

# 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 June 8, 2019 @ the Lodge**

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

Members present: Proffitt, Okumura, Shuff, Simcoe, Barry, Hubachek

By Conference Call: Sullivan, Duffy, Fox

Project Manager: Don Bemiss

Others in attendance: Jack Venable

### **1. Secretary's Report – (Cary Okumura)**

- a. Approval of minutes for the previous BoD meeting of Saturday, February 9, 2019
  - 1) Motion to Approve February 9, 2018 minutes by Barry, 2<sup>nd</sup> Sullivan; Motion approved

### **2. Treasurer's Report – (Dave Sullivan)**

- a. Financial Reports: January, February, March April 2019 was discussed.
  - 1. Motion to approve by Shuff, 2<sup>nd</sup> Barry; Motion Approved
- b. Future Monthly Financial Statements were discussed in order to be compliant with recent State of California law SB192 regarding fiduciary responsibility by associations.
  - 1. The law requires 2 board members to review and accept monthly financial reports.
  - 2. The Budget Committee; Sullivan, Perry, will work with Don Bemiss and Serge to construct a financial reporting form to report to the board monthly income and expenses.
  - 3. The committee will investigate the hiring of a local accounting firm, (Proffitt contacted the McClintock firm from a reference from Brian Hanley). The firm may help the association, whether part or full time to make CW compliant with the law. A tentative cost estimate will be in the \$612 per month expense range.
    - i. Motion to investigate hiring of a firm by Shuff, 2<sup>nd</sup> Simcoe; Motion Approved
- c. Quarterly dues have increased as a result of the last Homeowners meeting vote, September 2018.
- d. 2018-2019 Audit is in preparation and due June 14th: Serge worked on preparing data for the auditing firm.
  - 1. Current expense for auditing is \$8K/\$10K per year.
- e. Thanks to Sullivan for renegotiating Mutual of Omaha Variable Loan to a Fixed Rate Loan. The monthly increase is less than the 5.25% increase we would have experienced if the loan was not renegotiated.
- f. Sullivan suggested to the board that no increase in quarterly dues be proposed to the homeowner's in the 2019/2020 Proposed Budget at the upcoming annual September Homeowner's Meeting. However the following year may have an increase (maybe 5% as deemed appropriate).
- g. The Capitol Fund is still undetermined until CWTA gets a better handle on monthly financial reports.

### **3. Security Committee – (Don Bemiss)**

- a. No issues at this time.

### **4. Insurance Committee – (Greg Hubachek)**

- a. The Farmers insurance premium will go up \$5K per year. CWTA received all insurance credits available
  - 1. The insurance company's position is that the values of the buildings and property have increased (the current rebuild cost is \$238/SF), and that the association had insurance claims in 2 of the last 3 years. Farmers suggested that replacement value be at \$325/SF. It was noted that if there were a catastrophic event the entire North Shore would probably be gone.
  - 2. Greg suggested that an increase to \$250/SF is an intermediate position for 2020 to increase the association's replacement SF value to Farmers.
    - 1. Motion by Hubachek, 2<sup>nd</sup> Shuff; Motion approved.
      - a. The increased SF valuation would increase our insurance premium another \$1100/year.
    - 3. Greg to investigate insurance affect if Don is a licensed General Contractor to CW.

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

- a. Jack has done some preliminary investigation with Placer County regarding the conversion of CWTA Storage spaces into HO bedrooms. There were 14 storage spaces, 7 have a Placer County permit. Don suggested that we have 16 storage spaces. Many have been done without proper legal titles, boundary adjustments.
  - 1. Cary to develop a spreadsheet of all HO requests to the ACC for improvements so as to create a historical record.

### **6. Government Agencies – (Tom Duffy)**

- a. The Martis Valley and the Squaw Valley lawsuits continue.
  - 1. The Martis lawsuit contents an inadequate provision for emergency evacuation in a fire event. The lawsuit is in the Appellate Court process.
- b. The Tahoe area may experience power shutdowns in the event of a major fire.
- c. Affordable housing in (California) and the Tahoe area is a major issue. There is proposed legislation to allow HOs to build an additional housing unit on their property.
- d. Local school districts are proposing another increase in property owners Parcel Tax.

### **7. Forestry Committee – (Celia Barry)**

- a. July 6<sup>th</sup> is scheduled for the annual 'Rake Off'.
- b. CWTA's designation as the only "Fire wise USA Community" in the Tahoe area and is a significant recognition.
  - 1. Celia also applied for TRPA "Best in the Basin" award.
- c. Celia has applied for a 2 year, \$8,750 Grant for the area behind Unit 130.
- d. The Conservancy is scheduled to do fire prevention work this year.

- e. There is a complaint that paper ashes/char is coming from Unit 146 or 147 fireplaces. Don to investigate and recommend stoppage.
- f. It was noted that NTFPD may do controlled burns near CWTA.

**8. Hospitality Committee – (Denice Courtney) not in attendance**

**9. Local Outreach - (Kathy Witt)**

- a. Kathy forwarded information on proposed walking Trail Maps affecting CWTA. Maps were reviewed and she recommended that Trail Map 3 best represents CW interests and would be our position at Local Agency meetings.

1. Motion that Trail Map 3 represents CWTA at local agency meetings by Hubachek, 2<sup>nd</sup> Barry;  
Motion Approved.

- b. It was suggest that outside guests may attend CWTA Meetings. It was deemed acceptable with time limits for their presentation or discussion.

**10. Communications Committee – (Mike Proffitt)**

- a. The next issue will be in 2 weeks. Information regarding the Rake Off, pool use, tennis & pickle ball courts will be included.

**11. Project Managers Report – (Don Bemiss)**

- a. Snow has finally stopped.
  - i. Damage to lodge entry, roof leak, flu and pool pump house.
- b. CWS remodels continue, #13 & #154
- c. Lodge grounds pool tennis courts being readied for Memorial Day.
- d. Balcony replacement continues (38 scheduled), lodge fencing to be extended & rebuild garbage enclosures.
- e. It was recommended that training be provided for staff for existing defibrillation unit in the lodge. Harassment training & Background checks are needed (when in contact with Children).

**12. Old Business**

- a. The Strategic Plan 2018 & Beyond; Lee discussed & identified issues.
  - i. Budgeting, income & expense reporting
  - ii. Future issues: CWS income from outside clients, bike racks, kayak storage, zip lines, open space use for income, electric charging stations and solar panels on lodge roof.
    - 1. If any of these created income, would the Nonprofit status of CW be affected?
      - a. Not if put into CW general or operating accounts.
  - iii. Succession plan for BoD members?
  - iv. Long term; what if CWS goes away?
  - v. Each board member to call HOs to increase HO attendance at annual meeting.

**13. New Business**

- a. Board of Directors positions up for renewal/replacement voting during the upcoming September 14<sup>th</sup> Annual HOs Meeting.
  - i. Hubachek, Barry, Fox (replaced departed Craig Thomas' position). All indicated that they will re-run for these BoD positions.
    - 1. Bios are needed to be included in Homeowners Mailing Packets.
- b. Mike, Lee, Dave, Serge met with Brian Hanley to review CW mailing packet information for HOs including voting instructions.
- c. Don to investigate food caterers/food trucks for Friday board member dinner and Saturday homeowner dinner.

**14. Next Board Meetings**

- a. Next BoD Meeting August 10, 2019; 9AM at the Lodge.

Motion to close Board Meeting by Barry, 2<sup>nd</sup> Hubachek; Motion Approved, at 11:30 AM.  
Cary Okumura, Secretary CWTA