

Pine Forest Owners Association Board of Directors Meeting

Thursday, April 28, 2022 5:00 p.m.

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

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

Others Present: Darin Sheridan, Stephen Hunt, Marc & Kelly Winner, Ken and Jenny Kwitek, Peter Werbel, Jonathan Kendler, Memory Trambley, Michel Floyd, and Kim Sperlin – CAMCO

I. Call to order

The meeting was called to order at 5:05 p.m.

II. Homeowner comments

No comments were made.

III. Approval of Minutes

a. January 13, 2022 Board of Directors meeting

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

IV. Financial

a. Review March 2022 financial statements

Jeff Heffernon presented the treasurer's review report of the March financials. Katie inquired if the Association has any obligation to owners with the DRC fees. Kim informed that the Association is within its ability to charge fees.

b. Revenue neutrality

Jeff prepared a report to accompany a survey to the membership to gauge the revenue neutrality interest. This item was tabled to the next meeting while the Board is working on the cover letter.

c. Review and approve reserve study bid from Browning Reserve Group

Browning Reserve Group provided a site visit proposal for the same cost as the last site visit study. Alar moved to approve the bid. Jeff seconded, and the motion carried unanimously.

V. Design Review Committee

a. DRC Report

Darin Sheridan reported that there are 13 homes in some form of construction and another 17 in some stage of the submittal process.

Ron Carson reported that earlier in the fall, one property was burning construction material on the lot. The contractor and owner were notified, confirmed receipt, and remedied. Ron used

this as an example to remind everyone to contact Kim Sperlin with CAMCO if they see any construction concerns.

b. Lot 47 deposit inquiry

The DRC kept part of this property's construction deposit following unapproved changes made. The owner inquired about how the amount was determined because it was thought that this took place around the time that the new Fine Schedule was adopted. There was some confusion between the Board and the DRC regarding the amount decision. Due to this, it was asked of Darin Sheridan and the committee to review the original notes and make a determination of how many minor and major infractions existed. The Board will review this information and make a supplemental decision.

c. Lots 97/98 formal complaint & concerns

The reporting owner withdrew the complaint.

d. Rewrite/update DRC Guidelines

Katie Kosich commented that she spoke with Gray's Crossing and learned that they used someone with Ryan Group for their guidelines. Darin commented that they do not have any additional companies to contact. Jeff inquired if the DRC has time to meet with Ryan Group to determine if they would be a good option. Darin can meet and will determine the other members' availability. Katie moved to obtain a proposal from Ryan Group for a rewrite of the DRC guidelines. Jeff seconded, and the motion carried unanimously.

VI. Community Upkeep Efforts

a. Violations – dog issues/formal complaint

One owner reported loose dog concerns after trying to submit for a fence that did not meet the Design Guidelines. The Board discussed whether to hold a hearing with the violating owners. It was noted that the reporting owner has made every attempt to remedy the situation before bringing to the Board. It was decided to start with a letter to the owners informing of the complaint, requesting a response, and the Board will consider further action if and when necessary. It was moved, seconded, and passed unanimously to send a letter, along with a copy of the CC&Rs section, notifying the owners of the complaint received and request a response within 14 days to notify of a correction or request a hearing.

b. FireWise/defensible space/chipping

Ron Carson commented that a chipping date needs to be scheduled so owners can be notified. Ron added that he will perform property inspections of undeveloped lots to determine any needing defensible space work. Ron will provide all notices to Kim to send. Furthermore, Ron reported on the Measure T efforts being made by the Truckee Fire Protection District. Free chipping and haul away are being offered through Measure T funds. All notices to owners will include proper information. Katie moved to have chipping service done by CAMCO the week of July 11 and include notice to owners of this and Measure T. Ron seconded, and the motion carried unanimously.

VII. Maintenance

a. Mailboxes

Kim Sperlin reported that she spoke with Gray's Crossing regarding their mailboxes. They did not use the sales service offered through Florence Mailboxes, they just ordered. However, all of the installation work was contracted out to Heavy Equipment because a concrete pad was also getting installed. The post office installed the locks and handed out the keys for a fee, estimating over \$200. Owners were able to pick up new keys at the post office. It took some time for delivery to start but they were also new addresses for the post office to add.

Additionally, Kim reported that she spoke with the post office about what is required to change out the boxes. She was informed that they would need to be aware of the new products and approve. Following that, the Board will have options on how to handle the cost of the keys. The Board can either pay up front for all owners to pick up new keys or have the owners pay upon pickup. Kim was informed that there was a form to be completed, but the supervisor was unable to find it. Kim will continue to follow up.

b. Service roads behind Granite & Saddleback

The work order has been written for CAMCO to install the posts, locks, and signs. Kim was not able to guarantee a completion time as CAMCO is severely down in maintenance staff. She will keep the Board updated as much as possible. Ron will mark the grounds for the pole locations.

c. Road corners

Ruppert completed the repair and blocking of all damaged road corners.

d. Pathway asphalt repair

Kim presented an estimate from Shaffer Paving to repair a section of the pathway at Comstock Drive and Comstock Place. Advanced Asphalt and Lakeside Paving were not able to offer bids due to the small size of the job. Shaffer Paving informed that the work could be completed next week. Katie informed that another section near the mailboxes needs repair. Katie moved to approve Shaffer Paving to repair the pathway sections for an amount not to exceed \$5,000. Alar seconded, and the motion carried unanimously.

e. Crack fill/sealing of roads

Jeff wanted to inquire if the Board was interested in having any crack fill or sealing work done on the roads. He further added that sealing may not be necessary, but the cracks should be considered. The work has not been done for a few years. It was asked of Kim to obtain proposals for crack fill for the Board to consider at the next meeting.

VIII. Old Business

No old business was discussed.

IX. New Business

a. Annual meeting plan – date, location, letters, and Inspector of Elections

Ursula Heffernon has prepared all letters for the annual election. The Board approved all drafts. Katie informed that 3 positions are open for election. It was decided that the meetings would be held on Saturday, October 22, possibly back at the airport conference room. Judy Friedman will act as the Inspector of Elections again.

X. Schedule next Board of Directors meeting

The next meeting was scheduled for Thursday, July 21 at 5 p.m.

XI. Adjournment

There being no further business the meeting was adjourned at 6:37 p.m.

Prepared by,

Kimberly Sperlin
Property Manager