



Carnelian Woods Homeowner Association (HOA)

MINUTES OF BOARD MEETING

Saturday, July 29, 2023

Meeting attendees (in person or remote):

Board Members

Position	Unit #	Name	Present	
			Yes	No
President	144	Greg Hubachek	x	
Vice President	11	Celia Barry	x	
Treasurer	148	Perry Fox	x	
Secretary		(Vacant)		
Board Member	112	Dave Sullivan	x	
Board Member	152	Karen Cleland	x	
Board Member	36	George Shaw	x	
Board Member	26	Diane Hopkinson	x	
Board Member	52	Mike Proffitt	x	

Homeowner attendance: 15 homeowners

1. Call to Order (Greg Hubachek)
 - a. The meeting was called to order at 9:04 AM
2. Open Meeting Review (Celia Barry/Greg Hubachek)
 - a. Revisited Open Meeting Act memo provided by the HOA attorney, Porter Simon.
3. Open Forum
 - a. Open forum held and homeowners spoke
4. Approval of Minutes – April 29, 2023
 - a. *Motion to approve minutes as corrected: Proffitt, 2nd Fox; Motion approved unanimously.*
5. General Manager's Report (Don Bemiss)
 - a. Report provided.
 - b. Discussion regarding pool, financials, snow removal, bat exclusion devices, remodel of unit #76, tree removal at unit #24, upcoming maintenance and capital projects
 - i. *General Manager and Architectural Committee Chair to perform a visual inspection of unit #76.*
 - ii. *The Board directed the General Manager to proceed with tree removal as soon as possible.*
6. Treasurer's Report (Perry Fox)

MINUTES OF BOARD MEETING (continued)

- a. April, May, and June (preliminary) financials provided and attached.
- b. Year-to-Date total revenue = \$697,103
- c. Year-to-Date total expense = \$706,941
- d. Capital Replacement Fund = \$202,266
- e. Discussion regarding Carnelian Woods Services, the pavilion, the 2024 budget, HOA management companies
 - i. *Motion to disband Carnelian Woods Services as of 7/31/2023 to stop the financial losses from occurring: Proffitt, 2nd Fox – Motion Fails (2 yes: 5 no)*
 - ii. *Board forms committee to investigate CWS accounting and potential restructuring. Chair: George Shaw; Members: Perry Fox, Don Adams, Greg Hubachek, Carlos Sanchez*
 - 1. *Committee will be dissolved on December 31, 2023.*
 - iii. *A budget committee of Don Adams, Greg Hubachek, Don Bemiss, and Perry Fox was established*

7. Committees

- a. Forestry (Celia Barry)
 - i. Firewise designation will continue and will be renewed on time (fall).
 - ii. The current BBQ policy is dated 2018 and needs updating.
 - iii. *The Architectural Committee was asked to compare the old policy to the 2022 North Tahoe Fire Protection District ordinance.*
- b. Local Outreach/Governmental (Fran Swanson, reported by Hubachek)
 - i. The Kings Beach Western Approach (a roundabout at Hwy 267 and Hwy 28) secured additional funding. Construction tentatively scheduled for 2024 or 2025 pending full funding is obtained.
 - ii. North Tahoe Shared-Use Trail was awarded additional funds. Phase 1 which connects North Tahoe Regional Park to Carnelian Ave continues with design finalization and construction no sooner than Fall 2024.
- c. Communications (Karen Cleland)
 - i. Discussed newsletter, e-mail communication, and updating current homeowner roster.
 - ii. *Recommended board develop a process/procedure/protocol for communication*
- d. Website (George Shaw)
 - i. Discussed CW HOA e-mail, website traffic, document storage
 - ii. *Confirmed with the board that the security committee no longer exists and can be deleted from the website.*
 - iii. *Request for previous board members to review their files and provide Webmaster with documents for upload.*

MINUTES OF BOARD MEETING (continued)

- iv. *Requested current, clean HOA documents such as bylaws and rules and regulations.*
 - v. The “preferred method of contact form” needs to be provided annually so that the board can communicate with homeowners via e-mail for official business.
 - e. Architectural (Jack Venable)
 - i. Committee recommended approval of Unit #42 application
 - 1. *Motion to approve Unit #42 application, Hopkinson 2nd Sullivan; Motion approved unanimously.*
 - ii. *Chair will walk around #76 and send summary of construction observations to the board*
 - iii. Working on Architectural disclosure for annual meeting packet.
 - f. Undeveloped Lots (Celia Barry)
 - i. No report
8. Old Business
- a. Assessment(s)
 - i. The HOA board withdrew \$40,000 (two \$20,000 withdrawals) from the Capital Replacement Fund to cover operating costs. Repayment dates are scheduled to be September 13, 2023 and September 28, 2023. The HOA must replenish these withdrawals or provide a justification on why we have not made the payments by the required date and have a plan to repay.
 - ii. *Motion to issue an assessment now for the \$40,000 repayment and request the homeowners to restore the replacement fund at the annual HOA meeting: Hopkinson 2nd Sullivan; Motion approved unanimously.*
 - iii. President will prepare a letter with a President's Message to inform the homeowners.
9. New Business
- a. Replacement for resigned Board Member.
 - i. Fran Swanson resigned from the HOA board due to health reasons.
 - ii. To date, the board has received 4 applications for candidates for the upcoming board election: Don Adams, Larry Nowels, and Carlos Sanchez, Dave Sullivan. All 4 candidates were present.
 - iii. Diane Hopkinson tendered her resignation, effective immediately.
 - iv. Carlos Sanchez withdrew from the current open positions.
 - v. *Motion to appoint Don Adams to Diane Hopkinson's seat (through 2024) and to appoint Larry Nowels to Fran Swanson's seat (through 2023); Motion approved unanimously.*
 - b. Assistance at Board Meetings

MINUTES OF BOARD MEETING (continued)

- i. To assist with the efficient facilitation of board meetings, the board established the Parliamentary position. The Parliamentary is appointed by the President. The Parliamentary's role is to be familiar with Robert's Rules of Order and appropriate Laws governing the HOA and ensure that board meetings are conducted accordingly.

1. The President appointed Larry Nowels as Parliamentary.

c. Special Meeting for Budget Approval

- i. The HOA board is required to submit the proposed budget for the next fiscal year 30 to 90 days prior to the end of the current fiscal year (Civil Code § 5300 Annual Budget Report).
- ii. The board's fiscal year is from October 1 through September 30. Therefore the Board must submit the proposed budget to the homeowners no later than August 31, 2023.
- iii. A special meeting will be scheduled and announced to the homeowners at least 4 days in advance in accordance with Civil Code § 4920 Notice of Board Meetings.

d. Request from unit #147

- i. The board received a request from unit 147 to store a jogging stroller outside their unit.
- ii. *Motion to allow unit 147 to store the jogging stroller outside on the left side of the stairs through November 1, 2023. Fox, 2nd Cleland, motion carries (7 yes:1 no)*

10. Meeting Adjournment

- a. Concluded at approximately 12:30 pm
- b. Executive Session followed pertaining to personnel matters

Next Board Meetings:

- TBD – Special Meeting on Annual Budget, remote
- October 21, 2023, 9 AM: Annual HOA Meeting; lodge and remote

Minutes prepared by Don Adams, issued FINAL