

# 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 7, 2021**

The meeting was called to order at 9:17 AM by Board President Mike Proffitt.

Members present: Proffitt, Okumura, Barry, Fox, Hubachek, Swanson, Cleland, and Shaw

Members by phone: Sullivan

Attend by phone as guests: Don Adams, Paul Gendron

Project Manager: Don Bemiss

An Executive BoD Session preceded the formal 8/7/21 BoD meeting

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

- a. Approval of minutes for the previous BoD meeting of Saturday, May 22, 2021

- a. Motion to Approve: Barry, 2<sup>nd</sup> Shaw; Motion Approved

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

- a. Monthly Financial Reports prepared in conjunction with McClintock for May & June of 2021

- 1. May 2021: Utilities were over budget, pest remediation impacting costs & Capital Reserve Fund
  - 2. June 2021: Some revenue loss due to Capital Reserve use
    - i. Will need to replace Capital Reserve Fund expenditure
  - 3. Motion to approve May and June 2021 monthly reports: Shaw, 2<sup>nd</sup> Hubachek; Motion Approved
  - 4. Perry raised a question that addressed the condition that currently our Operating Cost & our Capital Expenditure Costs are paid out of our single checking account (Money Market Acct)
    - i. It was suggested that they be separated for tracking purposes. A separate account will be implemented for our Capital Reserve Fund expenditures.

### **3. Strategic Plan – (Perry Fox)**

- a. Perry distributed a proposed Capital Reserve Expenditure/Income spreadsheet for October 2021 to 2022 and 2023 which showed a current 2021 negative Capital Reserve Allocation of -\$167K.

- 1. Included was a proposed Capital Reserve Fund accounting running from 2021 out to 2027.

- b. This negative would be offset with a Capital Reserve Allocation increase of \$120K in 2022 & \$128K in 2023.

- 1. It was noted that the board has the authority by the current Davis Sterling Act to increase HO dues up to 20%
  - 2. Our proposed increase would be 3% to the Homeowners dues.
  - 3. Our current Special Assessment (for siding, etc.) which began in 2012 will end in 2029 (8 more years).

#### **4. Project Managers Report – (Don Bemiss)**

- a. Bat remediation is complete; however, the bat problem persists in 5 units (up the hill). Western Bat will be here Aug 16<sup>th</sup> for follow up.
- b. The annual Rake Off in July was successful & Don's crew was noted as being very helpful.
- c. Unit balcony replacements will be complete (193 balconies) in October 2021. Replacement of front stairs are next.
- d. Lodge, pool & spa are currently open for use. Future Placer County restrictions due to Covid 19 are unknown.
- e. CWS Remodel work on Unit #21 is proceeding.
- f. Bear damage to dumpster enclosures continue to be a problem.
  - 1. Users are not properly securing dumpster lids. 2x weekly pick up seems to help.
- g. Parcourse station #16 bench is repaired.
- h. Thinning of Deer brush & Manzanita behind Units #122 - #135.

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

- a. Greg sent to BoD members CWTA Claims history (at the request of George & good information to have). We had one claim in since 2009.
- b. Greg discussed the possibility of lower premiums by raising our deductible, approximate savings would be \$7K per year.
- c. A brief discussion regarding the BoD personal liability (beyond Errors & Omissions) regarding the recent Florida Condo tower collapse. Prudent & reasonable effort by the board seems to indicate our BoD decisions are such with no nefarious intent.

#### **6. Architectural Committee – (Jack Venable) Not in attendance**

- a. ACC & BoD determinations for Unit #76 are Recorded in the approved May 22, 2012 Meeting Minutes

#### **7. Local Outreach/Governmental Agencies – (Fran Swanson)**

- a. A Placer County 45-day (from 7/27) moratorium on issuance of any STR permits. Existing permits will be allowed to apply for renewal. Processing of STR permit applications will continue if submitted 24 hours prior to the above date.
- b. The Bike Trail (3<sup>rd</sup> phase, no current funding) affecting CW is still in progress. Best guess for construction will be 2028-2030

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

- a. The successful Rake Off occurred Tuesday July 6<sup>th</sup> with 14 participants & help from CW Staff
- b. North Tahoe Fire and the Tahoe Conservancy confirmed that Carnelian Creek treatment project will occur in 2022. A map was sent to board members.
  - 1. The Conservancy project encompasses the entire CW property except for 100' defensible space around buildings & tennis courts.
  - 2. CW may need to execute an agreement with NTF if supplementary funding is needed.

3.NTF is awaiting the agreement with the Tahoe Conservancy. If accepted field preparation can occur this fall.

**9. Hospitality Committee – (Cat Fox) Not in Attendance**

- a. Once the State moves to more lenient Covid 19 restrictions, events can then be planned

**10. Communications Committee – (Karen Cleland)**

- a. The next “Communicator” will go out after 8/7 BoD meeting.
- b. Karen requested info re: CW Website since we have no current webmaster (see Serge).
  - 1.A suggestion was made to add a web page for Forestry.
- c. Karen will need a replacement committee member

**11. Old Business**

- a. Discussion of upcoming Annual Homeowners Meeting for Saturday September 11<sup>th</sup> and BoD meetings prior to and after is pending Placer County Covid 19 & Delta Variant determinations. Meeting may be Live, ZOOM, hybrid or other. Food & beverage determination is currently unknown.

**12. New Business**

- a. Compliance with SB 323 - Celia reported that HOAs are required to adopt new election procedures to comply with SB 323. While our election in 2020 fell under these rules and we complied, we still have to adopt the new procedures. The DRAFT procedures were briefly looked at and Celia will consult with the association's attorney to ensure that the procedures comply with SB 323.
  - 1.Motion: To adopt SB 323 Election Process; Hubachek, 2<sup>nd</sup> Swanson; Approved
- b. 3 board member terms are up for election. We have 5 homeowners running for these three positions.
  - i. An Elections Inspector is required by law for vote tabulations.
- c. Annual Homeowners Packet: will be mailed beginning 8/9
  - i. Plan of Record Budgets for 2021, 2022 & 2023 will be included.

**13. Next Board Meeting**

- a. September 11, 2021: Pending Placer County Covid 19 & Delta Variant determinations.

Motion to adjourn the August 7, 2021 Board Meeting at 11:18 AM by Barry; 2<sup>nd</sup> Fox; Motion Approved.

Cary Okumura, Secretary CWTA