

Pine Forest Owners Association Board of Directors Meeting

Saturday, October 26, 2019

9:00 a.m.

Airport Conference Room A

10356 Truckee Airport Road

Teleconference: 855-212-0212 Meeting ID: 890-613-628#

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

Others Present: Linda Carson, Jeff Heffernon, Bob Wagner, Carrie Haines, Dustin Hawes, Memory & Steve Trambley, Gordon & Kim Cross, Wendy Sumner, Jeff Loux, Doug Ott, Peter Werbel, Alar Saaremets, Tim Sawyer and Kim Harrigan – CAMCO

Call to order

The meeting was called to order at 9:01 a.m.

Ursula Heffernon requested all owner comments be kept to 2 minutes. Introductions of all attendees were made.

Approval of Minutes

July 30, 2019 Board of Directors meeting

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

August 19, 2019 Special Board of Directors meeting

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

August 19, 2019 Executive Session (report only)

It was reported that the Board approved fining an owner in violation of the CC&Rs. It was moved, seconded, and passed unanimously to approve the minutes with modifications.

Financial

Review September 2019 financial statements

Kim Harrigan presented the September financials for the Board to review. It was moved, seconded, and passed to approve the financials.

Review and approve reserve study prepared by Browning Reserve Group

Kim Harrigan presented the updated reserve study with the modifications requested at the previous meeting. There was very little effect on the study. There was one question about including defensible space as a reserve item. Kim will inquire with Browning if it can be considered a major component. This item was tabled for the next meeting.

Review and approve Levy & Erlanger engagement

Kim Harrigan presented two engagement letters from Levy & Erlanger. One was for a financial review and the other was for tax preparation only. The Association did not reach the \$75,000 threshold that requires an Association to have a review performed. It was moved to approve filing the taxes and not doing a review. The motion was seconded and passed unanimously.

Revenue neutrality

Kim Harrigan presented a spreadsheet to inform the Board if the Association can turn over the remaining roads. Unfortunately, the Association is still roughly \$20,000 short, but this could change with the completion of the homes currently in construction.

Use of legal counsel

Katie Kosich commented that the Association was over budget on legal expenses for the fiscal year. She would like all communications with legal to be held only when expressly approved by the entire Board. She also recommended approving a not-to-exceed amount for the Board to follow.

Owner reimbursement request

Diane Wagner commented that the Board has received more information regarding the drainage system section that is not working properly. She recommended that the Board meet with the attorney, Brian Hanley, as a Board and have a discussion regarding the repair options as well as this reimbursement. This item was tabled to a meeting with Brian Hanley.

Design Review Committee

DRC Report

The committee provided an update letter for the Board. Kim provided a spreadsheet informing of all work currently in progress.

Design Guidelines amendment to include fees

Kim Harrigan drafted a brief sentence to be added into the guidelines to inform of the fee and deposit amounts for new submittals. It was moved and seconded to approve the draft amendment. Discussion was had about the deposit amount at \$15,000. The motion failed 2-3.

Community Upkeep Efforts

Update on CC&R violations

All violations have been corrected with the exception of one who is in communication with the Design Review Committee to correct.

Maintenance

Maintenance & admin to-do calendar

The only open item was cleaning of the swales. It was commented that it is not needed this year and will be re-assessed next year. The Board agreed.

Defensible space

Hall Tree communicated with Bill Houdyschell to determine the areas needing the most work. There were 2 main areas of concern that Hall was able to mostly complete. There is about 15% of work left in one area, but it is the area furthest away from homes on Comstock Place and Comstock Drive. They were requested to stop once the budget amount was reached. It was requested to ensure all common area trees are removed that were marked for removal.

Crack fill

Crack fill work was completed by Elements. However, it was commented that the pathway was not done and the construction areas on Saddleback were not completed. Kim will inspect and coordinate with Elements to finish if possible.

Review and approve snow removal contract with Ruppert

Ruppert provided a contract with no change in rates. Ruppert previously confirmed they would replace the damaged snow poles. Since it was confirmed, it was asked that this be noted in the contract. Kim will coordinate with Ruppert. It was moved, seconded, and passed unanimously to approve the snow removal contract with Ruppert.

Balance Hydrologics Report

Diane Wagner reviewed the drainage report provided by Balance Hydrologics. They concluded that the swale between lots 29 and 30 runs uphill and the pond is not sized properly for 100-year storm events. Balance provided a recommendation of 3 items of work to be done to improve the drainage in this area. The recommended work included widening the swale, digging down the pond, and making the inlet larger. However, it is unknown where the sewer lateral line is so the swale work may not be able to take place without further work and expense. Diane has been working on determining where the sewer line sits. A survey from a sewer company is needed. This item will be on future agendas.

Membership

Annual Pine Forest survey

Aja Cook sent a survey to the membership in September. She provided a summary of the results and reviewed those results. Based on comments, the largest concern of members was defensible space.

Election Procedures

Kim Harrigan presented draft election procedures for the Board to review. The procedures included the changes that will be taking place January 1 with SB323. This item was tabled to the next meeting.

Homeowner Comments

One comment regarding the election was submitted to the Board prior to the meeting.

Adjourn to Annual Membership Meeting

The Board adjourned to annual meeting at 10:17 a.m.

Reconvene Board of Directors Meeting

The Board reconvened at 11:28 a.m.

Election of Officers

The election of officers was not held. A special meeting will be scheduled on Saturday, November 2 at 9 a.m. at a location to be determined.

Appointment of Design Review Committee members as needed

Appointment of committee members was not held. This will be done at the special meeting.

Schedule next Board of Directors meeting

The next meeting will be scheduled at the special meeting.

Adjournment

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

Prepared by,

Kimberly Harrigan
Property Manager