

Pine Forest Owners Association Board of Directors Meeting

Monday, July 23, 2018

4 p.m.

Airport Conference Room B

10356 Truckee Airport Road

Conference call number: (855) 212-0212

Meeting ID: 890-613-628#

Directors Present: Joel Light, Aja Cook, Mindi Brenner, and Memory Trambley

Others Present: Steve Trambley (111), Katie Kosich (11), Gordon Shaw (37), Ursula & Jeff Heffernon (32), Kenny Ackerman (16), and Kim Harrigan – CAMCO

Call to order

The meeting was called to order at 4:03 p.m.

Acceptance of Board member resignation

It was moved, seconded, and passed to accept the resignation of director, Chris Franssen.

Appointment of directors to fill vacant seat for remainder of term

It was moved to appoint Katie Kosich to the vacant director seat. The motion was seconded and passed unanimously.

Approval of Minutes

April 16, 2018 Board of Directors Meeting

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

Financial

Review June 2018 financial statements

Kim Harrigan presented the June 2018 financial statements for the Board to review.

Review and approve 2018/2019 budget & possible dues reduction

Kim Harrigan presented two budget options to the Board for review. One option showed a dues holiday as an option. After discussion it was moved, seconded, and passed to approve a dues reduction of \$10 per month. Notice will be sent to owners in the Annual budget package.

Independent financial review from Levy & Erlanger

With the dues reduction a financial review may not be needed. This item will be reviewed again in October after gaining more knowledge of the defensible space costs.

Design Review Committee

DRC Report

Kim Harrigan presented the DRC report.

Lot 14 – Owners have not 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 – House is under construction.
Lot 10 – Final submittal stage for a guesthouse.
Lot 63 – Preliminary submittal stage.

Steve Trambley provided the DRC introduction letter to the Board to provide a better understanding of how the DRC operates.

Community Eye Appeal

Update on CC&R violations

Kim Harrigan has been performing property inspections twice a month. A couple of violations have been found and corrected. Others have been notified of current violations.

Firewood storage

Kim Harrigan drafted an amendment to the Design Guidelines regarding storage of firewood based on California recommendations of 30' from the home. After discussion, it was moved, seconded, and passed to not amend the Design Guidelines.

Landscaping – letters to uncompleted landscaping homes

Letters were sent to owners to complete landscaping by July 15. Two homes completed the work and will be refunded deposits. The others were notified that the deposits would be forfeited. The intent of the letters was to get the owners to landscape so it was asked of Kim Harrigan to contact the remaining 4 owners personally to inquire if more time is needed.

Summer maintenance & invasive weed removal

Many lot signs are down on properties. Kim Harrigan will notify owners to pick them up by next spring or CAMCO will take them to the dump.

The Pine Forest monument entry signs are very weathered. They were last updated in 2015 by Ira Kessey. Kim Harrigan provided a bid from Ira again to update the signs. Joel Light also spoke with an owner that said he could repair the sign if the Association purchased the material. Due to the high cost of the estimate the Board decided to table this item to obtain more bids and confirm the work the other owner would be able to perform. It was moved to perform the work with a maximum budget of \$1,500. The motion was seconded and passed.

CAMCO provided a not to exceed estimate to clean out all common area swales and retention ponds. It was moved, seconded, and passed to approve the work.

Memory Trambley inquired about weed removal throughout the Association common areas. An estimate number was provided by Tim Sawyer previously. It was moved, seconded, and

passed to approve CAMCO to perform all common area weed removal. Kim Harrigan was also asked to create a maintenance calendar for the future so that work isn't done too late in the seasons. It was also asked to have the CAMCO maintenance crew clear the easement at the end of the cul-de-sac for the annual BBQ.

Comstock pathway gap – piece of pathway cut out

The owners of lot 14 got the pathway gap repaired by the utility company that cut it out.

Bicycle rack – broken

CAMCO removed the broken rack pieces and filled the holes with concrete.

Maintenance

Fire suppression report and bids

Bill Houdyschell provided a report on all damaged and dead trees throughout the Association. Unfortunately, bids for the work have not come in yet. Bob Belden informed Kim that grants can be offered to Associations for this type of work if the Board was interested. The Board asked Kim to get in contact with the grant writer to inquire of fees and possibility of grant approval.

Crack fill estimates

Kim Harrigan provided two estimates for the Board to review for crack fill work. Unfortunately, the third vendor Kim reached out did not provide an estimate in time. After discussion, it was moved to skip crack fill this year. The motion was seconded and passed unanimously.

Policies

Collection policy update

No comments were received during the 30-day comment period. It was moved, seconded, and passed to adopt the updated Collection Policy.

Homeowner Comments

One owner provided comments prior to the meeting regarding a previous executive session that was not posted correctly. The concerns will be addressed directly with the homeowner.

Steve Trambley inquired the intent of the Board for violations. The Board confirmed that all violations are treated equally throughout the Association.

Schedule next Board of Directors meeting

The next meeting was scheduled for Saturday, November 3, 2018 at 9 a.m. with the Annual meeting to follow at 10 a.m. Both meetings will be held at the airport conference room B.

Adjournment

There being no further business the meeting was adjourned at 6:05 p.m.

Prepared by,

Kimberly Harrigan
Property Manager