

Pine Forest Owners Association Board of Directors Meeting

Tuesday, April 6, 2021

5:00 p.m.

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

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

Others Present: Janet & Mark Chapman, Ursula Heffernon, Lynn and Sonny Mayugba, Jon Whaley, Peter Werbel, and Kim Sperlin – CAMCO

I. Call to order

Diane asked all attendees to keep themselves on mute when not speaking.

The meeting was called to order at 5:04 p.m.

II. Homeowner comments

No comments were made.

III. Approval of Minutes

a. January 7, 2021 Board of Directors meeting

Alar moved to approve the minutes. Jeff seconded, and the motion carried unanimously.

IV. Financial

a. Review February 2021 financial statements

Jeff Heffernon reviewed the financials and noted that it has been helpful that snow removal costs have been low this winter. Jeff also put together a spreadsheet reviewing the Association's projections regarding reserve funding. It gave the Board an idea of what the funding and assessments may look like through 2031/32. A couple reserve items were pushed back a year to allow for spread out expenses.

b. Delinquent accounts

One property is still severely delinquent without any signs or efforts of payment. Kim inquired if the Board would like to take collection action. Jeff moved to contact legal to prepare a lien against lot 71. Diane seconded. Kim asked for confirmation of whether the Board would prefer to use the Association's attorney Brian Hanley or Allied Trustee Services, which is the company CAMCO typically uses for collections. The Board discussed the options and confirmed to use Allied. The motion was called and carried unanimously.

c. Revenue neutrality

There were no updates on the topic. Jeff reviewed how revenue neutrality is achieved.

V. Design Review Committee

a. DRC Report

Kim provided a brief report on DRC activity.

VI. Community Upkeep Efforts

a. Update on CC&R violations

Kim Sperlin updated that recent violations have been more real estate signs as well as construction activity. All have been addressed as discovered.

Jeff Heffernon commented that one of the mailbox doors is broken. Kim will look into the repair with Tim to confirm that it's Association responsibility. Kim will also work with the post office to replace the lock. Diane moved to spend up to \$250 to purchase and replace the missing door on the mailbox. Katie seconded, and the motion carried unanimously.

b. FireWise & defensible space

Ron Carson first reported that many owners participated in the adopt a fire hydrant program this winter.

Every year, the Association hires forester Bill Houdyschell to inspect all trees for health concerning beetles, disease, etc. Ron and Katie both commented that it is an essential service provided by the Association. Ron added that if moving forward, the Board should ensure compliance by owners. Ron suggested sending a letter to owners now requiring removal of the required trees by a certain date or the Association will remove and include a list of contractor options. Katie recommended to include in the notice to owners who previously did not complete the required work on their lots informing that if not complete by a certain date, then the Association will contact the Fire Department for an inspection as well as schedule a hearing. Right now, it was asked that Kim contact the owners by phone.

Ron commented that Hall Tree will be needing to finish up the final defensible space work behind Comstock Place. Kim will inform Hall Tree to start. He added that owners need to continue to log defensible space hours to keep the Association's status as a Firewise Community. Finally, Ron commented that owner Wendy Sumner would like to join the Firewise Committee.

The Truckee Fire Department offered the Association an opportunity to hold an emergency preparedness meeting. Diane recommended picking a night to offer to the Association without a requirement to attend by the Board or members. Linda, Diane, and Ron will work together on scheduling.

Owner Jon Whaley inquired how often owners should make defensible space efforts on their lots. Ron recommended around 3-5 years depending on storm damage, different growth, etc.

Alar inquired about the chipping service. Last year, it was provided in June. It was decided to have the chipping service done the week of July 5.

VII. Maintenance

a. Maintenance & admin to-do calendar

Kim Sperlin reviewed the items set for April. Most of the items were discussed in the defensible space section. The only additional item was to confirm if the Board would like to

review any road maintenance bids. The reserve study called for sealing of the roads in fiscal 19/20 so the Board discussed considering bids for this year. It was asked of Kim to have 3 bids for crack fill and sealing for the Board to consider at the next meeting.

b. Comstock pathway

Diane informed that the Town of Truckee took over snow removal of the pathway this winter and the Association informed Ruppert to not provide further service there. The Association currently has an agreement with the Town confirming what maintenance services Pine Forest provides, and will provide, on the pathway. The Town further proposed a maintenance agreement for them to take over maintenance for a certain cost. The numbers seemed to be based on a higher use pathway so it was thought there would be room for negotiation. Now that the Town took over maintenance for the winter, they should have a better idea of actual cost. This item was tabled to the next meeting until a possible negotiation takes place.

VIII. Old Business

a. CC&R amendment/restatement & rewrite committee

At the previous meeting, Jon Whaley and Michel Floyd volunteered to serve on the committee. Diane will follow-up with the committee members to determine a plan moving forward. Additionally, Diane recommended tabling an approval of an attorney for the rewrite until next fiscal year. Diane moved to appoint the two volunteers, Jon Whaley and Michel Floyd, to the CC&R rewrite committee. Katie seconded, and the motion carried unanimously. Decision on the attorney was tabled to a later date.

b. Ethics Policy

Kim Sperlin reported that a few of the directors returned their signed Ethics Policies but not all. It was asked of those members to provide the signed documents to Kim.

IX. New Business

a. Appoint Inspector of Elections and confirm date of annual meeting

Ursula Heffernon provided the Board with a proposal from Judy Friedman with the Tahoe Paper Trail. She spoke with three parties, but this proposal was the best option for the Board to consider. Jeff moved to approved Tahoe Paper Trail for Inspector of Elections services. Diane seconded, and the motion carried unanimously.

It was confirmed that the meeting is scheduled for Saturday, October 9, 2021 at 10 a.m.

X. Schedule next Board of Directors meeting

The next meeting was scheduled for Wednesday, July 7, 2021 at 5 p.m. still via video/telephone conference. Diane commented that if anyone wants to host the neighborhood gathering this year to let her and Kim know.

XI. Adjournment

There being no further business the meeting was adjourned at 6:29 p.m.

Prepared by,
Kimberly Sperlin
Property Manager