

CARNELIAN WOODS TOWNHOUSE ASSOCIATION

TO: CARNELIAN WOODS TOWNHOUSE ASSOCIATION BOARD OF DIRECTORS
FROM: CARY OKUMURA, BOARD SECRETARY
CARNELIAN BAY, CA. 96140

SUBJECT: MINUTES OF BOARD MEETING OF Saturday August 10, 2019 @ the Lodge

The meeting was called to order at 9:00 AM by board president Mike Proffitt.

Members present: Proffitt, Okumura, Shuff, Barry, Fox

By Conference Call: Sullivan, Hubachek

Not in attendance: Simcoe, Duffy

Project Manager: Don Bemiss

Others in attendance: Kathy Witt, Heidi Paoli, Don Adams

1. Secretary's Report – (Cary Okumura)

- a. Approval of minutes for the previous BoD meeting of Saturday, June 8, 2019
- b. Motion to Approve June 8, 2019 minutes by Shuff, 2nd Barry; Motion approved
 - a. A small correction to Item 7 c: Grant adjacent to unit 130 and 12 a, iv: reference to CWTA, change to CWS to be incorporated.

2. Treasurer's Report – (Dave Sullivan)

- a. Financial Reports: May & June 2019 were discussed.
 1. Reporting format changed to be more understandable.
 - i. May 2019: Slight loss of \$7K; typical for this time of year.
 - ii. June 2019: Positive month \$23K
 2. Motion to approve May & June 2019 by Shuff, 2nd Fox; Motion Approved
- b. Future Monthly Financial Statements will be prepared by the McClintock firm, reviewed by Sullivan & Fox for BoD presentation. See CWTA approval of McClintock firm for accounting work (Item 13 d).
 1. Discussion of separating CWS income & expenses report & include summation into monthly reports.
 2. Consolidation of CWTA reserve banking accounts into one account (\$400K) facilitated by Perry & Dave.
- c. 2018-2019 Audit is in preparation
- d. No aging billings for these months.
- e. The Capitol Fund spreadsheet is still being developed based upon actual needs and projected expenses.

3. Security Committee – (Don Bemiss)

- a. Dumpsters continue, No other issues at this time.

4. Insurance Committee – (Greg Hubachek)

- a. Farmers has been informed that CWTA/CWS will use Don's contractor's license.
- b. Greg discussed future anticipated insurance valuations in light of recent wildland fires.

5. Architectural Committee – (Cary Okumura/Jack Venable)

- a. Jack has done some preliminary investigation with Placer County staff regarding the conversion of CWTA Storage spaces into HO bedrooms. The county has put this request on a lower level & will be addressed in the future
 - 1. Cary to develop a spreadsheet of all HO requests to the ACC per his knowledge, so as to create a historical record.

6. Government Agencies – (Tom Duffy) Not in Attendance

7. Forestry Committee – (Celia Barry)

- a. July 6th 'Rake Off' was successful with 15 participants.
- b. Celia has applied for a 2 year, \$8,750 Grant for the area behind unit 130 is in progress.
- c. Celia in investigating a designation of "Best of the Basin" for CW.

8. Hospitality Committee – (Kathy Witt for Denice Courtney)

- a. The Homeowners Potluck dinner will be tonight at the Lodge.

9. Local Outreach - (Kathy Witt)

- a. Kathy & Diane met with Kansas McGovern? regarding several proposed bike paths affecting CW
 - 1. The intent would be to advocate for the least public use impact on CW.
- b. It was suggested that CWTA be represented at TRPA & other public agency meetings.

10. Communications Committee – (Mike Proffitt)

- a. The current July issue was distributed & on the Website.
- b. The HO Roster to be updated at the HO Meetings as we have had 22 new recent owners

11. Strategic Plan – (Lee Shuff)

- a. Work continues on identified issues: Things that will/may impact CWTA.
 - i. 2 Year Budget, Consolidate reserve bank accounts (done), CW future Capital Expenses, Future Capital Reserve & Expense estimating, BoDs contingency & succession planning.

12. Project Managers Report (Don Bemiss)

- a. PM report for August;
 - i. Asphalt walkways, pool pump house equipment repair, 3 trash enclosures, upgrade 16 unit balconies, lodge roof leak, defensible space/pine needle clean up, work area fencing, BMP maintenance work as a result of on-site meeting with TRPA Joan Douglas.
 - ii. CWS: unit 13 complete, unit 16 to start.

13. Old Business

- a. HOs packets were sent out for September 14th HOs Meeting
- b. BoD members were tasks to contact all HOs to encourage HO Meeting attendance; done.
- c. Don has reviewed alternate food service/catering. Marle is still the best choice.
- d. The accounting firm McClintock to be contracted to do accounting and monthly reports for approximately \$600 per month.

- i. Motion to contract: Barry, 2nd Shuff; Motion approved.
- ii. Yearly Auditing is still separate & to be reviewed.

14. New Business

- a. Board Member job description draft was completed by Celia
 - i. Other BoD descriptions being developed.

15. Closed BoD Session

- a. Compensation for staff were reviewed
 - i. Motion to adjust compensation; Shuff, 2nd Okumura; Motion approved

16. Next Board Meetings

- a. BoD Saturday September 14th 9 AM
- b. HO Meeting Saturday September 14th 1 PM
- c. BoD Sunday September 15th 9 AM

Motion to close Board Meeting; Shuff, 2nd Fox; Motion Approved, at 11:30 AM.
Cary Okumura, Secretary CWTA