

BOARD MEETING MINUTES

Open Session

Tuesday, December 19, 2023

1. Call to Order – President

- a. Meeting called to order at 5:02 PM on December 19, 2023

2. Roll Call / Quorum Check - Secretary

Board Members

Position	Unit #	Name	Present	
			Yes	No
President	24	Don Adams	X	
Vice President	11	Celia Barry		X
Treasurer	36	George Shaw	X	
Secretary	139	Larry Nowels	X	
Board Member	112	Dave Sullivan	X	
Board Member	144	Greg Hubachek		X
Board Member	57	Carlos Sanchez		X
Board Member	148	Perry Fox	X	
Board Member	52	Mike Proffitt	X	

- a. Quorum Confirmed

3. Approval of minutes of the November 21, 2023 open board meeting

- a. Approved unanimously

4. Open Forum – Homeowners

- a. Homeowner asked about status of General Manager hiring; covered under President's report, below
- b. Homeowner expressed thanks to George for his frequent communication efforts with homeowners

5. Presentation/Q&A by Alpenhof Management

- a. Nicholas and Saadi and Tom O'Neil, co-founders of Alpenhof Management, discussed the company's history and services provided

- b. Alpenhof, founded in July 2023, manages 3 properties, each a bit larger than CW; co-founders have 20 years+ working for management firms in the Tahoe area
- c. Nicholas and Tom answered various questions regarding financial practices, time on site (about 20 hours a week), and relationship with CW staff (Board manages CW staff)

6. General Manager Report – President

- a. Winterization; dealt with first snow using contractor (partially) and CW staff
- b. Pests
 - i. Rodent problem in unit 48
 - ii. Bat issue in unit 146; inspection completed, repairs are necessary
- c. Forestry – CW staff and Lasting Landscapes performed another inspection
- d. Service Requests
 - i. Unit 149 requested access for HVAC repairs; homeowners are strongly encouraged to install lock boxes for repair access; a fee will be charged if CW staff provide key access out of hours
 - ii. Unit 22 requested a kitchen remodel; this type of work is no longer available due to the suspension of CW Services
 - iii. Unit 12 requested a contact for a handyman; Dave is exploring
 - iv. Unit 67 requested installation of heat tape; not able to install due to staff shortage
 - v. Unit 8 requested a Nest battery replacement; completed at no charge
 - vi. Unit 72 requested a gas line delivery and installation; not possible at this time due to staff shortage
- e. Vehicles
 - i. Disposing of red truck; Ray is exploring
 - ii. Ongoing issues with rack truck (also used for plowing); vehicle is nearly non-functional
- f. Hot Tubs

- i. Thanksgiving schedule; was not able to expand hours due to staff availability
- ii. Dec 22 to Dec 31 hot tubs will be open noon-8:45pm; staff is available
- iii. Other issues – see below under Pool/Spa committee report

7. President's Report

- a. Reserve study authorized for spring 2024; check issued
- b. Black top paving site inspection/quote should occur in January 2024
- c. Requested meeting with Western Bat to understand past work, warranty policy and other issues
- d. Winter staffing – discussed several options regarding staff hours during the winter
- e. Insurance notification
 - i. Farmers Insurance will not renew CW policy, effective March 31, 2024
 - ii. Board will reach out to other insurance firms
- f. Firewise certification renewal completed
- g. Special assessment ballots have been mailed

8. Treasurer's Report

- a. Collections policy has been posted on Google Drive
- b. Accounts receivable update
 - i. There are two delinquent accounts from the October billing
 - ii. Motions offered to issue pre-lien documents on APN 116-170-057-000 and APN 116-120-008-000; both motions approved unanimously
- c. Financials
 - i. Treasurer reported on estimated year-to-date financials
- d. Billing for Fall Maintenance
 - i. Board discussed whether to charge homeowners for inspections of wood burning fireplaces (there are 40 units in CW)

- ii. Motion to charge in 2024 for wood burning fireplace inspections approved unanimously

9. Secretary's Report

- a. Secretary will work with George to develop a list and access information of all CW accounts for board use

10. Committees

a. Hiring Committee - Perry Fox

- i. Committee recommends entering into a contract with Alpenhof Management
- ii. Board president will follow up with Alpenhof with questions and next steps

b. Pool/Spa Committee – Marion Proffitt (for Carlos Sanchez)

- i. Recommendation letter from Tahoe Pool Service
- ii. Committee presentation and spa recommendations
 - 1. Do not provide staff supervision of spas
 - 2. If supervision is necessary, do not use full time CW staff
 - 3. Add signs asking users to un-cover/re-cover spas
 - 4. Confirm signs prohibiting use for those under 16 without parental supervision
 - 5. Investigate liability and strengthen signage if it helps protect CW
 - 6. Emergency signage – in addition to 911, consider having a staff person available on an emergency basis
 - 7. Purchase new, easy to install spa covers (\$750)
 - 8. Consider heating one spa only during low use months
- iii. Spa hours beginning January 2024
 - 1. Motion was made for spas to be open Friday, Saturday and Sunday, noon-8:45pm, subject to staff availability; approved unanimously

c. Forestry Committee – Celia Barry (written report)

- i. CW has a lot of flammable brush that could be cleared by staff (or contractor or part-time staff) that is within 100 feet of units; Celia will try to clarify with Forester what should be done in the creek area

d. Phone Committee – Carlos Sanchez (written report)

- i. Security Lock & Fire
 - 1. Has a cellular service contract available for \$15 a month
 - 2. They can visit and verify if Verizon or AT&T has a strong enough connection for cellular integrity
- ii. AT&T cancellation
 - 1. AT&T has traced and tagged the two phone lines
 - 2. We can abandon the AT&T line(s) without issues
 - 3. We still need an office phone number and wifi service so Spectrum may be the cheap alternative to AT&T

- iii. George will follow up

e. Insurance Committee - Greg Hubachek

- i. See above under President's report

f. Strategic Planning Committee – President

- i. Committee has not met
- ii. Pavillion lease expires on Mar 15, 2024
- iii. Reserve study moving forward

11. Old Business – Board

a. Winter 22/23 insurance claim repairs update – Celia Barry (written report)

- i. CW contractor is providing weekly progress reports that George sends to homeowners.
- ii. Unit 42 received the roofing repair permit from Placer County but the underlayment material to complete the project hasn't been received; contractor is hopeful that a roofing materials manufacturer vendor has been identified and if the material is a match, roofing repairs will proceed, weather permitting.

12. New Business – Board

CARNELIAN WOODS



- a. Outside Homeowner Light Replacements – tabled

Open Board Meeting Adjourned at 7:17pm

Next Board Meeting January 16, 2024

A handwritten signature in blue ink that reads 'Larry Nowels'.

Larry Nowels, Secretary