to determine the limits of what Pine Forest can and can't do and what other communities charge. A method of managing owners' expectations should be found. Mr. Miller offered to contact Realtor Ron Hemig regarding the DRC process at Gray's Crossing.

Community Eye Appeal:

Bear Box on Comstock

It was decided that the property manager would write a letter the next day to the owner requesting that he relocate the box to a marked approved location by May 20 or a \$100 fine will be assessed. The DRC will mark the location in the next two days.

Approval of Policy that vinyl windows are not approved in Pine Forest

After discussion of the responses to the proposed vinyl windows' policy it was moved, seconded, and passed (4-0) to approve the policy as written. The membership will be provided with the approved policy within the next 15 days.

Springtime inspection of neighborhood for invasive weeds and eradication plan

Mrs. Trambley will coordinate this year's invasive weed removal program. Emails will be sent to the membership to participate in a coordinated effort. In addition to HOA weed control work days, the weed eradication program will be coordinated with the Annual Truckee Day Clean-Up Program.

Enforcement steps for CC&R violations, Design Guidelines violations, and Fine Policy

It was requested that when a complaint is lodged against a homeowner for a violation, the Property Manager will be directed to follow through with the enforcement steps prior to the next board meeting. Mrs. Miller will generate a Pine Forest CC&R/Design Guideline violation letter similar to one used in other associations. It will be sent to owners in violation of the CC&Rs and/or Design Guidelines. The status of the violation letters and responses will be tracked.

Cleanup of personal property on lot 3. Discussion and implementation of enforcement actions for failure to do so.

A letter will be sent to the owner of lot 3 requesting, within 30 days, the cleanup of personal property including a camper shell and an old tire, etc., as well as changing the exterior fixture light bulbs to downward directing light. The currently installed bulbs shine outward into homes in the neighborhood.

Discussion and implementation of enforcement procedures addressing owners who make changes to or remove required constructed items after the return of the security deposit

A letter will be sent to the owner of lot 39 advising them of a complaint received regarding removal of a carport enclosure. A boat is now stored in the area. The owner will be requested to restore the carport enclosure so as to hide the boat from view within 30 days or a fine will be levied.

Discussion of landscaping requirements as outlined in the CC&Rs and Design Guidelines

"Landscaping Plan" will be added to the Design Review Checklist. It will be stressed that the security deposit will not be returned until a landscaping plan is approved and landscaping has been completed. The DRC will inspect the property and direct return of the security deposit after the landscaping component has been completed.

More homeowner comments on items not on the agenda

It was requested that a letter be sent to the owner of lot 5 requesting that construction debris be removed from the lot.

It was requested that a letter be sent to the owners of lot 23 and 24 directing them to remove the Bobcat, trailer, and miscellaneous construction items.

It was requested that a letter be sent to the owners of lots 13 and 17 requesting that the weeds be trimmed and exterior house and grounds cleanup be done. Complaints have been received from owners. Failure to trim the weeds and clean up the property may result in a fine being levied and/or the Association having the work done and billing the expense back to the owners.

Schedule next Board of Directors Meeting

The next meeting was scheduled for 6 p.m. on Monday July 13, 2015 at a yet to be determined restaurant.

Adjournment

There being no further business the meeting was adjourned at 6:37 p.m.

Respectfully submitted,

Peter Miller
Property Manager