

APPROVED

CARNELIAN WOODS TOWNHOUSE ASSOCIATION

TO: CARNELIAN WOODS BOARD OF DIRECTORS
FROM: ALEX LUKASH, BOARD SECRETARY
SUBJECT: BOARD MEETING OF NOVEMBER 15, 2008
CARNELIAN BAY, CA. 96140

CC: PROJECT MANAGER, JOE KRAUSE

The meeting was called to order at 9 am by board president, Lee Shuff.
Members Present: Shuff, Lukash, Okumura, Simcoe, Hubachek, Thomas, Terry (by phone), Sullivan (by phone), Dworsky (by phone).

Project Manager: Joe Krause

1. APPROVAL OF MINUTES 9-20-2008

- a. Motion to approve: Hubachek; 2nd Okumura; Abstain Simcoe. Minutes approved.

2. TREASURERS REPORT (DAVE SULLIVAN)

INCOME STATEMENT (12 MONTHS ENDING 9-30-08)

- a. Tree removal costs were \$14,700 above budget.
- b. Pool repair costs were \$4,968 above budget.
- c. Property taxes were \$323 above budget.
- d. Utility costs were \$7429 above budget.
- e. The year ended with expenses \$10,737 above income.
- f. G. Simcoe felt that the association needs better tracking of accounting expenses, especially on special assessments.
- g. L. Terry felt that physical inspection of invoices needs to be tightened up.

Motion to approve income report: Hubachek; 2nd - Okumura
Motion approved.

BIDS FOR ACCOUNTING SERVICES

A proposal is being developed by a CPA in Truckee. More than one bid will be necessary. An accounting firm closer to the treasurers' home will also be considered.

DUES IN ARREARS (DAVE SULLIVAN)

- a. Four (4) units are in arrears in dues payments, interest charges and attorney's fees.
 1. Unit # 67 - a foreclosure resolution has been passed and sent to SRS services for processing.
 2. Unit #73 is \$1000 in arrears. Partial payments have been made.
 3. Unit #122 wanted to pay in two installments and have late fees waived; we will demand three installments, including all late fees and the dues of 1-1-09. If this is not done, foreclosure proceedings will be started by CWTA.
 4. Unit #54 is \$1656 in arrears.
 5. Unit # 19 has contested late fees of \$107. This is a delinquency of a 10-07 billing that was not received on time.
 6. Unit #34 is now current.

3. MEASURE A TAXES (CRAIG THOMAS)

a. The school board has informed CWTA that they do not have the authority to grant any exemptions outside of the language of Measure A. They recommend considering consolidating the lots in order to reduce the tax burden.

Leah Kaufman, a land use planner, informed us that Unit 7 has 86 lots, Unit 3 includes 37 lots and all of the structures on the hill.

Gary Furumoto feels that Unit 7 can be reduced into 5 parcels (plus or minus), but has not given a specific number. We would still be able to bank the development rights to these lots. However, in order to do this, a survey of the property would be necessary at a cost to be yet determined .

CWTA will continue investigating the possible consolidation of the undeveloped lots.

4. SECURITY COMMITTEE

a. A car, belonging to Unit#19 has been in the lot for 2-3 months. It is moved every week, so it does not violate any rules concerning long term storage. These rules may need to be amended in the future to ease lot clearing during the snow season.

5. INSURANCE COMMITTEE (Joe Hubachek)

a. No report.

6. ARCHITECTURAL COMMITTEE (Cary Okumura)

- a. Unit # 15 has had no engineering done on their window request. No progress has been made.
- b. Unit #7 has had permits issued for their shed addition but no work has been started yet.
- c. Unit #132 has received approval for a gas fireplace insert. Permits have been issued and a gas line has been run.

7. GOVERNMENT AGENCIES (GEOFF SIMCOE)

- a. No Report.

8. FORESTRY COMMITTEE (RUTH DWORSKY)

- a. All chipping of brush has been completed, burn piles around units 11-20 have been removed, and all logs have been removed from the end of Carnelian Woods Blvd.
- b. The logging work came in about \$4,000 above the estimated amount. The grant money is still in limbo, but the supervisor of the Sierra Fire Safe Council has sent in a request that our grant funds be released for immediate payment.
- c. The Conservancy properties next to our forest is full of manzanita; we will approach them to see if this can be remedied. Even though the state has no funds, the Conservancy could be eligible for a federal grant to mitigate the fire danger from their property.
- d. Bids will be obtained for raking and clearing of pine needles around the units in 2009. There is \$6,000 allocated in the budget for this work.

9. CAPITAL BUDGET (LES TERRY)

- a. Gary Furumoto of Sagan Design has prioritized the capital projects. The main one is the rebuilding of the lodge deck TRPA will accept a topographical survey around the deck area before issuing a permit. Permits will be around \$3,600. We will attempt to get three bids for the project.
- b. The # 2 priority will be replacing damaged coping tiles around the pool and doing any necessary fiberglass repairs.
- c. The under soffit repairs needed are mostly cosmetic, but the heat boxes on the lower units need more serious repairs.
- d. The path lighting project will be put on hold.
- e. A state mandated reserve study will be done next week with an on-site inspection.

Motion to get permits for the deck project and to proceed -Terry; 2nd-Hubachek
Motion approved.

10. PROJECT MANAGER'S REPORT (Joe Krause)

a. Unit #32 has not proceeded on an adjacent shed purchase. The proposal is now seven years old. The proposal has now been tabled.

b. Maintenance plans for 2008-09 include under unit repairs, repair work on unit entry steps, entries, and rail caps, entry hand rails, and snow removal.

c. Damaged pathway railings by the lower units are being replaced by Alpine Fence. Upper pathway railings will be repaired by staff.

d. Judy Antone is now the office manager; this frees up the rest of the staff to do necessary maintenance work. A weekly task schedule has now been set up for every staff member.

e. Staff vacation scheduled were discussed with the board. Judy is due a 4 day carryover into 2009. Joe Krause only took 1 week in 2007; he has requested a 5 day carryover into 2009.

Motion to approve Joe's vacation request - Shuff; 2nd Hubachek

Motion Approved.

f. Staff will have a pay and employment review every two months.

11. OLD BUSINESS

a. The April CWTA board meeting has been changed to 4-25-08, at 9AM at the lodge.

12. NEW BUSINESS

a. The annual board dinner will be held on 9-18-08 at GarWoods.

b. The CWTA website is now up and running. A survey of homeowners will be conducted on the site.

CONCLUSION

Board meeting closed at 11:35 am, meeting adjourned. Next Board meeting will be held on January 31, 2009 at 9AM at Carnelian Woods clubhouse.

Submitted:

Alex Lukash, Secretary
Carnelian Woods Homeowners Association
Unit #42
11-08-08

