

Minutes – Pine Forest Owners Association Board of Directors Meeting

Monday, April 3, 2017

4 p.m.

CAMCO Office

40165 Truckee Airport Road #304

Conference call number: (855) 212-0212

Meeting ID: 890-613-628#

Directors Present: Chris Franssen, Greg Daiker (Telephonically), Joel Light, Memory Trambley, and Mindi Brenner.

Others Present: Aja Cook (Lot 7), Ken Ackerman (Lot 16), Katie Long (Lot 89), Linda Carson (Lot 29), Steve Trambley (Lot 111), Tom Maloney (Telephonically, Lots 77 & 78), Zach Pehling (Lot 31), Kim Harrigan, Peter Miller, and Tim Sawyer – CAMCO.

Call to order

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

Approval of Minutes:

January 9, 2017 Board of Directors Meeting

It was moved, seconded, and passed unanimously to approve the minutes.

January 20, 2017 Emergency Board of Directors Meeting

It was moved, seconded, and passed unanimously to approve the minutes.

Homeowner comments on items not on the agenda

No comments were made.

Financial:

Review March 2017 financial statements (draft)

Kim Harrigan presented the draft March financial statements for the Board to review.

Possible reduction of dues

Peter Miller prepared a draft budget including a \$5 monthly discount to the assessments. He presented the draft to the Board. The draft budget also included not making any reserve allocations until the Association obtains a formal reserve study to confirm that achieving revenue neutrality on the rest of the streets in 2 to 3 years will place the reserve fund in a substantially overfunded position.

This item was tabled to the next meeting.

Design Review Committee

DRC Report

Kim Harrigan presented the DRC report.

Lot 14 – House is under construction

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

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

Lot 51 – House is under construction.

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. Addition above garage preliminarily approved.

Lot 31 – Preliminary submittal stage.

Lot 81 – House is under construction.

Properties that have not finished landscaping were discussed and a draft DRC deposit return policy will be prepared by CAMCO for review at the next meeting.

It was moved, seconded, and passed to appoint Keith Kelly to the DRC.

Community Eye Appeal

Update on CC&Rs violations and responses

Kim Harrigan performs bi-weekly inspections through the neighborhood and has nothing to report at this time.

One owner reported that a shed has collapsed on lot 3 due to the heavy snow load. Kim Harrigan will contact the owner to obtain further information and remediation processes.

Dependable Tow

A letter from the Association was delivered to the Town of Truckee building department. No further information has been received on the building status.

Kim Harrigan will follow up with the Town of Truckee.

CAMCO Management Contract

Administrative expenses

There was a question about how the administrative expenses are billed outside of the contract. Peter Miller explained the coverages of the contract and the extras.

It was moved, seconded, and passed unanimously to approve the management contract.

Maintenance obligations/contract

Kim Harrigan reviewed an example of another Association's maintenance contract for the Board to understand what can be taken care of by CAMCO on a time and material basis.

Kim Harrigan will prepare a draft maintenance contract for the Board to review.

Insurance Review

Chris Franssen reached out to Kim Harrigan prior to the meeting to review the insurance policies that the Association has versus the insurance policies required by Davis-Stirling law. Kim Harrigan presented the findings to the Board. The Board is holding all policies required by law.

Possible CC&Rs Amendments

Outsourcing of DRC

This item was discussed to figure out possible solutions to ease the burden on the DRC. Steve Trambly spoke to the liabilities and expenses of hiring outside sources.

Recently, having Kim Harrigan as a DRC liaison has relieved a lot of the burden of the initial submittal procedures. No further action is needed at this time.

Short-term rentals

A while back the Association made an amendment to the CC&Rs to extend the rental period to 90 days. There was much discussion among those in attendance.

It was moved, seconded, and failed (2-3) to not do a re-polling or amendment to the CC&R's to modify the current rental restriction. A second motion was made to address the interest of the membership regarding the rental period, it was seconded, and passed (3-2).

Spring Maintenance

Tree removal

Spring cleanup of debris from the winter was discussed. It was moved to offer a chipper service to the membership through CAMCO in the middle of June, seconded, and passed unanimously.

Roof repairs

After the heavy winter, some owners have learned that their snow shedding from their roofs is not ideal. Steve Trambly informed that a professional submittal would have to be made to the DRC for any roof changes. Owners should reach out to Kim Harrigan regarding any questions on possible roof changes, or any other design changes.

Invasive weed removal

Weed removal will have to be addressed as soon as possible after the snow melts. It was moved, seconded, and passed unanimously to allocate \$1,000 to weed removal when CAMCO sees the work needs to be done.

Neighborhood drainage

With the heavy rainfall received this winter the retention ponds overflowed. Tim Sawyer will work with Al Pombo to inspect the retention pond and drainage ditches and provide a possible solution.

Membership Survey

It was moved to publish the results of the survey on the website redacting any individual names mentioned, seconded, and passed unanimously.

Schedule next Board of Directors meeting

Prior to scheduling the next meeting, it was moved, seconded, and passed unanimously to approve a \$600 budget for the setup of the neighborhood BBQ.

The next meeting was tentatively scheduled for Monday, July 17, 2017 at 4 p.m. at the airport conference room.

Adjournment

There being no further business the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Kimberly Harrigan
Property Manager