

**Pine Forest Owners' Association Board of Directors Meeting**

Saturday, October 21, 2017

9 a.m.

Airport Conference Room B

10356 Truckee Airport Road

Conference call number: (855) 212-0212

Meeting ID: 890-613-628#

**Directors Present:** Mindi Brenner, Chris Franssen, Joel Light, Memory Trambley

**Directors Excused:** Greg Daiker

**Others Present:** Steve Trambley (111), Zach Pehling (31), Aja Ott (7), Gordon Shaw (37), Ursula Heffernon (32), Ron & Linda Carson (29), and Kim Harrigan – CAMCO

**Call to order**

The meeting was called to order at 9:04 a.m.

**Approval of Minutes**

July 17, 2017 Board of Directors Meeting

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

**Homeowner comments on items not on the agenda**

Zach Pehling commented that the website listed the location of today's meeting at the CAMCO office. Kim Harrigan will correct the website and make sure the location is correct for future meetings.

**Financial**

Review September 2017 financial statements

Kim Harrigan presented the September financial statements to the Board for review.

Independent financial review

The Association's gross income exceeded \$75,000 for fiscal 2016/2017. Per Davis-Stirling the Association must have an independent CPA firm perform a financial review. The Board reviewed proposals from McClintock Accountancy and Levy, Erlanger & Company. It was moved, seconded, and passed to approve Levy, Erlanger & Company to perform the work. There was discussion on how we might keep our gross income under \$75,000 to avoid the necessity for this review in the future.

**Design Review Committee**

DRC Report

Kim Harrigan presented the DRC report.

Lot 14 – Owners have requested final inspection.

Lot 51 – House is under construction.

Lot 30 – House is under construction.  
Lot 31 – Preliminary submittal stage.  
Lot 81 – House is under construction.

## **Community Eye Appeal**

### Update on CC&Rs violations

No visual violations were found during the drive through inspections.

A formal complaint of violations has been filed and the Board will review all of these items during executive session.

Knocked over and dilapidated lot signs will be assessed in the spring and owners will be notified to stand them up and make repairs or remove them.

### Dependable Tow

Kim Harrigan has not been given any updates on the Dependable Tow building.

Gordon Shaw commented that the Dependable Tow project is still in limbo without the Town providing any consequences. It also seems as though somebody may be living in the small home that is on site. It was recommended again to the membership to contact the Town of Truckee often.

### Landscaping

Kim Harrigan previously drafted a letter to go to the owners that have deposits on hold because landscaping has still not been completed. The Board reviewed the letter, made changes to the deadline, and it was moved, seconded, and passed to send out the letter on Monday, October 23, 2017 notifying owners to have landscaping done by July 15, 2018. Proposed landscaping must be submitted to the Design Review Committee for approval prior to commencing work.

## **Maintenance**

### Tree removal

Jorge Benuto is finishing up all of the tree removal work, which was substantial again this year. Owners will be invoiced once the work is completed. Ron Carson commented that some trash has been left around. Kim Harrigan will inform Jorge Benuto to make sure to keep the areas clean.

### Invasive weed removal

CAMCO removed many bull thistles this year. Memory Trambley and Gordon Shaw also removed many. Unfortunately, the invasive weeds grow very quickly and it is requested that all owners stay on top of keeping them under control around their property. Progress over the last couple of years is encouraging that our efforts are working.

### Neighborhood drainage

SCO Engineering performed an inspection of the swale and drainage pond by lot 29. SCO provided a report with two options for better drainage. One was to remove the tree and redesign the swale into the drainage easement. The other was to move the swale to the other side of the tree to provide a little more slope.

Kim Harrigan reached out to Peak Landscape to inquire if any work could be done this year. Weather depending, work could be done in November. Peak will be providing a proposal to Kim next week. An on-site meeting will be scheduled to review all options and the proposal.

### Road maintenance

Shaffer Sealing performed the sealing of the roads in August and everything looks great.

The Board requested that crack fill be completed on the pathway along Comstock Drive. It was moved, seconded, and passed to approve a budget of not-to-exceed \$1,000 to perform this work. Kim Harrigan will contact Shaffer Sealing to inquire if they can perform the work this year.

### Review and approve snow removal contract

Al Pombo provided a snow removal contract for the 2017/2018 winter season. The hourly rates increased between 3% and 16%. Unfortunately, many companies are pulling out of performing snow removal work so Kim Harrigan was not able to obtain any other bids. It was moved, seconded, and passed to approve the snow removal contract with Al Pombo.

## **Policies**

### DRC Deposit Return Policy

Kim Harrigan drafted a DRC Deposit Return Policy that was sent to the membership for comments with the Board of Directors ballot. The Board reviewed the draft policy. It was moved, seconded, and passed to approve the policy with an additional two sentences.

### Real Estate Sign Policy

Kim Harrigan drafted a Real Estate Sign Policy that was also sent to the membership for comments with the Board of Directors ballot. The Board reviewed the draft policy and the comments provided. It was moved, seconded, and passed to approve the policy.

During the Annual meeting it was inquired if the additional comments were included with the policy, but they were not in the original approval. Gordon Shaw and Bob Yoder, the two owners providing the comments, will get together to draft an amendment to the policy that will be reviewed at the next meeting.

## **Adjourn to Annual Membership Meeting**

The Board adjourned to the Annual Membership meeting at 10:08 a.m.

## **Reconvene Board of Directors Meeting**

The Board reconvened the Board meeting at 11:12 a.m.

**Election of Officers**

The election of officers results were as follows:

Joel Light	President
Mindi Brenner	Vice President
Chris Franssen	Treasurer
Memory Trambley	Secretary
Aja Ott	Director at Large

**Executive Session**

The Board adjourned to executive session at 9:50 a.m.

**Schedule next Board of Directors meeting**

The next meeting was tentatively scheduled for Monday, January 22 at 4 p.m. The location of the meeting will be posted with the agenda.

**Adjournment**

There being no further business the meeting was adjourned at 11:22 a.m.

Respectfully submitted,

Kimberly Harrigan  
Property Manager