

Pine Forest Owners Association Board of Directors Meeting

Thursday, November 8 9:30 a.m.

CAMCO Office 40165 Truckee Airport Road #304

Conference call number: (855) 212-0212

Meeting ID: 890-613-628#

Directors Present: Ursula Heffernon, Diane Wagner, Mindi Brenner, Aja Cook, and Katie Kosich (telephonically)

Others Present: Tom Maloney, Steve & Memory Trambley, Linda Carson, Laura Kosich, Jeff Heffernon (telephonically), Eric Wicks and Kim Harrigan – CAMCO

Call to order

The meeting was called to order at 9:32 a.m.

Approval of Minutes

October 27, 2018 Board of Directors Meeting

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

October 27, 2018 Annual membership meeting (form & content only)

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

Financial

Review inquiry for Levy & Erlanger

At the previous Board meeting it was asked to inquire with Levy and Erlanger regarding labeling reimbursement of expenses as income. The response was received confirming that reimbursements must be considered income. No further inquiries were made.

Retention of an attorney for legal advice

This item was asked to be included on the agenda, but no retention rates were obtained prior to the meeting. Kim Harrigan will obtain 3 retention contracts for the Board to review within two weeks.

Design Review Committee

DRC Report

Kim Harrigan presented the DRC report. Aja Cook requested that the Board be notified and invited to any and all DRC meetings. Additionally, that minutes be kept at each and every meeting. Minutes are to be kept by CAMCO and accessible by Board members. Aja Cook requested that the previously submitted, but unapproved letter from Steve Trambley for all new lot owners planning to build be reviewed. The letter from the DRC outlines expectations for new builds. The letter is to be reviewed by Board Members before any future use. This is to be reviewed by Board Members along with DRC committee members before next board meeting for approval.

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.

Appointment of new member

Two members of the Association submitted their names, Ken Filice and Peter Golze, to be appointed to the Design Review Committee. The CC&Rs state that the committee shall consist of 3 members. With 2 members currently on the committee, there is room for appointment of one more member. Peter Golze, one member for consideration, was in attendance and introduced himself and his background as an architect. Aja Cook spoke on behalf of Ken Filice who was not in attendance. Ken submitted his letter of interest and background information to the previous board prior to the annual board meeting. After discussion of the candidates, it was moved, seconded, and passed to appoint Peter Golze to the Design Review Committee.

Community Eye Appeal

Update on CC&R violations

The Engel and Voelkers sign has been removed. One property has a UTV stored outside of the garage and has been notified. The owner has not confirmed correction.

One owner recently removed a tree without prior approval. A hearing meeting with the owner will be scheduled amongst the Board as soon as possible. Kim Harrigan will send an email today proposing dates.

Litter pickup

It was asked of Kim Harrigan to pick up litter when noticed during inspections. It was also asked to notify the construction sites of any issues. Eric Wicks recommended providing Kim with a checklist of all items in particular that the Board would like Kim to be reviewing during drive through inspections.

Landscaping – uncompleted landscaping homes

At the previous meeting, it was asked of Kim Harrigan to inquire with one owner who has not built yet if he intends to build in the near future. No response has been received.

Draft Landscape Timeline Policy

Kim Harrigan drafted a policy allowing owners 2 years to install landscaping after completion of the home. It was requested that all Board members provide edits to Kim Harrigan for the final draft to be reviewed at the next Board of Directors meeting.

Maintenance

Fire suppression

All notices were sent to owners following the previous Board of Directors meeting. Some responses have been received so far. Jose Arevalo has Pine Forest scheduled for work to begin the week of November 12. Ursula Heffernon requested that Kim confirm that all work is completed.

Snow removal – berms and Comstock Drive pathway

It was requested to inquire with Ruppert if berms and the pathway on Comstock Drive could also be cleared. Ruppert agreed to include these items in their contract, just at an additional hourly rate. A few questions arose.

Diane Wagner volunteered to reach out to A1 Snow Removal, who performs snow removal on many driveways in Pine Forest, to inquire if they would offer a rate for snow removal clearing on the pathway. Kim Harrigan will inquire with Ruppert if Comstock Place could be cleared if not done by the Town prior to Ruppert's arrival in Pine Forest.

Monument signs maintenance

At the previous meeting it was approved to have a Pine Forest owner, Eric Baird, perform the work on the monument sign. A bid from The Sign Shop was received at a very reasonable rate. It was moved, seconded, and passed to approve The Sign Shop to perform the work of painting the monument signs and thank Eric for his willingness to paint the signs. The painting by The Sign Shop will be requested to be completed in the Spring.

Swale cleanup status

All swales on owner properties have been completed and billing will be taking place shortly. It was moved, seconded, and passed to have CAMCO perform all work to clean the swales along the roadsides at an hourly rate. It was also requested to inspect the drain inlets to confirm that all are set up as a proper structure.

Winter fire hydrant maintenance

Last year the adopt a fire hydrant program went over well. Kim Harrigan will work with Linda Carson and send out notice again to ensure that all fire hydrants are cleared during the winter.

Mailbox maintenance

It was moved to have CAMCO repaint the damaged area on the mailboxes at a cost not to exceed \$350. The motion was retracted. CAMCO will obtain at least one bid from Chase Painting for the work to be reviewed at the next meeting.

Maintenance calendar

Katie Kosich showed Kim how to create a google sheet to be shared amongst all Board members. So far, the sheet has been useful in keeping the Board updated on all work getting completed by CAMCO. Katie volunteered to sit down with any Board member to go over how Google Sheets works.

Getting bids

It was requested that whenever bids are to be obtained to ensure 3 bids are provided to the Board for review. It was also noted that when inquiring with vendors about bids to have them provided to CAMCO by a certain date to be considered. Kim Harrigan will share CAMCO's current vendor list on google docs.

Board

Communication between Board and CAMCO

Mindi Brenner commented that the Board should be informed of any meetings between CAMCO and Board members that are not a Board meeting. Eric Wicks commented that we extend the same courtesy to all owners if anyone wants to meet with CAMCO. The communication relationship is one voice from the Board and CAMCO takes direction based on approvals made by the Board.

Role of the board members plus confidentiality, respectful communication, being polite

During a previous dispute between an owner and the Board, some harsh personal attacks were made against Board members. It was noted that the governing documents require courteous conversation.

No tolerance of verbal abuse from homeowners, board members, etc. via email, text or in person

Moving forward, the Board agreed to not allow any abuse amongst owners.

Membership

Climate survey

Aja Cook updated the climate survey topics for an attempt to gauge how the membership is feeling regarding topics such as maintenance, communication, and the community. It was recommended that it be sent to the membership annually in July to be reviewed at the annual meeting in October. Aja asked that all Board members review the updated document at hand and add input prior to the next meeting. There was much discussion on whether the survey would be helpful or not and if it can be unbiased as it is coming from Pine Forest owners. The Board will review a full draft survey at the next meeting.

Homeowner Comments

During the DRC section, Laura Kosich expressed frustration with the DRC meetings and process. Organization of the meetings and minutes were discussed and confirmed that Kim Harrigan understands what the Board wants. Laura noted that she is unhappy with the stain requirement she was given.

Steve Trambley responded to Laura's frustrations informing of material and stain requirements based on the Design Guidelines. The Design Guidelines do not allow plywood materials, but the DRC approved the submittal with plywood as long as the owner used solid body stain.

It was recommended that this discussion be tabled to schedule a formal appeal meeting with the homeowner. It was requested of the owner to submit an appeal request in writing with all reasons for the appeal.

Ursula Heffernon inquired about updating the contact sheet to be formatted for printing. Diane Wagner specializes in excel and offered to help Ursula update the sheet.

One owner approached Diane Wagner about a playground that is getting moved from the hospital. It is required that it be installed within a community and it will be maintained by TDRPD. The inquiry from the owner is whether Pine Forest is an option for the playground. Eric Wicks recommended the Board look into insurance, liability, and obtain legal advice regarding adding an amenity that was not originally planned. The first item to be determined is the timeline that this playground would have to be moved by. After consideration of that item, the Board may decide to move forward.

Schedule next Board of Directors meeting

Both Board and HOA long-term meeting times

It was recommended that a standing day and time be established for future Board meetings to plan attendance better. The next meeting was scheduled for Wednesday, January 16, 2019 at 9 a.m. at the airport conference room.

Executive Session

Review and discussion of CAMCO contract

The Board discussed this item in open session. Aja Cook inquired about an update to the management contract. Eric Wicks commented that the CAMCO management contract is currently under review for updates and should be complete by the February 1 renewal date. Once updated, the new contract will be presented to the Board.

Review CC&R violations

The Board adjourned to the executive session at 1:36 p.m.

Adjournment

There being no further business the meeting was adjourned at 2:02 p.m.

Prepared by,

Kimberly Harrigan
Property Manager