

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

Saturday, October 27

9 a.m.

Airport Conference Room B

10356 Truckee Airport Road

Conference call number: (855) 212-0212

Meeting ID: 890-613-628#

**Directors Present:** Joel Light, Memory Trambley, Katie Kosich, Aja Ott, and Mindi Brenner

**Others Present:** Steve Trambley, Jeff & Ursula Heffernon, Peter Werbel, Linda Carson, Diane Wagner, Joe Lorenz, Ken Filice, Dustin Hawes, Tom Maloney (telephonically), and Kim Harrigan – CAMCO

### **Call to order**

The meeting was called to order at 9:06 a.m.

### **Approval of Minutes**

July 23, 2018 Board of Directors Meeting

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

### **Financial**

Review September 2018 financial statements

Kim Harrigan presented the September 2018 financial statements for the Board to review. The Association finished the fiscal year with a surplus.

Morgan Stanley provided CD offerings for the Board to review. After discussion of options, it was moved to close the Morgan Stanley account and open an account with First Bank of the Internet with \$50,000 within the next two weeks with a high yield savings and split the remaining \$184,319.58 amount between 6-month and 12-month CDs.

Independent financial review from Levy & Erlanger

It was moved, seconded, and passed to have a financial review performed by Levy & Erlanger pending an inquiry on whether reimbursements from the owners are considered income.

### **Review legal advice**

Legal advice from Brooke Barnum-Roberts was received answering three questions for the Association. The first question was whether the HOA can keep deposits from properties that the original owner sold, as well as if they have any recourse to get owners to landscape that have not done so. Based on the Association's documents, the HOA can keep the deposit from the sold properties, but the owners can still try to claim them at some point. The only recourse the HOA has to have owners landscape is the deposit on hold.

Question two was regarding the HOA's responsibility after the developer. The HOA does take over care and maintenance of some of the developer's assets, but not all of the developer's

liabilities. Depending on a statute of limitation, the developer may be still responsible for some building issues.

Finally, question three was whether the HOA should pay back over assessed late fees once the Davis-Stirling requirements changed in 2014. It was recommended the Association pay back those fees. Kim Harrigan calculated it would \$600 to pay back to current owners. It was moved, seconded, and passed to reimburse all owners that were over charged on late fees.

## **Design Review Committee**

### DRC Report

Kim Harrigan presented the DRC report.

- Lot 10 – Final submittal stage for a guesthouse.
- Lot 14 – DRC signed off on final inspection & deposit was returned.
- Lot 30 – Final inspection requested.
- Lot 31 – Preliminary submittal stage.
- Lot 47 – Final submittal stage.
- Lot 51 – Property sold prior to completion.
- Lot 54 – House is under construction.
- Lot 63 – House is under construction.
- Lot 81 – House is under construction.

Based on the legal advice the Board can keep the deposit money of properties sold. It was moved, seconded, and passed to transfer the money to the reserve account and if any owner wants to request a return in the future they must submit the request in writing.

## **Community Eye Appeal**

### Update on CC&R violations

Kim Harrigan reviewed the violations since the previous meeting. The one that remained was a real estate sign that was hard to get a hold of the agent. Kim finally reached her in the beginning of October and the sign is being corrected. If the sign is not fixed during the inspection next week Kim will remove it.

Two other violations for renting were recently brought to the attention of Kim Harrigan. She has called to inform the owners of the violations and has sent letters, both certified and first class.

### Landscaping – uncompleted landscaping homes

Kim Harrigan reached out to lot 75 and the owner stated that he will get started on the planning. The other lots that are not done either have already expressed they are not going to perform the landscaping or are selling.

## **Maintenance**

### Fire suppression

Kim Harrigan made multiple requests to the regular vendors for bids on the tree removal work, but never received the bids. One confirmed this week that he forgot and provided numbers at the last minute. The Board reviewed these numbers. It was moved, seconded, and passed to approve the bid on hand from Jose Arevalo and get the work started as soon as possible.

### Review and approve snow removal contract

It was moved, seconded, and passed to approve the snow removal contract with Ruppert.

### Mail pavilion snow removal

Ruppert has offered to include snow removal at the pavilion in their current contract at the hourly rate. It was moved, seconded, and passed to have Ruppert perform the snow removal.

### Monument signs maintenance

Kim Harrigan reached out to multiple vendors to obtain more bids for the sign repair, but only one responded. That bid, unfortunately, did not arrive prior to the meeting. The Board decided to have the owner that offered to perform the work do it in early spring. Kim Harrigan will coordinate with the owner for purchase of the materials.

### Maintenance calendar

Kim Harrigan created a maintenance calendar to help keep CAMCO and the Board on the same page regarding work that is needed to be done. The Board will show Kim how to set up a google doc to keep this item and the meeting to do list up to date.

## **Discussion regarding timeliness and follow through from CAMCO**

Joel Light commented that the timeliness from Kim Harrigan should be coordinated closer to the previous meeting rather than the new one. The maintenance calendar should help keep Kim on track. It was noted that the to do list from the meetings should be incorporated into the maintenance calendar. Katie Kosich and Aja Ott will help Kim to establish a google doc that can be shared between CAMCO and the Board.

Aja Ott commented that the contact sheet should be updated. Kim will prepare a mailing to all owners.

## **Homeowner Comments**

Peter Werbel commented that with the amount of building going on he suggests that landscaping be required within 1 year after completion of home. He also commented to look into local banks as well.

Ursula Heffernon commented about getting a third vendor for the defensible space work. Currently, the work needs to be done so the Board will review three bids in the future.

Aja Ott commented that she and Katie would like to start doing a community climate survey every year to continue to gauge the membership on important topics. This will be discussed in the annual meeting to follow.

**Adjourn to Annual Membership Meeting**

The Board adjourned to the Annual meeting at 10:35 a.m.

**Reconvene Board of Directors Meeting**

The Board reconvened at 11:21 a.m.

**Election of Officers**

It was moved, seconded, and passed to elect officers as follows:

President	Ursula Heffernon
Vice President	Mindi Brenner
Treasurer	Katie Kosich
Secretary	Aja Ott
Director at Large	Diane Wagner

Signature cards for Morgan Stanley and Plumas Bank will be updated following the meeting.

**Schedule next Board of Directors meeting**

The next meeting was scheduled for Thursday, November 8 at 9:30 a.m. at the CAMCO office.

**Adjournment**

There being no further business the meeting was adjourned at 11:32 a.m.

Prepared by,

Kimberly Harrigan  
Property Manager