

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

Wednesday, July 14, 2021 5:00 p.m.

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

**Directors Present:** Jeff Heffernon, Diane Wagner, Ron Carson, Alar Saaremets, and Katie Kosich  
(joined at 5:22 p.m.)

**Others Present:** Darin Sheridan, Michel Floyd, Traci Mason Baldwin, David Hartford, Memory Trambley, Jon Whaley, Kim Sperlin – CAMCO

### **Call to order**

The meeting was called to order at 5:06 p.m. Diane asked all attendees to keep microphones on mute.

### **Homeowner comments**

No comments were made. Jon Whaley gave a big thank you to the Board and CAMCO for the work all parties do.

### **Approval of Minutes**

April 6, 2021 Board of Directors meeting

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

June 8, 2021 Executive Session Board meeting – report on action taken

Ron Carson moved to approve the minutes. Diane seconded, and the motion carried unanimously. It was reported that the Board considered a construction violation and approved assessing fines per the Association's fine policy.

### **Financial**

Review May 2021 financial statements

Jeff Heffernon reviewed the financials for those in attendance.

Delinquent accounts

One property was sent to collections. The notice of delinquent assessment was recorded on June 30.

Revenue neutrality

No update on this topic.

Review and approve reserve study prepared by Browning Reserve Group

Jeff informed that the reserve study was reviewed prior to the meeting and a couple changes were made pushing out projects that were not necessary this year.

Review and approve 2021/2022 budget

Jeff also reviewed the budget informing that the assessments are proposed to increase 20% to continue to catch up on reserve funding. A couple items are variable, such as the Town possibly

taking over maintenance on the pathway. Diane moved to approve the budget that reflects a 20% increase in assessments and fully funding the reserves per the reserve study. Alar seconded, and the Board discussed. The vote was called, and the motion carried unanimously.

## **Design Review Committee**

### DRC Report

Darin Sheridan provided the report to the Board informing that the committee meets weekly and has remained very busy. There are currently 21 homes in some stage of the review process. Ron commented that forester Bill Houdyschell recommended that all new homes remove all trees within 10' of the foundation.

### Appointment of new committee member

Darin informed that an Association member previously inquired about serving on the committee. The current committee contacted her as the workload has gotten very large. Diane moved to appoint Shabnam Mashhoon to the Design Review Committee retroactive to May 27, 2021. Ron seconded and the motion carried unanimously. Kim informed that the CC&Rs stipulate that the committee be 3 members and this appointment brings the committee to 4. The Board and the members in attendance discussed how to proceed as Shabnam has been very helpful to the committee. Diane moved to rescind the prior motion and appoint Shabnam Mashhoon as an alternate member of the Design Review Committee effective May 27, 2021. Alar seconded, and the motion carried unanimously.

### CAMCO submittal compensation request

Kim Sperlin informed that CAMCO is requesting \$200-\$250 per new home design review submittal, to be paid out of the \$1,000 review fee paid by the submitting party. This request is to compensate for time spent on organizing the submittal and tracking for the DRC, communications with owners, neighbor notifications, etc. The Board discussed the request and asked for more specific details from Kim on exact number of submittals. It was suggested to reimburse CAMCO for the 10 submittals from 2021 and renegotiate the management agreement to account for submittals in the future. Diane moved to retroactively reimburse CAMCO \$225 per new home submittal for calendar year 2021 and requested that the Board review the management contract before renewal in October and possibly amend to include this reimbursable expense. Ron seconded, and the motion carried unanimously.

## **Community Upkeep Efforts**

### Update on CC&R violations

Kim reported that there have not been any violations during inspections. The majority of the violations have been construction related. The Board, DRC, and Kim have followed-up as reports are received.

It was reported that one property has a boat again. The property has been fined in prior years. It was asked of Kim to review the prior correspondence, determine if additional fines can be imposed, and report to the Board.

### FireWise & defensible space

Ron reported that the chipping service will take place once CAMCO can obtain a chipper as the ones from Truckee Rents are broken. All owners were reminded to log all defensible space work hours on the Pine Forest website to maintain the FireWise Community designation.

Bill Houdyschell provided a tree removal report last week and Ron will follow-up with Kim on next steps. Ron also informed that per CalFire, all non-deciduous trees within 10' of foundations are to be removed.

The final area needing defensible space work has been completed by Hall Tree. Bill Houdyschell said it looks very good. Defensible space on undeveloped lots was discussed. Many owners have participated and cleaned their lots, but many remain. This is an ongoing effort by the Board.

### **Maintenance**

#### Maintenance & admin to-do calendar

Kim reviewed the maintenance calendar and informed that weed whacking was completed last week. Additionally, Kim informed that a rental chipper was found in Carson City for \$399 per day. It is estimated that the service will take one day, possibly two. The cost would also include the time to pick up the chipper. Another option the Board could consider is using an outside company. The Board agreed to have CAMCO move forward with getting the chipper and getting the work done.

#### Comstock pathway

No updates on this item.

#### Road maintenance – crack fill and sealing proposals

Kim Sperlin provided two proposals for the Board to consider. The third vendor was ultimately not able to provide a quote. The Board discussed whether the work was needed this year. The work has already been pushed out on the reserve study to fiscal 21/22. It was agreed to table this item to next year.

### **Old Business**

#### CC&R amendment/restatement & rewrite committee

This item was tabled as the discussion is at a standstill.

#### Ethics Policy

One Board member and the DRC members have not provided their signed Ethics Policy. It was asked of Kim to follow-up with those members.

### **New Business**

#### Board candidates

Four candidates have submitted their names to be included on the ballot.

## Rewrite Fine Policy

### Construction/Job Site Rules

Diane discussed these two items together. She noted that the Association is in an unprecedented time in terms of construction and many issues related thereto. There is currently not a clear path to address these issues with the way the current fine policy is written. Diane has consulted with the Association's attorney, Brian Hanley, on these concerns. The Board previously increased the DRC deposit to \$15,000 thinking it would resolve much of these issues, but it has not. Brian recommended that the contractors pay a deposit to hold them accountable rather than just the owner.

Diane proposed to form a committee to start rewriting the Fine Policy and writing Construction Rules to this effect. The committee would draft the language and work with the attorney as needed. Next, the draft would be provided to the Board and membership for comment. Finally, the Board would meet in September to approve. Diane moved to form a committee to rewrite the Fine Policy and write Construction Rules and have them circulated for comment to be formally approved at a special meeting in September. Jeff seconded and the Board discussed. The committee members would be Diane, Darin Sheridan, and Linda Carson. Jon Whaley volunteered during the meeting as well. The vote was called, and the motion carried unanimously.

### **Confirm next Board of Directors and Annual meetings**

It was confirmed that the next meetings are scheduled for Saturday, October 9 at 9 and 10 a.m. A special meeting was scheduled for Tuesday, September 14 at 5 p.m. Both are tentatively scheduled to be held virtually.

### **Adjournment**

There being no further business the meeting was adjourned at 6:57 p.m.

Prepared by,

Kimberly Sperlin  
Property Manager