

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 November 2, 2019 @ the Lodge

The meeting was called to order at 9:00 AM by Board President Mike Proffitt.

Members present: Proffitt, Okumura, Shuff, Simcoe and Fox

Members by phone: Sullivan, Barry, Witt

Member not in attendance: Hubachek

Project Manager: Don Bemiss

1. Secretary's Report – (Cary Okumura)

- a. Approval of minutes for the previous: BoD meeting of Saturday, September 14, 2019

HOA meeting of Saturday, September 14, 2019

(This HOA meeting minutes will be approved at the next HOA meeting Sept. 12, 2020)

BoD meeting of Sunday, September 15, 2019

- b. Motion to Approve the above Minutes by Shuff, 2nd Barry; Motion approved, Abstain by Sullivan (He did not receive Record Copy distribution 10/31/19)

2. Treasurer's Report – (Dave Sullivan)

- a. Financial Report: August 2019 was reviewed. Good month +\$28K

- b. Financial Report: September 2019 was reviewed. Represents end of fiscal year. Normal & expected, +\$5K

1. Question was raised re: CWS reporting as a separate report including billed Receivables. Discussion resulted in that more time and effort would be required & a need to reconcile billed receivables vs actual dollars received. It was determined to leave as currently included in monthly reports.

2. Motion to approve August & September 2019 Reports: Fox, 2nd Shuff; Motion Approved

- c. The proposed Quarterly Report Format developed by Alice of McClintock, Serge, Dave & Fox was presented. Capital Reserve fund to be included with intention to add \$17K /month = \$204K/year.

1. This is a work in progress & may be adjusted.

2. The newly created Capital Reserve bank account will have a bank statement in November.

- d. A new CWTA Financial Review Policy & Procedures to meet the new State requirements to be develop by Sullivan & presented to the board at the February 2020 BoD meeting.

1. Sullivan & Fox to review; Barry to be the alternate reviewer.

3. Security Committee – (Don Bemiss)

- a. No major issues. Minor dumpster issues continue; contractors & subs instructed to use their own disposal methods & not use CWTA dumpsters.

4. Insurance Committee – (Greg Hubachek) Not in Attendance

5. Architectural Committee – (Cary Okumura)

- a. No new ACC requests.
- b. Cary to develop a spreadsheet of all HO requests to the ACC per his knowledge, in progress; approximately 50% done.
- c. Don noted that Unit #53 is installing a hot mop shower pan & a building permit should be acquired. Don to follow up.

6. Local Outreach/Government Agencies – (Kathy Witt)

- a. STR (Short Term Rental) ordinance to be finalized 11/19/19 & become effective 1/1/2020.
 - 1. Discussion regarding CWTA filing for condo/association Exemption. It was determined that individual unit owners (40% - 50% of units) &/or their rental agencies need to deal with conformance. Thanks to Celia for her input.
- b. Bike Path affecting CWTA; Kathy to schedule the agency representative to present her proposal to the board, February or May BoD meeting.

7. Forestry Committee – (Celia Barry)

- a. Celia finalized renewal of 'Firewise' designation. We were not selected as "Best in Basin" (already meeting expected requirements)
- b. The next Rake Off is scheduled for Sat. June 27, 2020 @ 9AM.
- c. Don is removing dead trees & removing brush as part of normal maintenance.

8. Hospitality Committee – (Cat Fox)

- a. Below are the events the Hospitality Committee would like to host in the first quarter. I plan to follow up with Serge to verify the lodge will be available.

December 28, 2019	Homeowners Holiday Mixer	Drinks and Appetizers/Light Fare
February 1, 2020	Soup-er Bowl	Soup 'Competition'
Next Quarter:		
May 2, 2020	Dos de Mayo Party	Potluck
June 27, 2020	Rake-off Party	Support Forestry Committee
Summer Events:		
July	Mini-Golf Invitational	
August	Pool Party	

9. Communications Committee – (Mike Proffitt)

- a. The updated Roster (as recently updated) is now on the website.
- b. The next "Communicator" is scheduled prior to Thanksgiving.
- c. Perry volunteered to monitor updated info for the Website.

10. Strategic Plan – (Lee Shuff)

- a. Lee is updating Strategic plan info including HO responses raised at the meeting. A Round Table of interested HO to be scheduled. The effort intent is to address CWTA broader issues & prioritize.

- i. The Capital Expenditure spreadsheet will be updated with actual expenses as known.
- ii. Perry's friend Greg Traxler will come to the 2/1/20 BoD meeting to present & discuss possibilities for our undeveloped lots (perhaps in phases).

11. Project Managers Report (Don Bemiss)

- a. PM report for September/October;
 - 1. Unit #16 remodel completed, 38 balconies this year/78 remaining, winterize tennis courts, tree removal & stump grinding, walkway sealing, Pavilion rental @ \$2400/mo., work area fencing, bat exclusion sealing at #120- #135. Housekeeping will no longer be available to units.
 - 2. It was suggested that notification to units of upcoming work affecting them be provided.

12. Old Business

- a. Celia & Mike prepared job descriptions to be reviewed by BoD for comments.
- b. State Law requiring Capital Reserve Study (every 3 years) to be implemented. The last/initial report was completed in 2017.
 - 1. It is necessary to find another service provider. To be discussed at the next BoD meeting.
 - 1. The Browning firm in Nevada was suggested.
 - 2. Motion to Implement a Capital Reserve Study; Fox, 2nd Witt; Approved. Shuff abstain as he was unable to open the distributed document.
 - 1. The report will become available to HO in the 'owners only' area of the website.

13. New Business

- a. Tom Duffy has resigned from the BoD. Kathy Witt has accepted the position. Tom was also Asst. Secretary.
 - 1. Motion to accept Kathy Witt to replace Duffy on the BoD and be Asst. Sec.; Fox, 2nd Shuff, Approved.
- b. Discussion regarding ideas/questions to improve services available to HO's raised during the September HOA meeting to be addressed by Mike.
 - 1. A Survey/Questionnaire may be used. Interested HO's may volunteer to contribute.
- c. Senate Bill 326 was discussed (balcony inspections every 9 years). It was determined this is already being done.

14. Next Board Meetings

- a. BoD Saturday February 1, 2020; 9 AM

Motion to adjourn Board Meeting; Shuff; 2nd Simcoe; Motion Approved, at 10:45 AM.
Cary Okumura, Secretary CWTA