

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

Tuesday, February 11, 2020 4:00 p.m.

CAMCO Office 40165 Truckee Airport Road #304

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

**Directors Present:** Ursula Heffernon, Diane Wagner, and Ron Carson. Katie Kosich and Jeff Heffernon attended telephonically.

**Others Present:** Mindi Brenner (telephonically), Alar Saaremets, Keith Kelly, Ted Fagenson (telephonically), and Kim Harrigan – CAMCO

### **I. Call to order**

The meeting was called to order at 4:02 p.m. Ursula Heffernon introduced all attendees.

### **II. Status updates**

#### **a. Contact information opt-outs**

Kim Harrigan informed the Board that 11 owners participated in the opt-out option.

#### **b. Ethics Policy signatures**

Kim Harrigan reported that most Board members and committee members have signed the Ethics policy except for two. Both members were in attendance and signed.

#### **c. Inspector of Election**

Kim Harrigan informed the Inspector of Elections of his appointment. He has asked for a contact sheet, which has been provided. Ursula Heffernon requested to schedule an appointment with Michael Thomas to go over the timeline. Ron Carson will join the appointment.

#### **d. Review and approve draft Election Rules**

Brian Hanley provided draft Election Rules for the Board to review. Ursula Heffernon moved to approve the Election and Secret Ballot Rules for Pine Forest. Ron Carson seconded, and the motion carried 5-0.

#### **e. Election timeline**

Ursula Heffernon reviewed the election timeline for the Board. She and Kim will work with the Inspector of Elections to ensure this is followed. Ursula Heffernon moved to approve the timeline for 2020. Ron Carson seconded, and the motion carried 5-0.

#### **f. Sewer survey**

In order for the Board to move forward with possible work on the drainage swale between lots 29 and 30 a sewer survey has to be completed first. Diane Wagner reported at the previous meeting that the sewer company was not able to help. Keith Kelly contacted his contractor to inquire what was installed and found during construction on lot 30. His contractor reported that the fall from their house was also very low, but it was not determined the location of the sewer lines. The next step is to hire either a survey company or plumber to determine the sewer line location. Diane Wagner and Keith Kelly will work together to find the proper vendor.

### **III. Design Review Committee**

#### **a. Design Guidelines amendment to include fees**

This item was discussed first with Keith Kelly in attendance. First, Keith updated the Board on the committee's status after the appointment of Darin Sheridan. The committee has also worked on some guideline updates and the submittal checklist to help ensure all submissions are complete and information isn't missing. When ready, this will be sent to Kim Harrigan and the Board.

Keith Kelly commented that they have some proposed fee options in the draft updated documents that they will be sending to Kim and the Board. The Board further discussed the deposit amount and possible increase. It was reported that Darin Sheridan will be performing the inspections of the buildings during construction. Diane Wagner moved to approve the proposed Design Guidelines amendment that submittals require a \$1,000 fee and a \$15,000 refundable deposit effective today, February 11. Ursula Heffernon seconded, and the motion carried 4-1.

### **IV. Other Business**

#### **a. Comstock pathway**

The Town of Truckee previously reached out to Kim to say that the pathway along Comstock is to be maintained by Pine Forest in its entirety. The Town referenced conditions of approval for the development and Kim asked for copies of the documents. The main item was that a maintenance agreement was to be in place, but that was never done. The Town drafted a new maintenance agreement. At this time, Kim recommended to the Board to turn this over to Brian Hanley to advise on next steps. The Board discussed the information and concerns. Ursula Heffernon moved to have Brian Hanley investigate the documents and advise the Board on how to approach the Town. Ron Carson seconded, and the motion carried 5-0. Kim Harrigan will provide all documentation to Brian with a cover letter drafted by Diane Wagner.

### **V. Homeowner comments**

Ron Carson provided some information updates on FireWise. Pine Forest is registered with NFPA, National Fire Protection Association, and the inspection by FireWise will take place this month. The committee, currently consisting of Ron and Linda Carson, will join the inspection and handle all required reporting to FireWise.

Ursula Heffernon commented that the crack fill work provided by Elements has been getting pulled up by loaders during snow removal. It was asked of Kim to inquire if Elements can clean the materials up to ensure it doesn't go into the waterways.

### **VI. Adjournment**

There being no further business the meeting was adjourned at 4:59 p.m.

Prepared by,

Kimberly Harrigan  
Property Manager