

Pine Forest Owners Association Board of Directors Meeting

Saturday, October 22, 2022

9:00 a.m.

Truckee Airport Conference Rooms 10356 Truckee Airport Road

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

Directors Present: Katie Kosich, Jeff Heffernon, Alar Saaremets, Ron Carson, and Diane Wagner
Others Present: Sarah West & Matt Hunt, Linda Carson, Ursula Heffernon, Peter Werbel, Cindy Sheridan, Ilya Harahap, Teal & Sarah Ganci, Memory Trambley, Ken & Jenny Kwitek, Tammy Ohs, Matt Mede, and Kimberly Sperlin – CAMCO

I. Call to order

The meeting was called to order at 9:03 a.m.

II. Homeowner comments

Ursula Heffernon informed of the Halloween festivities for owners in the neighborhood.

III. Approval of Minutes

a. July 21, 2022 Board of Directors meeting

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

IV. Financial

a. Review August 2022 financial statements

Jeff reviewed the financials, noting that the Association is under budget mostly because of snow removal and legal expenses not accrued.

b. Investments

Jeff reviewed CD options from Morgan Stanley recommending the Association invest \$240,000 in laddered CDs. Alar moved to allow Jeff to purchase as necessary, Ron seconded, and the motion carried unanimously.

c. Review and approve reserve study prepared by Browning Reserve Group

Jeff reviewed a couple edits made to the study regarding asphalt sealing, defensible space, and the mailbox concrete pad. After review, Jeff moved to approve the study. Katie seconded, and the motion carried unanimously.

d. Review and approve Levy & Erlanger engagement

Jeff moved to approve the engagement with Levy & Erlanger for the Association's financial review. Alar seconded, and the motion carried unanimously.

V. Design Review Committee

a. DRC Report

Kim reviewed the report provided by the DRC, noting that 12 homes are under construction and 25 are somewhere in the review process. Katie added a thank to the DRC as they are very busy but still provided very timely responses.

b. Neighbor comment concern about lot 82

One owner submitted comments to the DRC following neighbor notice of the plans for lot 82. The DRC responded but the owner disagreed and requested to bring all to the Board for review. Katie moved to close the matter. No second was received so the motion failed. After further discussion, Ron moved to hold a meeting with the DRC. Jeff seconded, and the motion carried unanimously.

c. Old deposits

At the last meeting, it was questioned whether old deposit money paid into the reserves could be taken out in the future if requested. Kim commented that if the money were in the reserves, the Board could approve a resolution to remove it without repayment if needed. Katie moved to move the \$15,000 in old deposits into the reserves. Jeff seconded, and the motion carried unanimously.

d. Lot 24 landscaping

This item was tabled as the work is still in process.

e. Lot 96 violations

Some concerns were raised with workers on site over a weekend. The owner, Sarah West, informed that their contractor is deaf and there was a misunderstanding on site. She and other owner, Matt Hunt, informed that they are available to be contacted if there are any future issues.

VI. Community Upkeep Efforts

a. Violations

Kim reported that all current violations have been regarding construction.

b. Vswales/Culverts

Katie commented that the swales appear to be getting congested with needles and pinecones. It was agreed to look at cleaning all drainage areas in the spring.

c. FireWise/defensible space/chipping

First, it was noted that chipping was completed after a couple equipment breakdowns. Ron informed that he has a full firewise report to provide during the annual meeting. Linda suggested a type of incentive to get owners to log their defensible space hours and money spent since the logged numbers have decreased. She suggested a gift card to a local place and the winner is drawn randomly from all who logged. Alar moved to approve the gift card for next year. Ron seconded, and the motion carried unanimously.

It was inquired if owners needing tree removal per Bill Houdyschell's report have completed the removals. Ron will inspect the lots and inform Kim of any needing another notice.

VII. Maintenance

a. Service roads behind Granite & Saddleback

Katie commented that she contacted the owners of lot 99 who expressed concern with the posts and chain installed at the service road but did not hear back. Overall though, the response from owners was positive. Alar will research some "prettier" options to be considered at the next meeting.

Owners were informed that they can contact CAMCO for a key if access to either service road is needed.

b. Crack fill

Bob Shaffer informed Kim that he had about half of a road left and they intended to finish in a week or so.

VIII. Old Business

No old business was discussed.

IX. New Business

a. Review and approve snow removal

Jeff moved to approve the snow removal contract with Ruppert DBA Alpine Snow Removal. Alar seconded, and the motion carried unanimously.

b. Community Committee – Construction Violations – Volunteers Requested

Katie suggested appointing a committee for construction violations. The committee would handle all reports and communications to Kim for fine notices. Memory volunteered for the committee and informed that a couple others may be interested, but she will confirm. Katie moved to approve the committee with one-year terms and to appoint Memory. The motion was seconded and passed unanimously.

X. Schedule date of next meeting

The next meeting was scheduled for Thursday, January 19 at 5 p.m. at the airport conference rooms.

XI. Adjournment

There being no further business the meeting was adjourned at 10:30 a.m.

Prepared by,

Kimberly Sperlin
Property Manager