

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

Monday, January 22, 2018

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, Memory Trambley, Mindi Brenner, and Aja Ott  
(telephonically)

**Directors Excused:** Joel Light

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

### **Call to order**

The meeting was called to order at 4:01 p.m.

### **Approval of Minutes**

#### October 21, 2017 Board of Directors Meeting

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

#### October 21, 2017 Annual Membership Meeting (form & content only)

It was moved, seconded, and passed to approve the minutes for form and content only.

#### December 11, 2017 Special Board of Directors Meeting

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

### **Financial**

#### Review December 2017 financial statements

Kim Harrigan presented the December 2017 financial statements for the Board to review.

#### Independent financial review – 2016/2017 fiscal year

Levy and Erlanger performed a financial review for the 2016/2017 fiscal year. After review of the report, it was moved, seconded, and passed to approve the review.

### **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.

Lot 54 – Final submittal stage.

Kim Harrigan will reach out to legal to inquire if the deposits on the lots that have been sold can be transferred to the Association's operating account.

### **Community Eye Appeal**

#### Update on CC&Rs violations

Kim Harrigan has still been inspecting the neighborhood twice a month. All violations found have been corrected.

#### Landscaping – letters to uncompleted landscaping homes

Kim Harrigan sent the letter to owners regarding completing their landscaping to get their deposit returned. So far, only one owner has responded. This will be a standing item to follow up with owners.

#### Spring/Summer maintenance – planning for future

At the previous meeting repairing the lot signs, and other maintenance items, were discussed to be brought up at future meetings. It was decided to table this item until the next meeting to be further into Spring/Summer.

### **Maintenance**

#### Tree removal

Jorge Benuto completed the tree removal within the Association. There were some billing mistakes that are being corrected between Kim Harrigan and Jorge Benuto.

#### Invasive weed removal

No weeds have needed to be removed during the winter. This will be a standing agenda item for the future.

#### Comstock pathway crack fill

Shaffer Sealing completed the crack fill of the pathway on Comstock drive.

#### Drainage behind Lot 29

This item was discussed last. SCO Engineering provided an updated evaluation report to CAMCO within the last week that contained another option to mitigate the backflow issue. The new option is to lower the spillway. Memory Trambley provided a history of the water drainage problems and resolutions in Pine Forest for the Board prior to the meeting.

The Board opened up the floor for owners to speak with 2 minutes each. Linda Carson commented on the history of the drainage leak issues from 2006. Ron Carson commented that the engineer suggested building up the swale next to the home where the water was leaking from the low point. That is the work that Ron performed. Steve Trambley reviewed the noted items from the report made by SCO Engineering.

The directors were given two minutes each to discuss the drainage issues. Aja Ott commented that the responsibility of the swale maintenance belongs to the owners of lot 29 and lot 30. She added that she would not vote to authorize any repairs on the swale. Chris Franssen agreed that the swale maintenance belongs to lots 29 and 30 and voted not to authorize any repairs on the swale. He commented that the Board recognizes there is an issue with the retention pond. Memory Trambley commented that responsibility, a solution, and execution needs to be decided on by the Board. Based on the history and resolution of prior boards in resolving flooding of the drainage system, she believes the responsibility does fall onto the Association, especially given that the swale was not built to the original specifications as it was built outside of the designated drainage easement. Mindi Brenner commented that she also believes the responsibility belongs to the land owners.

Memory Trambley also commented that not repairing the swales and overall water drainage system could open up the Association and the Board to possible liability.

It was moved that the Association does not take responsibility for work within swales, seconded, and passed (3-1). It was moved, seconded, and passed unanimously to deny reimbursement to Ron Carson for the work performed on the swale on lot 29.

The Board reviewed the revised Engineering Report (Drainage Review) dated 1/17/18. The report set forth proposed resolutions to the flooding and proposals were obtained. One contains only lowering the spillway, while the other contains lowering the spillway as well as the pond itself. The proposals were tabled at this time to obtain more clarification, and possibly to obtain specifications suitable for going out to bid.

It was moved, seconded, and passed to schedule a special meeting with the engineer to ask questions and provide the board with more clarification, with the additional incurred expenses not to exceed \$750.

## **Policies**

### Real Estate Sign Policy Update

Comments regarding a sign policy with more specific language was presented and discussed. After reviewing these comments, it was moved, seconded, and passed to approve the amended draft to be sent to the membership for the required comment period.

### **Fire Planning & Evacuation Prep**

Ron Carson spoke on keeping the fire hydrants in the neighborhood clear during winter and summer months. The fire department does not have the manpower to do this. It is a volunteer program where the membership takes it upon themselves to “adopt” a hydrant near their home and keep it clear. Kim Harrigan will send out a notice of the volunteer program and provide contact information for Ron and Linda Carson.

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

There was discussion on when owners can speak on items that are on the agenda. It was explained that owners are welcome to speak when the Board opens the floor. Time limits may be put in place.

A couple of comments were received from one owner prior to the meeting. One was inquiring why DRC meetings are closed and the other was regarding CC&Rs enforcement. It was established that the DRC meetings have never been closed but have typically just been held with the owners/contractors that have submitted plans. All owners are welcome to attend. If any comments are received regarding a submittal, then the commenter will be invited to attend. Notices and agendas are not required to be posted and meetings are held on an as-needed basis. As for the CC&Rs enforcement question, it was concluded that Kim Harrigan has performed all drive-through inspections and has not seen that items have not been corrected.

A homeowner inquired about why an executive session was held without providing the membership a reason for the meeting. The homeowner also challenged the legality and proper handling of the executive session and said that the homeowners being discussed should have been invited to attend the meeting. The homeowners have requested minutes and any documents provided in the executive session. Kim Harrigan was asked to seek legal advice regarding the legality and proper handling of the executive session meeting and if the minutes and documents should be provided to the homeowners who were the subject of the meeting.

The homeowner also expressed concern about the letter addressed to them which was drafted at the executive session meeting. The letter contained two items needing correction. One concern was about the request to move the firewood next to the home. The homeowner stated this is unsafe in fire seasons. The other was about painting the post that a birdhouse sits on that is the style of a flagpole. There was discussion about safe storage of firewood while also complying with the CC&Rs. Clarification of firewood storage will be added to the agenda for the next meeting.

Another owner inquired about offering a chipper service to the membership. The owner was informed that a chipper program was started last year.

### **Executive Session**

No executive session was held.

### **Schedule next Board of Directors meeting**

The next meeting was scheduled for Monday, April 16, 2018 at 4 p.m. with the location to be decided at a later time.

### **Adjournment**

There being no further business the meeting was adjourned at 6:20 p.m.

Prepared by,

Kimberly Harrigan  
Property Manager