

Finalized with edits at 7/29/23 Board meeting

Minutes of the Carnelian Woods Open Board Meeting

April 29, 2023

Board Members Present: President Greg Hubachek, Vice President Celia Barry, Treasurer Perry Fox, Secretary Pro-tem Diane Hopkinson, Members: Mike Proffitt, Fran Swanson, Karen Cleland

Homeowners Present: #54 John West, #113 Sean Cross, #135 Michael Jones, #36 George Shaw (Emily), #11 Rich Henthorn, #52 Marion Proffitt, # 111 Heidi Paoli

Zoom Participants: #24 Don Adams, #2 Nystroms, #147 Kevin Casey, #125 Segardos

Agenda

1: The meeting was called to order at 9:00 by President Greg Hubachek

Greg acknowledged the passing of our Secretary, Cary Okumura. Mike Proffitt gave an update from the family. We will have a memorial at the next Homeowners meeting in the fall.

The Board and participants introduced themselves

2: **The Open Meeting Act Under Davis Stirling** (doc) Celia Barry presented the information that gives guidelines on Agendas and open forum meetings. There were questions about the January 28th meeting that was deemed not an open meeting due to technical difficulties. Mike Proffitt made a motion that the meeting be deemed informal, Perry Fox seconded the motion and it passed. Minutes from the meeting were presented as a draft and not voted on.

3. **Open Forum:** Several homeowners present stated they were participating today because they would like to become more involved with the HOA and its operation.

There were concerns brought forth about our finances and the stability of our management.

Concerns about past due assessments were discussed.

Concerns about communication and abiding by California Laws and good faith regarding HOA meetings.

4. **Minutes** from the October 22, 2022 & October 23, 2022 meetings were approved. (Mike Proffitt moved, Perry Fox 2nd)

5. **General Manager's Report:** (doc) Don and his staff were thanked for handling the extreme winter. Plowing and shoveling of walkways was done efficiently. Delays on CWS projects were delayed due to the weather.

Roof damage will be put to a 3rd party for competitive bids. The roofs should be inspected every 5 years. Bids would be for inspections and then repairs.

Damage to the units due to ice and snow is yet to be determined. A claim with insurance has not been filed. It is hoped that only one claim will be filed after all damage is determined due to the \$25k deductible. When the snow has melted Don will inspect the outside of the units. Homeowners will be asked to inspect the inside. Our Carnelian Woods team will handle the repairs to the exteriors and others may be contracted to handle the interiors.

An increase to wages was discussed for one of the workers.

6. **President's report:** Greg will work with Don on formalizing an insurance claim as a priority. Homeowners with projects in the queue will be notified that their projects may be delayed while inspections are done.

We have extraordinary expenses coming up due to the winter. A report is recommended before the July meeting. This includes insurance deductible, inspection of the pool, raking and clearing trees all may be more than budgeted.

A motion was made by Celia Barry to cut a check for \$934.66 to Unit #151 to reimburse for carpet & padding due to water damage. Seconded by Diane Hopkinson. The motion passed.

A homeowner requested use of the Lodge for an event that would include alcohol. After checking with our insurance company, it was determined that the request will be denied. Even if private event insurance was obtained our Insurance would not cover any claims. Vote was unanimous.

Mike Proffitt moved that a homeowner requesting the waiver of the fee of \$30.00 for fire extinguisher inspection be denied. Perry seconded the motion and it was passed.

Possible ways to address extra expenses was discussed. A contingency assessment, in addition to the one for the siding came up. Possibility of a dues increase.

7. Treasurer's Report: (doc) A review of the report supplied pointed to the fact that monies borrowed from the Reserve Account will need to be paid back by July per bylaws.

Concerns about accounting procedures from Carnelian Woods Services was voiced. Signing of 1099's and reporting hours between CWHOA and CWS need to be addressed.

McClintock Accounting will provide an aging report on homeowners past due with dues. A 30 day notice will be sent and followed up on to collect late fees.

Bill.com is up and running. The writing of checks in most cases will not be needed.

Upcoming expenses include: Insurance deductible \$25k, vehicle \$10k, Loader \$2k

A motion was made by Greg Hubachek to close the Chevron Credit Card (\$55 per month) and use only the ATM card (no fee). Mike Proffitt 2nd and the motion carried.

Perry suggested some ideas for saving money: Keep the hot tubs covered until used. Avoid plowing unused areas and putting timers instead of sensors on outside lighting.

8. **Committees:**

- A. **Forestry:** Celia Barry reported that a review of our creek will be done this summer. It is considered a natural creek.
The Tahoe Conservancy took on our property because they share our borders. They consider us a single homeowner property.
A rake off will be scheduled for this summer.
Diane will attend a Firewise Community Event on May 23rd in Kings Beach.
- B. **Local Outreach:** (doc) Fran Swanson submitted a report with several links for information on Placer County doings. The Tahoe Vista boat ramp will open Memorial weekend.
- C. **Communications:** Karen Cleland reported that our Roster needs to be updated. When Teresa is back in the office, she and Diane will bring it up to date with information collected at the homeowner's meeting per Civil code 4041 on preferred method of contact. Those who did not respond will be mailed a form to complete.
- D. **Webmaster** George Shaw reported that we have had several hits on our website. Google Drive and groups are controlled by the Webmaster. A motion was made by Celia Barry to approve \$1,584.00 to add Executive Board and members for the annual expense to add Google Work Space. Diane Hopkinson seconded the motion and it carried.
- E. **Architectural:** (doc) Jack Venable and Dave Sullivan were not present. A report was submitted by email to the board. No new requests have been made.
- F. **Hospitality:** Cat Fox will be stepping down as Chair of the committee.

G. **Undeveloped Lots:** Celia Barry reported that income from selling the 123 lots is not feasible. A history of the Carnelian Woods Property would be good to present at the next homeowner's meeting.

Discussion of selling the rental property came up. A survey needs to be done to see if it may be worth doing. Tax liability, market valued, property division all need to be addressed. Possible money needs to be allocated for a Real Estate attorney, and surveys. Heidi Paoli offered to see how the property is deeded in Placer County Records.

H. **Insurance:** Greg Hubachek is looking for volunteers to head this committee. It includes the HOA, vehicles and worker's comp. He will contact prospects.

9. **Board Secretary Discussion:** Mike made a motion to nominate George Shaw to fulfill the remainder of Cary Okumura's term. Fran Swanson seconded the motion and it carried. George has accepted the position.

10. **Old Business:** Greg will speak to Dave Davis about putting solar lights on the signs designating our park lots.

11. **New Business:**

CWS: List of what is expected regarding the inspection of units should be communicated to the homeowners so one claim on winter damages can be made.

The Board needs accurate Profit and Loss statements, contracts and estimated costs to determine future feasibility of CWS.

Stair replacement is on hold. This needs to be re-budgeted after bids are received. Assessment: may be needed to correct the revenue shortage.

Adjournment: Diane Hopkinson moved the meeting be adjourned. George Shaw seconded and the meeting adjourned at 1:50pm

After the Open Forum Meeting an Executive Session was conducted

Executive Session (Closed Session)

Attending: Greg Hubachek, Celia Barry, Perry Fox, Karen Cleland, Fran Swanson, Diane Hopkinson, Mike Proffitt, George Shaw

President Greg Hubachek called the meeting to order at 2:05

Personnel matters were discussed, job descriptions, pay and performance.

There was discussion regarding litigation from a Worker's comp audit.

There was discussion regarding finances.

CWS needs to be evaluated.

The rental should be evaluated for potential sale.

Celia Barry made a motion to ask for input from our attorney regarding the options. George Shaw seconded the motion and it carried.

Greg Hubachek paid a bill for legal services and Perry Fox will reimburse him.

The meeting was adjourned at 4:15

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Edited by George Shaw: remaining comments in the email chain, and a few punctuation and grammatical issues.