

Pine Forest Owners Association Board of Directors Meeting

Thursday, January 7, 2020 4:00 p.m.

Meeting URL: <https://anymeeting.com/lduelrqpm1qoqp>

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

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

Others Present: Linda Carson, Jon Whaley, Ursula Heffernon, Mindi Brenner, Darin Sheridan, Ted Fagenson, Thomas Richardson, Memory Trambley, Michel Floyd, Marc Winner, and Kim Sperlin – CAMCO

I. Call to order

The meeting was called to order at 4:03 p.m. Introductions of attendees were made.

II. Homeowner comments

Diane informed that a number of comments were received by the Board and CAMCO regarding ice and snow accumulation on the Comstock pathway and at the mailboxes. Diane reminded all in attendance to only contact CAMCO for all maintenance concerns. Diane inquired if CAMCO or Ruppert would be able to provide ice melt at the mailboxes. Kim informed that the CAMCO staff is overwhelmed at this time, but the additional charges noted on the Ruppert contract are the same rates as CAMCO. Kim inquired with Ruppert on availability for ice melt, but response was not received prior to the meeting. The Board provided their thoughts on putting ice melt down on the pathway and the mailboxes. All agreed that the pathway does not need ice melt, but the mailboxes do. Additionally, the Town of Truckee recently informed that they would recommend snow removal on all pathways in the Town to the Town Council. This is not approved yet though, so the Association will continue to provide removal on the pathway for the time being. Ron Carson volunteered to be the point of contact to inform Kim of when the mailboxes will need ice melt and she will coordinate with Ruppert.

III. Approval of Minutes

- a. October 10, 2020 Board of Directors meeting
- b. October 10, 2020 Annual membership meeting (form & content only)
- c. November 9, 2020 executive session meeting
- d. December 1, 2020 Special Board of Directors meeting

Jeff Heffernon moved to approve all 4 meeting minutes. Katie Kosich seconded, and the motion carried unanimously. Kim reported that that Board approved Lopez Excavating to do the drainage work behind lots 29 and 30 during the November 9 executive session meeting.

IV. Financial

- a. Review November 2020 financial statements

Jeff Heffernon reviewed the November financials. It was noted that the delinquent assessments have increased, and one is severely delinquent. Additionally, Jeff reported that the drainage and defensible space work projects have been completed.

b. Delinquent accounts

The same one lot is still severely delinquent. A notice of delinquency was sent but nothing has been received from the owner. The other delinquent property is mostly fines. Kim informed that the Board could waive the fines or continue to try to collect since the owner complied with the Board's request. Jeff moved to reverse the penalty assessment and credit back the owner. Diane Wagner seconded, and the motion carried 4-0.

c. Review & approve financial review provided by Levy & Erlanger

Jeff Heffernon commented that he does not have any exceptions to the financial review. Kim gave a brief review of the report. Jeff moved to approve the review. Ron seconded, and the motion carried 4-0.

d. Revenue neutrality

There were no updates on this topic.

V. Design Review Committee

Diane informed that every time a new Board is seated, the Design Review Committee must be re-appointed. Diane moved to appoint Darin Sheridan, Keith Kelly, and Jordan Kobert to remain as the DRC. Alar seconded, and the motion carried 4-0.

a. DRC Report

Darin Sheridan reported that there are 4 homes coming up soon. One is just about finished, and the others are in various stages of the review process. Two projects have been rejected twice and there was discussion as to why. Diane informed that there have been requests to include the DRC report with the minutes. The current report has a lot of details so Diane and Darin will work to minimize the details to be included.

VI. Community Upkeep Efforts

a. Update on CC&R violations

Most of the recent violations have just been real estate signs.

b. FireWise & defensible space

Ron Carson reported that Hall Tree has been paid for the work done. There is still work to do in the spring so 10% of the total cost has not been invoiced. For firewise, letters for work needed will be going out around April. A few trees were also not removed last year as requested. A couple of them are in bad positions and will definitely need to come down in the early spring. With the amount of defensible space done recently, Ron recommended that an inspection and report by forester Bill Houdyschell may not be needed this year. This will be discussed at the next meeting.

Ron reminded of the adopt a fire hydrant program in the Association. A few have been cleared, but many have not. Ron inquired if the Board wants to send a reminder notice of the program.

c. Dirt access road usage and signs

At the last meeting, Ron Carson was approved to put up signage at the dirt road to limit the motor vehicle usage. It snowed before signs could go up so they will be done in the spring. Currently, one end of the road is blocked with some wood rounds.

VII. Maintenance

a. Maintenance & admin to-do calendar

Kim informed that the calendar currently contains just the basic services that start in the spring. If any items need to be added, the Board just needs to inform Kim.

b. Comstock pathway

This item was mostly discussed in the homeowner comments section. The Board discussed the additional option that the Town previously provided of taking over maintenance for certain costs. The main item is to ensure that removal at the mailboxes will take place.

VIII. New Business

a. CC&R amendment/restatement & rewrite committee

The CC&Rs were written in 2002 and could use some updates. There have been some new laws as well that the CC&Rs should be updated to comply with. Kim obtained three proposals from Brian Hanley, Baydaline & Jacobsen, and Adams-Stirling. All proposals were in the same ballpark of cost. Jeff commented that the Design Guidelines are interwoven with the CC&Rs and that the guidelines should be updated first. Additionally, Diane recommended that an attorney review the Association's fine schedule as it is currently hard to enforce.

Kim recommended appointing a committee to start reviewing the CC&Rs to determine areas that could use an update. Diane asked if any owners in attendance would want to serve on the committee. Michel Floyd and Jon Whaley volunteered.

b. Construction committee

At the last meeting, a construction committee was discussed in order to quickly enforce construction violations. The current complaints about parking and holiday work were addressed by Diane by talking with the crews on site. Darin commented that he is available to talk to neighbors as well.

c. Ethics Policy

With a new Board seated, Diane asked that all members sign the Board Ethics Policy every year. The Board was instructed to review, sign, and send to Kim.

d. Approve rule concerning AB3182

A proposed rule regarding AB3182 and rentals was sent to the membership for comment. Five comments were received prior to the meeting, three in favor and two opposed. One owner in attendance added a comment in favor. The rule allows the Association to still enforce minimum rental terms of 30 days. Diane worked directly with Brian Hanley to draft the rule, so the rest of the Board provided their input during the meeting. After considering the comments, Diane moved to approve the rule. Ron seconded, and the motion carried 4-0.

IX. Schedule next Board of Directors meeting

The next meeting was scheduled for Tuesday, April 6 at 5 p.m.

X. Adjournment

There being no further business the meeting was adjourned at 5:45 p.m.

Prepared by,
Kimberly Sperlin
Property Manager