

Minutes - Pine Forest Owners Association Board of Directors Meeting
Saturday, October 29, 2016 10 a.m.
Truckee Tahoe Airport 10356 Truckee Airport Road

Directors present: Mindi Brenner, Greg Daiker (telephonically), Chris Franssen, Joel Light, and
Memory Trambley

Others present: Peter & Sandy Miller – CAMCO, and Gordon Shaw

Call to order

President Light called the meeting to order at 10:02 a.m.

Approval of Minutes

July 11, 2016 Board of Directors Meeting

It was moved, seconded, and passed unanimously to accept the minutes as written.

It was requested that CAMCO property manager Kim Harrigan provide the September executive session minutes at the next meeting.

Financial

Review September 2016 financial statements

The Board reviewed the September financial statements presented by Mr. Miller. At the end of the fiscal year both the Association's operating and reserve revenues exceed their expenses.

It was requested that the property manager determine how to keep the Association's reserves healthy for resurfacing of the roads until revenue neutrality is achieved with the Town of Truckee. He will research how many completed homes are required for Granite, Parkland, and Saddleback to be accepted for dedication by the town and provide a report on it at the next board meeting. The acceptance of the dedication is optional. Snow plowing by the Town will most likely be substandard to our private plowing contract. When revenue neutrality is achieved the options will be discussed.

Possible reduction of dues

It was moved, seconded, and passed unanimously to address the potential reduction of dues at the board meeting prior to running out of quarterly payment coupons, (after the fourth quarter July coupon is paid). A sub-committee of Mr. Franssen and Mr. Miller will present a fair proposal of assessment numbers at that time.

Design Review Committee

DRC Report

Mr. Miller presented the following DRC report prepared by committee member Linda Carson:

Lot 14 – House is under construction

Lot 66 – House is occupied. Owners have not requested DRC final walk thru.

Lot 104 – House is occupied. Owners have not requested DRC final walk thru.

Lot 51 – House is under construction

Lot 28 – House is being modified. Waiting for Final permit sign off by the building department before final DRC walk thru can be completed.

Lot 99 – Preliminary submittal stage for a mountain modern house. Lot is now up for sale, unsure if owners plan on resubmitting.

Lot 30 – Submittal approved. House is under construction

Lot 31 – Preliminary submittal stage

Lot 5 – Too much lot clearing has taken place before plans have been received.

Lot 81 – House is under construction.

It was moved, seconded, and passed unanimously to accept the report as presented.

Community Eye Appeal

Update on CC&Rs violations and responses

Mr. Miller provided the following report on CC&Rs violations and responses:

Lot 3

Complaint received regarding personal property stored in driveway and owner's son working on vehicles in driveway. Left message with owner to clean up driveway and discontinue working on vehicles in driveway. Received email photo of cleaned up driveway from owner.

Lot 5

Owner fined \$1,250 for clearing brush from lot over what was stipulated by the DRC, resulting in bare earth. Email chain provided to board along with fine letter and owner's response letter. Recent October storms have resulted in pine needle coverage on lot. Bare earth is covered now.

Lot 13

Owner written letter to weed lot. Property manager received phone call in September from out of the area owner expressing that he was bringing in a contractor to do the work in a week or so.

Lot 17

Owner written letter to weed lot and re-secure light fixture hanging on side of garage. Out of the area owner called property manager and was given names of fix it men to do the weeding and fixture securing. Requested work was completed within a week of the call.

Lot 69

Owner written letter to weed front of residence. Out of area owner called property manager and expressed that he would be there in November to do the work. Property manager removed the invasive weeds from the lot within the next week and disposed of them properly.

Lot 116

Property manager contacted owner regarding the out of compliance real estate for sale sign on the lot. Property manager contacted the broker regarding sign's noncompliance and was informed that the listing was no longer active. Property manager removed sign and returned it to broker.

An update on lot 5 was given by DRC member Gordon Shaw. The situation on the lot has changed since the July meeting. The bare earth is now covered with pine needles from recent storms, the tape has been removed from the trees that were previously tagged by the owner for removal, and equipment stored on the lot has been removed. In light of these conditions changing it was moved, seconded, and passed unanimously to remove the fine from the owner's account. Mr. Miller and Mrs. Trambley will write a letter to the owner stating that the conditions that caused levying of the fine have been corrected. The fine has been rescinded. No further work is to be done on the lot without DRC approval. Should further work be done without DRC approval the Board will evaluate whether another fine should be levied.

Invasive weed eradication program

Mrs. Trambley reported that many invasive weeds are coming up on lot 6 and between lots 7 and 8. She recommended that they be removed before winter. It was moved, seconded, and passed to have the CAMCO maintenance crew remove the aforementioned weeds on a one-time basis. The work is to be coordinated with Mrs. Trambley.

Defensible Space/Forest Health

Update on work

Mr. Miller reported that Jorge Benuto had informed him that as of October 28 all common area work had been completed, two lots had been done, and the remaining contracted lots were to be done in the next week, weather permitting. Owners of three lots had indicated that they were arranging to have the trees removed themselves.

The Board reiterated that at the September executive session it was stressed that the work was to be completed by the end of October. It was stressed that the tree on lot 90 should be given a priority. (The owner of lot 90 has stated that the work will be done in the next two weeks).

Snow Removal

Review and approve snow removal contract(s) for 2016-2017

After review of Comstock walking trail snow removal proposals from A1 Snow Removal and the Town of Truckee, as well as comments from the Survey Monkey membership survey, it was moved, seconded, and passed unanimously to forgo plowing of the Comstock walking trail.

It was moved, seconded, and passed unanimously to accept the 2016/2017 roadway snow removal contract from Al Pombo Inc.

Membership Survey

It was agreed that the Survey Monkey results would be presented as part of the Chairman's Report in the 11 a.m. Annual Meeting.

Legality of email Board Meetings

When directors are provided with electronic information from the management company or other directors, ensuing emails exchanged with three or more directors constitutes a Board Meeting.

Unless this is properly noticed to the membership in advance with a time, place, and agenda, it is not lawful. It was suggested that if the property manager provide information to the board, they respond separately to him, not the entire Board. Discussions of Association related topics between directors should be avoided.

Homeowner comments on items not on the agenda

It was suggested that agenda items for future board meetings include the following:

1. Outsourcing of the DRC.
2. An updated contract from CAMCO and discussion of the Board's relationship with the management company.

The meeting was recessed at 11:08 a.m. for the Annual meeting.

The meeting was reconvened at 12:58 p.m.

Election of Officers

It was moved, seconded, and passed to re-elect the officers to the positions previously held as follows:

President	Joel Light
Vice President	Greg Daiker
Secretary	Memory Trambley
Treasurer	Chris Franssen
Director-at-Large	Mindi Brenner

Schedule next Board of Directors meeting

The next meeting was scheduled for 4:00 p.m. Monday, January 9, 2017 at the CAMCO office.

Asphalt Crack-Filling

It was moved, seconded, and passed to approve up to \$6,000 for crack filling on Granite, Parkland, and Saddleback this fall. Mr. Miller will obtain bids from two contractors for Board review and approval.

Defensible Space/Forest Health Report to the Membership

It was requested that the Bill Houdyschell forestry reports be provided to the entire membership. A report of the action taken by the Board and the work that was done by Jorge Benuto will also be sent.

Action Items

It was requested that action items be taken out of the meeting minutes and follow up status be reported to the Board.

Adjournment

There being no further business the meeting was adjourned at 1:32 p.m.

Respectfully submitted,

Peter Miller
Property Manager