

Pine Forest Owners Association Board of Directors Meeting

Tuesday, January 7, 2020 4:30 p.m.

Airport Conference Room A 10356 Truckee Airport Road

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

Directors Present: Ursula Heffernon, Jeff Heffernon, Katie Kosich, Diane Wagner, and Ron Carson

Others Present: Mindi Brenner, Aja Cook, Peter Golze, David Shaw – Balance Hydrologics, Brian Hanley – Attorney and Kim Harrigan – CAMCO. Linda Carson, Katie Long, and Darin Sheridan attended telephonically.

I. Call to order

The meeting was called to order at 4:53 p.m. Ursula informed the membership that the meeting is being recorded and all comments were asked to be held to 2 minutes.

II. New Business

a. Ethics Policy

The Board provided an Ethics Policy to the membership for comment. All comments received were in favor of the policy. Katie Kosich commented that one section of the new policy denotes that only the President can communicate and provide direction to management and vendors. The Board reworked the sentence to allow the Board or President to delegate as needed. Diane Wagner moved to approve the Ethics Policy with the modification. Jeff Heffernon seconded. The motion carried 5-0.

b. Election Procedures

Brian Hanley reviewed the new California legislative bill, SB323 for the members in attendance and provided draft Election Procedures for the Board to review. The Board will provide comments to Brian Hanley directly and he will work with Ursula to finalize the draft.

c. Inspector of Elections Bids

Kim Harrigan provided 3 bids for Inspector of Elections from The Ballot Box, Thomas & Associates, and the California Association of California Associations, Inc. Jeff Heffernon moved to approve Thomas & Associates as the Inspector of Elections. Katie Kosich seconded. The motion carried 5-0.

d. Governing Documents Restatements Bids

Kim Harrigan was only able to provide 2 bids as the third was not received prior to the meeting. One was from the Association's current attorney, Brian Hanley, and the other was from Adams-Stirling. The restatement estimates were from \$6,000-\$10,000. There have been California state law changes since 2002 when the PF governing documents were initially drafted, but it is not required to update the CC&Rs as the laws will still apply. Ursula Heffernon recommended adding the expense to next fiscal year's budget. The Board did not decide on a bid as the intent was to learn the estimate range.

e. Lot line adjustment request (Lots 89, 90, 91)

The owner requested to have this topic put back on the agenda and informed that an update of progress would be provided. One of the owners involved attended the meeting and informed that they were waiting on the Association for items. The Board and Kim Harrigan recalled that the next steps were on the owners. Brian Hanley confirmed that the owners need to provide sound/hardship reasons to the Board why the owners need the Board to grant the variance.

f. Balance Hydrologics Report and presentation

David Shaw from Balance Hydrologics reviewed why Balance was hired and the steps taken to review the swale. Balance was unable to locate or utilize the original Drainage Plan for the Pine Forest subdivision. Balance measured and modeled the section of the swale where issues have occurred. They determined that the ditch was not sized properly to convey the 100-year storm event. Further, they found that there is a portion of the ditch that has a negative (uphill) slope. A third issue was that the outlet of the pond, as well as the base of the pond, is not low enough to allow the water to flow out before backing up into the entrance pipe (in to the swale). The fourth issue found was that the inlet on the street is not large enough for the storm-flow it receives. Balance's recommendations to repair, based on Town standards, are to enlarge the inlet, modify the ditch to be large enough for the calculated peak flows (and not have a negative slope), and lower the outlet at the pond and add a second pipe to the outlet to accommodate the peak flows. There are a couple of issues that need to be determined before moving forward with repairs. The issues are determining the location of the sewer pipelines below the swale and possibly encroaching on private properties to expand the swale. Mr. Shaw mentioned that their report listed other options, such as abandoning a lot and turning it into a flood easement but this was not seen as a feasible alternative.

Jeff Heffernon inquired if Balance would be able to provide a spec to be able to easily bid the project. Additionally, he inquired if Balance would inspect the final work to determine that it was done properly. Mr. Shaw informed that Balance would be able to do both items.

Katie Kosich inquired about who would be responsible to obtain a survey of the sewer lines. Mr. Shaw recommended starting with TSD. If that doesn't pan out, it would be a surveyor. Diane Wagner informed that she has spoken to the sanitation department and they have provided some rough drawings of the area. The department was not particularly helpful. The owner of lot 30 has offered to help with surveying.

Aja Cook inquired if the Board will be surveying the rest of the drainage system to determine any other issues. There was discussion of whether that was necessary or if the Board should approach only issues as identified. Brian Hanley inquired of Mr. Shaw what would be the most reasonable approach for the Board. Mr. Shaw informed that reviewing the functionality of the swales during storms and runoff times would be the most reasonable approach to determine if there are additional issues that need to be addressed.

III. Homeowner comments

Aja Cook commented that the plowing on the pathway is not always done when the roads are done. Kim will remind Ruppert that all areas need to be cleared during storms. It was further commented that the clearing on the pathway was extended past the school and sanding may be needed on the roads during the winter. Again, Kim will contact Ruppert and go over the parameters and make sanding requests as needed.

IV. Approval of Minutes

a. October 26, 2019 Board of Directors meeting

- b. October 26, 2019 Annual Membership meeting
- c. November 2, 2019 Special Board of Directors meeting
- d. November 19, 2019 Executive Session (report only)

Ursula Heffernon moved to approve all minutes with two modifications. Diane Wagner seconded, and the motion carried 5-0.

V. Financial

- a. Review November 2019 financial statements

Jeff Heffernon provided a review of the financials for the Board. He noted account balances and items varying from the budget. The reserve study update provided a higher reserve allocation amount than what was approved on the budget. The Association originally approved \$20,000 in defensible space which is now a reserve item. Jeff recommended that the Board transfer the remaining Browning recommended amount from the operating account to the reserve account. Diane Wagner moved to move an additional \$10,040 from the operating account to the reserve account to comply with Browning's recommendation. Jeff Heffernon seconded, and the motion carried 5-0.

- b. Review and approve reserve study prepared by Browning Reserve Group

The Board reviewed the updated study that now includes defensible space. Kim Harrigan informed that she input the numbers and they can be adjusted as needed. After discussion, Ursula moved to approve the study. Katie Kosich seconded and the motion carried 5-0.

VI. Design Review Committee

- a. DRC Report

Kim Harrigan provided a brief DRC report of projects in process. Ursula Heffernon informed that additionally lot 19 is in the preliminary submittal stage, lot 52 is in the final submittal stage, and lot 116 has received preliminary approval.

- b. Design Guidelines amendment to include fees

The amendment to the Design Guidelines that will include fees and deposits at higher amounts was sent to the membership for comment. Of the comments received, most were not in favor of the increases stating that they are too high to still be able to build. Due to the comments and concerns of the high deposit, this item was tabled to the next meeting for the Board to have the committee in attendance.

- c. Appointment of Design Review Committee members as needed

Darin Sheridan has been recommended by the DRC as he has been through the building process, lives in the Association, and knows the same computer format as Keith Kelly. Darin is also willing to do inspections as needed. Ursula Heffernon moved to appoint Darin Sheridan to the Design Review Committee. Ron Carson seconded, and the motion carried 5-0. Additionally, Ursula Heffernon moved to re-appoint Keith Kelly and Jordan Kobert to the Design Review Committee. Katie Kosich seconded, and the motion carried 5-0.

VII. Community Upkeep Efforts

- a. Update on CC&R violations

Kim Harrigan reviewed the violations, which have been none based on her drive-throughs. The previous violations have been corrected. Ron Carson commented that construction work has been done on Saturdays before 9 a.m. as well as on Sundays. It was asked that Kim send a reminder of work hours to all lots under construction.

Additionally, an owner installed a fence that does not comply with the Association documents and did not receive approval. The committee was originally working with the owner but ultimately recommended the fence be removed. The Board approved the removal request. Kim Harrigan will work with Ursula on the notice to the owner.

VIII. Maintenance

a. Maintenance & admin to-do calendar

Kim Harrigan did not provide a calendar and inquired with the Board if they would like to continue this process since it is a new Board. It was requested to have it done on excel.

A comment was brought up at the previous meeting regarding the monument sign lights shining into homes. Tim Sawyer, CAMCO maintenance supervisor, determined it would be an easy fix to lower the lights. Ursula moved to have CAMCO move forward with the fix. Jeff seconded, and the motion carried 5-0.

b. Defensible space

The Board discussed defensible space during the reserve study item. Hall Tree previously informed Diane that they would be able to provide an estimate now that they know the work involved. It was requested that two other bids be obtained as well. Ron Carson will be the point person to coordinate with additional vendors of the areas still needing work.

c. Crack fill

Kim Harrigan inspected the pathway following the previous meeting when comments were made that it did not look done. Upon inspection, she confirmed it had not been done. Elements came out and completed the work in November.

IX. 2020 Meeting Schedule

The regular quarterly meetings have been set, but the airport is not available on the July meeting date. It was decided to hold the meeting at the CAMCO office. A special meeting was scheduled for Tuesday, February 11 at 4 p.m. at the CAMCO office with an executive session meeting to follow.

X. Adjournment

There being no further business the meeting was adjourned at 7:12 p.m.

Prepared by,

Kimberly Harrigan
Property Manager