

**PINE FOREST OWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
November 2, 2019**

Minutes of the Board of Directors Meeting of the Pine Forest Owners Association, Truckee, California held at 12685 Granite Drive, Truckee at 9:00 a.m. on the 2nd day of November, 2020.

I. CALL TO ORDER

Board Member Ursula Heffernon called the meeting to order at 9:00 am.
Ursula Heffernon announced that the meeting was being recorded.

II. ROLL CALL OF OFFICERS

Present: Ursula Heffernon, Jeffrey Heffernon, Diane Wagner, Katie Kosich (telephonically)
Absent: Ron Carson
Also Present: Keith Kelly, Peter Golze, Alar Saaremets, Joe Lorenz, Valerie Stamps
(telephonically)

III. ELECTION OF OFFICERS FOR 2019-2020 TERM

President: Ursula Heffernon

- Vice President: Ron Carson
- Secretary: Diane Wagner
- Treasurer: Jeff Heffernon
- Member at Large: Katie Kosich

IV. DESIGN REVIEW COMMITTEE (DRC)

- A. Keith Kelly provided a DRC report.
- B. Keith Kelly discussed proposed Design Guidelines Amendment. Submittals would require a \$1,000 design review fee and a \$15,000 refundable deposit to be paid with the preliminary submittal. DRC recommended an increase (currently \$500 design review fee and \$5,000 refundable deposit) to provide a financial incentive for home builders to follow their approved design and to ensure there are adequate reserves for potential un-foreseen issues that could arise during and post-construction. Diane Wagner made motion to send draft amendment to membership for review and comment. Motion carried 3-1 (Katie Kosich opposed).
- C. DRC Candidate Submittals. Three candidates have submitted names and bios to the DRC to fill one vacant seat on the committee. Existing committee members would be reaching out to the candidates during week of 11/3/2019 to discuss further.
- D. Draft letter written by DRC to be sent from CAMCO to PFOA reminding owners that exterior changes on home or lot must be submitted to DRC for review and approval. Jeff Heffernon motion to send letter to all owners. Motion carried 3-0 (Katie Kosich abstained)

V. APPOINTMENT OF DESIGN REVIEW COMMITTEE MEMBERS

Keith Kelly and Jordan Kobert will remain DRC members and will make recommendation to Board by 11/14/2019 for a third committee member.

VI. ETHICS

- Ursula provided a sample Ethics Policy and Pledge to define directors' duties and professional conduct for directors to review (attached). Ursula to provide Board proposed draft at January 2020 Board meeting to be voted on and implemented.

VII. ELECTION NOMINATION COMMITTEE

A discussion was held regarding California SB 323 and potential implications for PFHOA. (see attachment)

VIII. VIOLATIONS/COMMUNICATIONS

- A. Discussion regarding CC&R violations. DRC to follow up.
- B. Painting of Monument Signs. Kim Harrigan (CAMCO) has been unable to get commitment from the Sign Shop to paint monument signs (Board approved bid 10/2018 for \$781.57). Chase Painting was contacted and is willing to complete work week of 11/3/2019. Motion by Diane Wagner to approve Chase Painting to paint monument signs on a time and materials basis up to \$1,500. Motion carried 4-0
- C. Hand-out and discussion was held regarding using dedicated email addresses for Board members. Discussion included using free service like gmail or having management company establish email accounts using Pine Forest HOA domain. See Attached
- D. Kim Harrigan (CAMCO) notified Ursula that a request has been made to obtain a copy of the draft minutes from the 10/26/2019 Board of Directors Meeting and the 10/26/2019 Annual Meeting. Diane Wagner motion to approve releasing draft meeting minutes so long as they are clearly marked "draft". Motion carried 3-0. Katie Kosich abstained from voting

IX. LEGAL

Discussion about having legal counsel present at Board meetings. Jeff Heffernon motion to have attorney Brian Handley present at January 2020 Board meeting to discuss implications of California SB 323 (see item VII above and XII below) as well as issues pertaining to drainage repairs. Motion carried 3-1 (Katie Kosich opposed)

X. DRAINAGE SYSTEM

Diane Wagner provided summary of recommended repairs to drainage system as described in detail in report prepared by Balance Hydrologics. Motion by Ursula Heffernon to have Balance Hydrologics attend January 2020 Board meeting and provide brief summary and answer questions at not to exceed \$300. Motion carried 4-0

XI. DEFENSIBLE SPACE

Katie Kosich provided update on defensible space work completed by Hall Tree in common areas. Budgeted amount of \$20,000 reached but not all common areas completed. Discussion regarding need to complete remaining areas and obtaining bids for remaining work.

XII. NEW CA LEGISLATION

Ursula provided hand-out to those in attendance (attached)

XIII. SCHEDULE NEXT BOARD MEETING

Jeff Heffernon motion to schedule next board meeting and adopt annual meeting schedule for 2019-2020 as follows (with the exception of Oct 13, all meetings to begin at 4 pm):

1st Qtr.: Jan. 7 Tue. with a Special meeting Feb. 11 Tue.

2nd Qtr.: Apr. 7 Tue. with a Special meeting May 5 Tue.

3rd Qtr.: Jul. 7 Tue. with a Special meeting Sept. 8 Tue.

4th Qtr.: Oct. 10 Sat. Board and Annual meetings

Motion Carried 4-0

Location of meetings TBD

XIV. OWNER COMMENTS

Discussion regarding use of bear boxes for trash. Owner referred to the guidelines for placement of bear box and instructed approval from DRC is necessary.

Discussion regarding snow poles on ground. Diane Wagner offered to walk the neighborhood and mark them with bright marking tape and to coordinate with CAMCO and Rupert (snow removal company) to replace and remove snow pole as needed.

Meeting adjourned at 10:55 am

Diane Wagner
Board Secretary

DRAFT