

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 February 1, 2020 @ the Lodge

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

Members present: Proffitt, Okumura, Barry, Sullivan, Simcoe & Fox

Members by phone: Hubachek, Shuff & Witt

Guest: Cat Fox

Project Manager: Don Bemiss

1. Secretary's Report – (Cary Okumura)

- a. Approval of minutes for the previous BoD meeting of Saturday, November 2, 2019
- b. Motion to approve: Simcoe, 2nd Barry; Motion Approved

2. Treasurer's Report – (Dave Sullivan)

- a. Financial Report: October 2019 was reviewed. Good month
- b. Financial Report: November 2019 was reviewed. Good month
- c. Financial Report: December 2019 was reviewed. Good month
 1. There are still EXCEL formatting errors in the reports.
 - i. Corrected Financial Reports were resent to BoD members by Dave on 2/10/20.
 2. Motion to approve October, November & December 2019 Reports contingent on receipt of corrected reports : Shuff, 2nd Fox; Motion Approved
- d. A separate Capital Reserve Account was created at Merrill Lynch. \$290K was moved from Wells Fargo and \$100K is planned from Mutual of Omaha to this new account. This is a 3 month CD @ 1.8% APR.
- e. There were no HO Dues delinquencies of note.
- f. A separate Carnelian Woods Services Report (income & expenses) was distributed; YTD income of \$48K.
- g. A DRAFT Carnelian Woods Finance Committee Policy (regarding members and responsibilities) was distributed for BoD review. A final will be presented for approval at the next BoD meeting.

3. Security Committee – (Don Bemiss)

- a. Quiet. Minor dumpster issues continue.

4. Insurance Committee – (Greg Hubachek)

- a. We have a new Insurance Broker; R N Nelson in Fair Oaks. This is the renewal season with a quote expected in March. Greg & Celia are responding to the insurance questionnaire in reference to CWTA.
 1. Clarification questions about the Pavilion, condo/co-op style, E & O & lodge storage to be resolved.
 2. We expect this quote to represent CWTA preference to increase the valuation to offset a potential catastrophic loss, such as fire event.

5. Architectural Committee – (Cary Okumura)

- a. No new ACC requests.
- b. The historic spreadsheet of all known HO requests to the ACC, in progress.

6. Local Outreach/Government Agencies – (Kathy Witt in conjunction with Celia)

- a. STR (Short Term Rental) ordinance was reviewed.
 - 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 including fire inspection requirements. Reference the website: placer.ca.gov/6109/short-term-rental-program for more information
- b. Bike Path affecting CWTA; Kathy scheduled the agency representative, Kansas McGahan to present her proposal to the board at the May 30th BoD meeting.

7. Forestry Committee – (Celia Barry)

- a. Celia received recognition for \$643 from the last Forestry Grant
- b. The next Rake Off is scheduled for Sat. June 27, 2020 @ 9AM.
- c. The forest & trees are in good shape.

8. Hospitality Committee – (Cat Fox)

- a. December mixer was moved from the Lodge to the Fox's unit due to a lodge plumbing issue. the next is Soup-er Bowl, followed by Dos de Mayo Party, others to follow

9. Communications Committee – (Mike Proffitt)

- a. All new HO's have been sent a Welcome letter
- b. The HO's Roster has been updated and a Master email list has been created.
- c. The next "Communicator" is scheduled for February.

10. Strategic Plan – (Lee Shuff)

- a. A DRAFT Capital/Expenditure Reserve spreadsheet was distributed for BoD review: projecting from 2019/2020 to 2024/2025 with the intent to fund at \$204K per year. This spreadsheet is a work in progress.
- a. A request to HO's to support Strategic Planning was requested by Lee. 4 HO's responded
- b. Lee is updating Strategic plan info including HO responses raised at the HO's meeting.
 - 1. Electric charging station issue supported by Don Adams
 - 2. Lee reviewed previous year's strategic issues.

11. Project Managers Report (Don Bemiss)

- a. PM report for February;
 - 1. Unit #113 kitchen remodel completed; on-going snow removal at roadways and walks, Lodge sewer back-up repair.
 - 2. Bats are back in #146. Western Bat is scheduled to do bat exclusion work @ #143 - #155. \$40K with 2 year warranty.

3. Staff safety meeting was held & CPR certification to occur

4. Misc. unit work is on-going.

5. Marlies will cater the BoD & HO meetings in September.

12. Old Business

- a. A Capital Reserve Study (every 3 years) to be implemented. The last/initial report by Association Reserves was completed in 2017 @ \$2900.

1. It is necessary to find another service provider.

- a. The Browning Reserve Group in Nevada to be contacted (Mike distributed a services agreement to various BoD members on 2/18/20).
- b. The BoD Capital Reserve members to work closely with them to provide a more relevant & accurate study.

13. New Business

- a. None

14. Next Board Meetings

- a. BoD Meeting; Saturday May 30, 2020; 9 AM

Motion to adjourn 2/1/20 Board Meeting; Barry; 2nd Sullivan; Motion Approved, at 10:45 AM.
Cary Okumura, Secretary CWTA