

## **Pine Forest Owners Association Special Board of Directors Meeting**

Monday, December 11, 2017

4:30 p.m.

CAMCO Office

40165 Truckee Airport Road #304

Conference call number: (855) 212-0212

Meeting ID: 890-613-628#

**Directors Present:** Memory Trambley, Chris Franssen, Mindi Brenner, Joel Light, and Aja Ott  
(all telephonically)

**Others Present:** Steve Trambley, Ron & Linda Carson, Keith Kelly, Peter Golze, Ursula Heffernon (telephonically) and Kim Harrigan – CAMCO

### **Call to order**

The meeting was called to order at 4:32 p.m.

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

Peter Golze commented that the meeting agendas aren't very explanatory and asked to include a one sentence description to summarize the topic. Kim Harrigan will add this to future agendas.

### **Financial**

#### **Review and Approve SCO Engineering Invoice**

It was inquired by the Association treasurer if this work and invoice were pre-approved by the Board. After much discussion it was concluded that the expense was not pre-approved. It was moved, seconded, and passed to pay the invoice.

It was also affirmed that all future expenses must be approved by the Board prior to the work commencing.

#### **Review Submitted Reimbursement Invoice**

This item was discussed after the Retention Pond item. The owner of lot 29 submitted an invoice for reimbursement for work performed to build up a side wall low point on the drainage swale. This work was done based on SCO Engineering's report recommendation. It was moved, seconded, and passed to discuss this item at a future meeting because it ties into the general discussion of the responsibility of maintenance and repairs of the water retention system.

### **Maintenance**

#### **Speed Limit Sign on Saddleback**

A speed limit sign on Saddleback Drive had fallen over. The CAMCO maintenance supervisor wanted to confirm with the Board that this work is something that CAMCO can take care of without Board approval. It was moved, seconded, and passed to approve the repair of the sign

on a time and material basis. It was also confirmed that CAMCO can make these types of repairs on an as needed basis in the future.

#### CAMCO Snow Removal 17/18

Kim Harrigan wanted to confirm with the Board that they would like to stay on the CAMCO regular snow removal rotation to keep the mail pavilion area clear. It was moved, seconded, and passed to keep Pine Forest on a regular snow removal rotation until further notice.

#### Retention Pond

This item was discussed after approval of the SCO Engineering invoice. Keith Kelly stated that he spoke further with the SCO engineer about some conclusions and options that were not included in the initial report, such as lowering the spillway in the retention pond to create more drop resulting in the retention pond draining faster and not causing backup into the ditches draining into it.

There was much discussion about whose responsibility it is to maintain and repair the swales that empty into the retention pond. The HOA has maintained the entire water retention system since inception of the development. It was discussed whether adjacent lots were responsible for the maintenance of the swales that adjoin their property per CC&Rs section 7.05(b). No conclusion was reached, but the discussion will continue at the next meeting along with general discussion of the water drainage and retention system.

#### **Adjournment**

There being no further business the meeting was adjourned at 5:51 p.m.

Prepared by,

Kimberly Harrigan  
Property Manager