

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

Thursday, July 20, 2023

5:30 p.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:** Peter Werbel, Jeff Heffernon, Alar Saaremets, Cindy Sheridan, and Ron Carson

**Others Present:** Darin Sheridan, Ursula Heffernon, Dan Stamps, Matt Syska, Matt Hunt, Michel Floyd, Kim & Gordy Cross, Jaqui Braver, Matt Heslin – Heslin Construction (lot 101), Paul Cutter – UBS Financial, and Kim Sperlin – CAMCO

### **I. Call to order**

The meeting was called to order at 5:30 p.m.

### **II. Homeowner comments**

Ursula addressed noxious and invasive weeds throughout the Association. She noted that Canadian thistle and white clover are the most prominent. It was asked of Kim to send a general reminder to the membership about keeping properties clear of these noxious and invasive weeds.

### **III. Approval of Minutes**

#### a. April 13, 2023 Board of Directors meeting

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

### **IV. Financial**

#### a. Review May 2023 financial statements

Jeff reviewed the financials for the Board, noting that about half of the DRC deposits were invested with Chase Bank to keep all accounts within the FDIC insured limit.

#### b. Investments

Paul Cutter presented investment information to the Board about UBS financial. He informed that 65% of his business are HOA's. He works off of the reserve study to plan the investments based on when funds are expected to be needed. After the presentation, Jeff moved to engage UBS and Paul to manage the Association's reserve funds transferred from Morgan Stanley. Alar seconded, and the motion carried unanimously.

#### c. Review and approve 2022/2023 budget

Kim presented two budget options for the Board's consideration with the only change being in assessments. Kim noted a couple edits during the meeting. After review, Jeff moved to accept the budget option with a 4% increase to assessments and the edits made during the meeting. Alar seconded, and the motion carried unanimously.

## **V. Construction**

### **a. Design Review Committee Report**

Darin reported that 16 properties are under construction, with 9 others in various stages of the submittal process.

### **b. CCC Report**

Kim reported that violations have been minimal compared to last year.

### **c. Lot 64 rock wall appeal**

The owners previously requested a final inspection for deposit return and the DRC has not returned the deposit because they believe the current wall does not match the plans. It was noted that the plans look like a mortared wall, but a dry stack is what is installed. The Board did not review the wall on site so asked for an extension for them to all review. This item was tabled to the next meeting.

### **d. Lot 101 extension request**

This property passed the 2-year timeframe for building and submitted an extension request. They already received an extension from the Town of Truckee. Matt Heslin was in attendance to discuss the need for request and provide an expected completion timeline. Matt informed that winter slowed the project as snow came before the roof was waterproofed. He added that they are shooting for a mid-January complete finish, with the exterior expected to be finished by mid-November. The Board noted that often it appears that nobody is on site working so they asked for a more detailed completion timeline. Peter moved to approve the extension pending review of the completion timeline from Heslin. Ron seconded and the motion carried unanimously.

## **VI. Community Upkeep Efforts**

### **a. FireWise/defensible space/chipping**

Ron reported that the chipping service went well, but piles were missed on the easement road. Kim will follow up with Kosich. Ron also reported that Bill Houdyschell performed his annual inspection for dead and dying trees. Ron will review the common area items when he is back in Town. Finally, Ron added that Truckee Fire also performed inspections of properties and tags were left on doors for any properties needing work. It was asked of Kim to find out if Truckee Fire did inspections on vacant lots as well.

### **b. Lot 75 storage variance request**

This lot has an empty utility trailer on the property, visible from the street. The owner requested a variance to keep the trailer on site, noting that it is used to transport ATV's that are stored in the garage. The Board agreed to stay consistent with the CC&Rs and denied the variance request. Kim will inform the owner.

## **VII. Maintenance**

Kim learned close to the meeting that the Board wanted to review crack fill estimates. So in this tight timeframe, she was only able to obtain one from Shaffer Sealing. Jeff moved to approve the estimate from Shaffer Sealing. Alar seconded and the motion carried unanimously.

### **VIII. Old Business**

No old business was discussed.

### **IX. New Business**

#### **a. Confirm Board election candidates**

Kim reported that two candidates have submitted their names. All were reminded that the deadline to do so is Friday, August 4.

### **X. Confirm date of next Board and annual meeting (10/28/23)**

It was confirmed that the next meetings are scheduled for Saturday, October 28 beginning at 9 a.m. at the Truckee airport meeting room.

### **XI. Adjournment**

There being no further business the meeting was adjourned following at 7:39 p.m. following the executive session.

### **XII. Executive session**

#### **a. Violation hearings**

The Board reviewed construction violations for 4 properties. All owners were sent notices of the hearing, but none attended or submitted comments. Alar moved to assess the fines associated with the construction violations. Jeff seconded and the motion carried unanimously.