

# **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 April 23, 2022**

The meeting was called to order at 9:06 AM by Board President Celia Barry.

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

Members by phone: Sullivan

Others by phone: Jack Venable, ACC chair

Project Manager: Don Bemiss

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

- a. Approval of minutes for the previous BoD meeting of Saturday, January 29, 2022
  - a. Motion to approve: Fox, 2<sup>nd</sup> Proffitt; Motion Approved
  - b. Diane Hopkinson will be the Secretary back up.

### **2. Treasurer's Report – (Perry Fox)**

- a. Monthly Financial Reports: March, 2022. Working with McClintock for upcoming months.
  - 1. March 2022: Budget is fairly healthy overall.
    - i. CWS revenues over expenses equaled \$34K. CWS is expected to generate income in the future.
    - ii. Overall staff expenses & vehicles expenses were slightly above budget.
      - 1. CW had a \$34K increase in revenues versus \$59K in expenses.
      - 2. There is some confusion regarding ADP accounting. Perry & Serge to clarify.
      - 3. Bat remediation had a negative impact on the budget.
    - iii. Perry is transitioning monthly reports from Dave.
  - 2. Perry discussed Capital Reserve Fund status;
    - i. We anticipate to fund our Capital Reserve Fund Account to \$43K each quarter & determined at each quarter. We have \$253K to date in our Capital Reserve.
    - ii. A new Capital Reserve Fund Account will be established & separate from our CW Expenses account.
    - iii. Perry will meet with McClintock to review our accounting practices.
  - 3. Motion to approve March 2022 monthly report & Capital Reserve Fund account: Proffitt, 2<sup>nd</sup> Hubachek; Motion Approved

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

- a. Remodel work for #134, 19, 23 complete. Units #50 & 54 had water damage.

- b. Finished up snow removal for the season. Pool is being prepped for HO's use.
- c. Employee training meetings for Safety. New staff hiring is difficult.
- d. Pavilion lease was renewed in March @ \$2750/month.
- e. Front entry steps replacement is being costed. There is concern that this is an unbudgeted item & to be determined how to cover the costs. Some discussion regarding reallocation of other budgeted items.

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

- a. Renewal of insurance will require an increase in our premium. Overall increases in California due to fire & reconstruction costs. Auto premium increase & overall can be mitigated with an increase in our deductible. Greg will investigate an added Umbrella Policy to our coverage. A question was raised whether our Firewise designation can have an impact on our coverage.

#### **5. Election Procedure – (Celia Barry)**

- b. Mike to work on preparation of next year's Election Packet in order to meet new state timing guidelines.

#### **6. Architectural Committee – (Jack Venable)**

- a. No current news regarding #76 Gendron remodel.
- b. New request for window addition Units #16 & #58. The board reviewed the ACC recommendations regarding other unit view, structure & materials.
  - 1. Motion to Approve: Proffitt, 2<sup>nd</sup> Hopkins; Motion Approved.
- c. New ACC Guideline timeline is extended.
- d. The ACC needs one more committee member. HO's are to be considered.

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

- a. The Martis Valley-West development project is currently a dead issue due to California CEQA issues.
- b. The Resort Triangle Trail & 12 other projects were approved by the Placer Co. Bd of Supervisors. TRPA received \$29M for various projects (water infrastructure, watershed mgmt., forest health, aquatic invasive species & SR 28 infrastructure).
- c. Short Term Rentals (STR) Ordinance (30 nights minimum per year) differing issues continue.
- d. TART Microtransit bus transit pilot program will include Carnelian Bay.
- e. The SR 28 & SR 267 intersection Roundabout is moving forward.
- f. Fran met with Kansas McGahan regarding the bike path connecting Tahoe Vista to the Dollar Point trail. Currently the focus is on segment one of this path which will not affect us. Work is expected to begin on this segment in 2023 or 2024.
- g. Specific information & links will be included in the CW "Communicator"

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

- a. At the beginning of the board meeting representatives from NTFPD FM Brent Armstrong & April Shackelford along with Brian Hirt (by phone) of the Conservancy and their \$253K Partnership discussed the upcoming fire prevention-remediation work that will encompass the Conservancy's 200 Acres and

CW's 70 Acres including the Creek excepting 100' defensible space around buildings that is CW responsibility. August is the expected start with completion before winter.

1. CW needs to complete a 'Right of Access Agreement'.

**9. Hospitality Committee – (Cat Fox)**

- a. Cat is considering a CW 50 Year Anniversary event.

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

- a. The "Communicator" will come out in May.
- b. A Website overhaul through our current webmaster would cost \$3360 & \$250/month maintenance. The updated Website would have a homepage & 8-10 additional pages.

1. Motion to Approve costs: Fox, 2<sup>nd</sup> Proffitt; Motion Approved.

- c. Consideration for inclusion: Possible future hospitality event survey & DRAFT BoD meeting minutes.

**11. Old Business**

- a. BoD meeting dates are: 7/16/22, 9/24/22 (moved from previous 9/17) and Annual Home Owners Meeting 10/22/22 with committee assignments 10/23/22.

**12. New Business**

- a. CW must comply with new state requirements for homeowner notifications.

**13. Next Board Meeting**

- a. Next BoD Meeting; Saturday July 16, 2022; 9 AM at Lodge.

**Closed Board Meeting;** Discussion and approval of Staff Compensation.

Motion to adjourn the April 23, 2022 Board Meeting 11:34 AM; Hubachekt; 2<sup>nd</sup> Swanson; Motion Approved.

Cary Okumura, Secretary CWTA