

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

Thursday, July 18, 2024

5:30 p.m.

Truckee Airport Conference Room A 10356 Truckee Airport Road

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

**Directors Present:** Jeff Heffernon, Peter Werbel, Ron Carson, and Alar Saaremets

**Directors Absent:** Cindy Sheridan

**Others Present:** Ursula Heffernon, Sonny & Lynn Mayugba, Michel Floyd, Matt Syska, and Kim Sperlin – CAMCO

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

The meeting was called to order at 5:34 p.m.

### **II. Homeowner comments**

No comments were made.

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

#### **a. April 18, 2024 Board of Directors meeting**

Peter moved to approve the minutes as presented. Jeff seconded, and the motion carried unanimously.

### **IV. Financial**

#### **a. Review May 2024 financial statements**

Jeff reviewed the financials for the Board, noting that the Association is under budget overall.

#### **b. Investments actions**

Jeff reported that the CD with Chase Bank will mature in August. When it does, he will move the funds to UBS.

#### **c. Review and approve 2024/2025 budget**

Jeff reviewed the proposed budget with no increase to assessments. He noted that the Browning Reserve Group study assumes that the reserve funds are getting 2.5% interest, but the funds are currently earning much more. Since the fund is higher than expected in the study, Jeff proposed lowering the allocation to match the final balance proposed in the study. This lower allocation allows for the assessments to remain the same with the increases in other operating expenses. After discussion, Jeff moved to approve the budget as presented. Peter seconded, and the motion carried unanimously.

### **V. Design Review and Construction**

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

Darin reported that there are 9 properties in preliminary stage, 11 under construction, 4 occupied and not finalized, and 2 approved with no construction started yet.

b. Construction Compliance Committee Report

Kim reported that most of the violations lately have been parking. Contractors were also recently reminded about construction sign requirements.

c. Design Guidelines updates

Darin reported that the DRC is editing the final edition of the new guidelines. He estimated a best-case scenario that the Board will be reviewing a draft in 2 to 4 weeks. The Board is hoping to adopt the guidelines by the next meeting. A special meeting will be considered to approve the drafts once available.

d. Fine transfers

At a previous meeting, the Board approved transfer all violation fines to the operating fund. There Board discussed moving the funds into the reserves instead. Jeff moved to have all fine money transferred from DRC deposits to reserves when the fine is assessed against the contractor. Ron seconded, and the motion carried unanimously.

## **VI. Community Upkeep Efforts**

a. FireWise/defensible space/chipping

Ron reported that the property behind Granite Drive received Measure T grant funding and the work is anticipated to start in September or October, weather depending.

Ron reported that he walked the Association's common areas and confirmed that defensible space work can be pushed to be done next year. Darin informed that Ron has been helping the DRC review all tree removal requests on owner property.

Kim reported that Kosich completed the chipping service and reported some piles being put out after they passed. One owner reported not having their pile chipped that was on the easement road behind Granite Drive. It was asked of Kim to confirm with Kosich if piles were completed on both easement roads as both were left open for access.

Ron reported that owner participation in defensible space and logging the information for Firewise has been low this year. All owners were reminded that a \$100 gift card will be given away again this year to a random winner selected out of those that have logged their defensible space information through the Association's website.

## **VII. Maintenance**

a. Service road at lots 99 and 100 – no trespassing sign

Darin and Ron completed installation of the new posts, chain, and sign. The same design was completed at all easement roads. All owners reported being happy with the new design.

b. Review and approve road maintenance – crack fill and possibly seal

Kim obtained an estimate from Shaffer Sealing for the Board to review. The estimate provided for crack fill as well as a full seal of the roads. The Board agreed that they would like to include driveway seams in the crack fill work. Jeff moved to approve Shaffer to crack fill only at a cost not to exceed \$14,000. Ron seconded, and the motion carried unanimously.

## **VIII. Old Business**

An owner inquired about one property with firewood exceeding the Association's 5 cord limit on site. The owner has previously been notified by the Association but no action has been taken. The concerned owner contacted the Fire Department and was informed that it is not an egregious enough violation for the department to do any enforcement. After discussion, Peter moved to have the Association's attorney draft a letter to the owner about the noncompliance with the Association's governing documents.

## **IX. New Business**

### a. Association credit card

Now that the Association is trying to organize more neighborhood events, it was proposed that a credit card be obtained. Following the BBQ, many owners had to file for reimbursements so the Board would like to streamline the process. It was asked of Kim to inquire about a credit card through Plumas Bank.

### b. Member communications

Michel Floyd proposed a new way to communicate with the membership with the intent to increase communications among everyone in the neighborhood. He informed that there would be options for members and tenants to sign up to different groups such as owners, residents, renters, etc. He added that he was looking at Google Groups with the signup option through the Association website. The Board authorized Michel to move forward.

### c. Recap of HOA BBQ on June 29<sup>th</sup>

Peter reported that about 75 people RSVP'd and joined the BBQ. It was a huge success and was roughly a \$2,800 expense. The Board intends to host the BBQ annually and will continue to discuss additional neighborhood gatherings. Peter reported that the actual BBQ was lent by the Truckee Rotary at no charge. He informed that Rotary accepts donations and suggested that the Association make a donation. Peter moved to make a donation of \$300 to Rotary for use of the BBQ. Ron seconded, and the motion carried unanimously.

## **X. Schedule date of next meeting – Board and annual**

The next meeting was scheduled for Saturday October 26 at the airport at 10 a.m. with the annual to follow at 11 a.m. in the same location.

## **XI. Adjournment**

There being no further business the meeting was adjourned at 7:11 p.m.

## **XII. Executive session**

No executive session was held.

Prepared by,

Kimberly Sperlin  
Property Manager