

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

Wednesday, January 16, 2019

9 a.m.

Airport Conference Room B

10356 Truckee Airport Road

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

**Others Present:** Jeff Heffernon, Joel Light, Jen Kobert, Carlie Pehling, Ron Hemig and Linda Carson (telephonically), Eric Wicks and Kim Harrigan – CAMCO

### **Call to order**

The meeting was called to order at 9:20 a.m.

Introductions of attendees were made. Ursula Heffernon noted some housekeeping items pertaining to the responsibilities of all parties involved in management of the Association. Discussion was had regarding allowing owner comments and time limits during meetings.

### **Approval of Minutes**

#### **November 8, 2018 Board of Directors Meeting**

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

#### **November 8, 2018 Executive Session (report only)**

It was reported that the Board decided that the violations had been corrected. The owners were informed that if the violations occur again a violation hearing would be held again to consider fines.

#### **December 6, 2018 Executive Session (report only)**

It was reported that the Board decided to impose a fine on a violating owner with the option of the fine being removed after installation of more landscaping.

### **Financial**

#### **Review December 2018 financial statements**

Kim Harrigan presented the financial statements for the Board to review. Ursula Heffernon noted that the previous Board approved transferring the reserve money to First Internet Bank, but Davis-Stirling does not allow monies to be held outside of California. It was moved to cancel the transfer to First Internet Bank and keep all money at Morgan Stanley until Katie Kosich can find another option. The motion was seconded and carried unanimously.

Following discussion on the reserve funds Eric Wicks recommended that the Board have a reserve study completed to comply with Davis-Stirling requirements. Kim Harrigan will provide 3 bids for the Board to review at the next meeting.

### Review & approve financial review provided by Levy & Erlanger

Kim Harrigan presented the financial review from Levy & Erlanger to the Board. The report was very standard with no issues to be concerned about. It was moved, seconded, and passed unanimously to approve.

### Review & approve legal retention proposals

Kim Harrigan presented two proposals from Adams-Stirling and Brian Hanley with Porter Simon. The third option did not get a proposal in on time. Both proposals provided reasonable hourly rates. After discussion, it was moved to accept the proposal from Brian Hanley. The motion was seconded and passed unanimously.

## **Design Review Committee**

### DRC Report

It was moved to ask Levy & Erlanger if the deposit money of the lots sold can be put into the reserve fund or if it has to go into the operating fund and based on the opinion, deposit that money in the proper account. The motion was seconded and passed unanimously.

### Lot 63

The owners of lot 63 submitted all final items to the committee. The Design Review Committee provided a final approval to the owners prior to the meeting so the matter is closed.

### DRC Introduction letter to new owners

A letter was drafted by the DRC to be provided to new owners upon purchase to prepare them for the submittal process. At the previous meeting, it was decided to have the Board review the letter and make updates as needed to better get the message across. It was recommended to submit the revised letter to the DRC for review. Aja will work directly with the committee to go over the edits to finalize the document.

Eric Wicks provided an explanation on the open meeting act for the Board members to better understand how email communications can work.

### Protocol and procedures - Who are the members on the committee? Bio of each member for Board review? Term limits? Rules, protocol, and procedures needed

The current DRC members are two architects, Keith Kelly and Peter Golze, as well as a contractor, Steve Trambley. Complaints have been made regarding the DRC previously so Mindi Brenner recommended setting term limits on the committee members to allow for more turnover. It was recommended that the DRC members be appointed with each annual meeting when the new Board also elects officers.

Carlie Pehling made a comment that she has not had a great experience with the committee over the past couple of years while trying to submit plans.

Discussion was also had regarding keeping minutes for committee meetings. It was requested that all minutes from meetings be provided to the committee for approval and then provided to the Board for acceptance. This will keep the Board aware of all projects on a continual basis.

Finally, it was recommended that the committee review the design guidelines to be updated to current times. This item will be added to the agenda for the next meeting.

## **Community Eye Appeal**

### Update on CC&R violations

One violation that was continual was found to be corrected during the previous inspection.

Another property was brought up to be operating business at the home. Aja Cook contacted the owner to inform this was a violation of the CC&Rs and confirmed that the violation has been corrected.

### Litter pickup

The snow has fallen since the previous meeting, so litter pickup has not been needed. Owners have been picking up around their homes when weather permits.

### Landscaping – uncompleted landscaping homes

One owner, who has not built, requested return of the deposit and was informed that a new submittal would have to be made in the future if wanted. Another owner will be completing landscape this year. The final owner who has not landscaped will not be doing so.

### Draft Landscape Timeline Policy

Kim Harrigan drafted the landscape timeline policy for the Board to review. This item was tabled to clarify procedures from the DRC for signing off on home properties prior to landscaping.

## **Maintenance**

### Fire suppression

Kim Harrigan has performed inspections of the property since the tree removal has taken place and confirmed that all rounds had been cleared. Kim was notified that some rounds were left in the area behind Mindi's property. Kim will inspect and have Arevalo Tree Removal remove these rounds as necessary.

### Snow removal – berms and Comstock Drive pathway

Ruppert has been performing snow removal of the pathway and berms. It was asked if the invoices could itemize berm clearing work. Kim Harrigan will inquire with Ruppert and inform the Board accordingly.

### Swale cleanup status and comments from owners

The Board had CAMCO clean all swales on owner properties and bill the owners retroactively. After receiving bills multiple concerned comments were received from owners. The comments

noted that it was believed the swales were Association property and the cost should be covered by the Association.

Diane Wagner recommended obtaining a legal opinion because the CC&Rs are ambiguous on whether the swales are the responsibility of the owner or the Association.

It was moved to reimburse each owner that was assessed for swale cleanup and provide a letter of explanation for the reimbursement as well as provide the letter to owners who have not yet paid. The motion was seconded and passed unanimously.

#### Mailbox maintenance

Chase Painting provided an estimate for repair and painting the mailbox posts. It was moved to accept the estimate from Chase Painting. The motion was seconded and carried unanimously.

It was also requested that when time permits to install new number stickers on the boxes.

#### Maintenance & admin to-do calendar

Kim Harrigan has been keeping the calendar updated on google drive. Ursula Heffernon commented that the print is quite small. Katie Kosich offered to help her access google drive in order to review more closely.

#### **Membership**

##### Annual Pine Forest survey

Aja Cook drafted specific questions to be considered for the survey. The intention is to have guidance from the membership of how to approach the next year.

Ursula Heffernon commented that she prefers the survey not be distributed annually, but rather on occasion.

This item was tabled for Aja to coordinate meetings with all Board members individually to finalize all language.

##### Lot line adjustment request for lot 90

This item was discussed following the financial review as the owners were in attendance. Jen Kobert presented that they are requesting a variance to the CC&Rs to adjust the lot lines between two homes to create two large lots and remove one in between. CAMCO recommended that the Board obtain a legal opinion because one lot is being removed from the Association. It was moved to seek legal advice. The motion was seconded and passed unanimously. Diane Wagner will coordinate the request with Brian Hanley.

#### **Homeowner Comments**

One comment was provided by an owner's attorney regarding a previous Board decision. Eric Wicks recommended that the submittal be reviewed by legal for a response. The Board will review the submittal and proceed as necessary.

### **Schedule 2019 Board of Directors meetings**

Ursula Heffernon proposed future dates of March 13, May 15, July 17, September 18, and October 19. There was much discussion on whether all meetings would be needed based on how items get completed throughout the year.

After discussion it was decided to schedule the next meeting for Wednesday, April 24 at 9 a.m. at the airport. The following meeting was set for Wednesday, July 31 at 4 p.m. at the airport.

### **Executive Session**

#### Contracts with third parties

The Board adjourned to the executive session at 1:20 p.m.

### **Adjournment**

There being no further business the meeting was adjourned at 1:55 p.m.

Prepared by,

Kimberly Harrigan  
Property Manager