

Pine Forest Owners Association Board of Directors Meeting

Tuesday, July 30, 2019

5:30 p.m.

Airport Conference Room A

10356 Truckee Airport Road

Teleconference: 855-212-0212

Meeting ID: 890-613-628#

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

Others Present: Dave Peters, Peter Werbel, Gordon & Kim Cross, Jeff Heffernon, and Kim Harrigan – CAMCO

Call to order

The meeting was called to order at 5:32 p.m.

Ursula Heffernon, Board President, asked all owners in attendance to keep all comments concise and to a maximum of three minutes. Kim Harrigan will keep time on all comments.

Approval of Minutes

May 23, 2019 Board of Directors Meeting

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

May 23, 2019 Executive Session (report only)

It was reported that the Board reviewed legal advice from the attorney, Brian Hanley, and now need more information from the owners involved. It was moved, seconded, and passed unanimously to approve the minutes.

Financial

Review June 2019 financial statements

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

Review and approve reserve study

Browning Reserve Group was not able to have the reserve study available for the meeting. They informed Kim that the site visit would be performed later this week and the study should be available shortly thereafter.

Reserve account options and rates

This item is in process from the approval at the previous meeting.

Review and approve 2019/2020 budget

Kim Harrigan had two budget options for the Board to review, but without the reserve study, she does not think the budget should be considered. The study will inform the Board of the exact reserve fund allocation as well as an estimate of how much money should remain liquid. It was recommended to table this discussion and schedule a special meeting when the study is complete.

Owner reimbursement request

This item was tabled at the previous meeting to obtain further information from Balance Hydrologics. So far, no information has been provided to Kim Harrigan. Diane Wagner spoke with Balance today for an update and they apologized for being behind and they informed that the project is now with a new engineer. They have found that the current swale runs parallel to a contour line instead of perpendicular, which makes the water flow more difficult. In addition, the pond is likely not sized for a 100-year storm. There is some concern that the lateral for the wastewater outfall from an uphill property might go through the swale as well, which would make changes more difficult. Balance has had a lot of difficulties trying to find the original drainage plan. Diane will be reaching out to some contacts at the Town to try to track those down. She and Balance are also looking for an environmental impact study. Balance is preparing repair options for the Board as well.

This item was tabled again for the Board to receive the report.

Design Review Committee

DRC Report

The Committee provided an update to the Board of a meeting recently held with Ursula and Diane. It was decided to increase the review fee from \$500 to \$1,000 as well as increase the deposit from \$5,000 to \$15,000. The reason for the deposit increase is that many of the homes being built are million-dollar homes and the loss of a \$5,000 deposit, if an owner wants to do something not approved, is not large enough to deter that from happening. The Board requested clarification on the reasoning for the deposit increase. Conversation was had on the topic of \$15,000 possibly being too high and that surrounding Association deposits are capped at \$10,000. It was also requested that all fees required be stated in the Design Guidelines. Kim will start on the draft for the update in the guidelines. The committee is looking to hire an outside architect professional to perform the initial review on the plans to compare to the CC&Rs and guidelines. The architect will provide comments to the committee for their final review.

Diane Wagner made mention of many notable infractions made by current build crews. It was requested that Kim perform inspections of the property maintenance of construction sites.

Kim Harrigan presented the DRC report of projects in process. Most are currently building.

The Committee also provided an update to the introduction letter as well as the draft deposit return policy. The Board reviewed both. As an internal document, the introduction letter was approved. It was moved, seconded, and passed unanimously to approve the draft deposit return policy with one modification to be sent to the membership for the 28-day comment period.

Community Upkeep Efforts

Update on CC&R violations

Kim Harrigan informed that two owners are in violation of the Association documents. Notices were sent but communication has not been received. Kim inquired with the Board if one of the violations would be considered continual because it is the same violation, but there have been times that the boat has not been on the property.

Maintenance

Monument sign painting

Kim Harrigan has been keeping in touch with The Sign Shop to determine when painting will be completed. It cannot be windy for the paint that they use so the project is still delayed. It is still on their list for completion this year.

Maintenance & admin to-do calendar

Kim Harrigan reviewed the to-do calendar with the Board. Most items have either been completed or are in process. Kim inquired if the Board would like to continue to clean all drainage swales as an Association expense. Much discussion was had for both sides; the CC&Rs are unclear on responsibility. She will contact legal to get confirmation on responsibility and authorization to clean swales on owner property.

Chipping service

The chipping service was completed the week of July 8. During a recent inspection, Kim noted at least 5 piles curbside that may have either been missed or put out late. Kosich confirmed that all piles were completed. The CAMCO crew can remove all of the piles and dump at the landfill on a time and material basis. It was requested to inquire with Kosich about cleaning up the remaining piles.

Kim Harrigan also presented the defensible space report from Bill Houdyschell for the Board to review. It was received at the beginning of July and requests were sent for estimates. Three companies were contacted but only one estimate was received on time. The one estimate received also did not contain an estimate on the common area. Due to the lack of estimates, this item was tabled to the special meeting for budget review.

There was also concern raised regarding conflict of interest in obtaining bids from Kosich Firewood. It was requested that the item be discussed at the special meeting when the bids will be reviewed.

Crack fill

Kim Harrigan presented two estimates for the Board to review. The third company she contacted has not responded. It was requested that the third estimate be obtained and that the current estimates also include the bike path. Kim will reach back out to the vendors to request.

Membership

Annual Pine Forest survey

Aja Cook commented that she is waiting on feedback from other Board members, which the request was sent a while ago. It was moved to implement a survey this year and send it to the owners by September 1. The motion was seconded and passed 4-1.

Homeowner Comments

Peter Werbel provided some procedural comments, including that a Board member should recuse themselves in any conflicts, having homeowner comments at the beginning of the meeting rather than the end, and allow owners to comment during the other agenda item discussions. He also commented that when he applied to the DRC he paid the \$500 fee and had expenses for providing a PDF copy to the committee. He requested that he be reimbursed for those costs.

Gordon Cross commented that he is a design professional in town for over 25 years and has built many homes in the area. He expressed frustration with the design review process and recommended having a meeting between the owners and the DRC as having Kim in between has been difficult. He further commented that Pine Forest has the worst price per square footage in this area and could be remedied with an easier design review process. The Board expressed that they and the DRC are taking steps to streamline the process.

Dave Peters, as a new owner, expressed some questions with the design review process and requested a copy of the design guidelines. Kim told Dave where to find the documents on the website and that she is happy to email copies as well.

Aja Cook inquired about a host for the annual barbecue. It was requested that Kim send out a notice to owners to inquire if anyone would like to host this year.

Adjournment

There being no further business the meeting was adjourned at 7:28 p.m.

Prepared by,

Kimberly Harrigan
Property Manager