

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

Tuesday, May 5, 2020

10:00 a.m.

Conference Call

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

**Directors Present:** Ron Carson, Jeff Heffernon, Diane Wagner, and Ursula Heffernon (Board member Katie Kosich joined the meeting after all voting took place)

**Others Present:** Darin & Cindy Sheridan, Alar Saaremets, and Kim Harrigan – CAMCO

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

The meeting was called to order at 10:05 a.m. Ursula Heffernon reviewed conference call tips since entire meeting was held via teleconferencing.

### **II. Status updates**

#### **a. Comstock Pathway**

Kim Harrigan reviewed the background of the Comstock pathway maintenance disagreement with the Town of Truckee. Brian Hanley, Association attorney, provided a draft letter to the Board to be sent to the Town informing that the Association satisfies all requirements pertaining to the conditions of approval for the pathway and will not sign a new maintenance agreement. After discussion of one section that needed clarification by the Board, Ursula Heffernon moved to adopt the letter and finalize the final paragraph to include the voiced comments. Diane Wagner seconded, and the motion carried unanimously.

#### **b. Phase 2 Drainage Study**

Diane Wagner provided a background on the drainage investigation between lots 29 and 30. Balance Hydrologics provided an estimate for phase 2 of the drainage investigation which entails obtaining the sewer survey needed and working with contractors on the bidding process and the actual construction. The Board discussed the estimate and Ron Carson recused himself from this discussion. Jeff Heffernon moved to accept the estimate from Balance Hydrologics. Diane Wagner seconded, and the motion carried 3-0. Ron Carson abstained.

#### **c. Defensible Space/Chipping/Curbside pickup**

Ron Carson commented that many neighbors started defensible space work but did not know about FireWise and logging of hours. A reminder notice was sent to owners. Ron and Linda have provided the three-year plan to FireWise for review. Katie Kosich and Linda Carson are still in the process of updating the Association website.

For the chipping, items with FireWise, such as grants, are moving slowly due to the current pandemic. A grant for Truckee Fire most likely will not happen this year so it was recommended to move forward with chipping organized by the Association. The chipping service will be done by CAMCO on Tuesday, June 23. All work will only be done on that one day.

#### **d. Board of Directors election**

Ursula Heffernon drafted the nomination procedures letter along with a candidate application form. The Inspector of Elections, Michael Thomas, reviewed the letter and approved. The Board had no additional comments. The letter and application will be sent to the membership during the first week of June.

e. Website updates/seeking new webmaster

The webmaster that CAMCO uses for all Association websites will be stepping down at the end of 2020. It was commented to inform Kim of any possible options if anyone knows a webmaster.

**III. Approval of April 7, 2020 Board of Directors minutes**

Jeff Heffernon moved to approve the minutes. Ron Carson seconded, and the motion carried unanimously.

**IV. Homeowner comments**

It was commented that the graffiti on the mailboxes is still there. Kim will reach out to Tim Sawyer, CAMCO maintenance supervisor, to remind him to get it cleaned or painted.

Ron Carson commented that the crack fill material done last year is all over the roadsides. Kim Harrigan will try again to get Elements to clean it up. The pathway was done again after meeting with Kim and reviewing all of the issues with the work done in the fall. The pathway done again was still not done to par. The Board commented that they will never use Elements again due to the poor quality of work again and again.

Ron Carson commented that neighbors have said that the service road behind Granite Drive has had a lot more foot and bike traffic. There is a sign at Comstock Drive informing of "foot traffic only". Ron recommended installing a sign at the chain stating, "private property" and "no public access". The Board agreed. Kim will work with Tim to get the new sign installed.

Diane Wagner shared that her daughter and another child in the neighborhood created a sharing library. The kids would facilitate the participation and sharing. The Board commented that they do not have any issue with flyers being distributed to the neighborhood informing of the library.

**V. Adjournment**

There being no further business the meeting was adjourned at 11:20 a.m.

Prepared by,

Kimberly Harrigan  
Property Manager