

# BOARD MEETING MINUTES

## Open Session

Tuesday November 21, 2023

### 1. Call to Order – Don

- a. Meeting called to order at 5:05 PM on November 21, 2023

### 2. Roll Call / Quorum Check - Larry

#### 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 October 21, 2023 annual homeowners meeting

- a. Approved unanimously

### 4. Open Forum

- a. An Open Forum was held, where members were given an opportunity to address the board.

### 5. General Manager Report - Don

- a. Winterization – work continuing; snow stakes up; pool winterized; loader serviced; blowers in for service; trucks in for maintenance
- b. Bat remediation – one unit needs treatment but will wait until after hibernation season

- c. Rodent issues – very bad year; homeowners are responsible to hire their own exterminator for pests in their unit. Notify the board of a pest problem for investigation.

## **6. President's Report – Don**

- a. Executive Committee met with the HOAs accountants to better understand CW finances
- b. Snow removal contract received
  - i. CW staff will handle snow removal under 4 inches as well as snow melt distribution and de-icing
  - ii. Contractor will handle snow blowing and provide fuel
  - iii. Motion offered to sign the contract; unanimously approved
- c. Vegetation cleanup contracts
  - i. Executed landscaping contract to clean areas outside of the grant zone (within 100 feet of stream zone)
  - ii. Signed contract to clean area around unit 76 associated with inspections
  - iii. Board member asked about repairing the footbridge in the creek area; Don will explore options
- d. Status of GM
  - i. Made offer to one candidate but was declined
  - ii. Hiring committee had also interviewed another highly qualified candidate and will discuss further with the candidate; committee has another interview scheduled for Nov. 22

## **7. Treasurer's Report**

- a. October financials not yet received from accounting firm
- b. Outstanding homeowner balances
  - i. Two units have large balances owed; one has entered into a payment plan
  - ii. Motions offered to begin lien process on APN 116-130-007-000 and APN 116-120-011-000; both motions approved unanimously
- c. Collections policy development

- i. Will draft a document setting out the timeline for lien/foreclosure process
- ii. Will also review processes used in the past
- d. Transferred half of the special assessment to Reserve account; other half will be transferred soon

## **8. Secretary's Report**

- a. No report

## **9. Committees**

### **a. Forestry Committee – Celia**

- i. Credit Card for vegetation at dump
  - 1. Don paid costs to dispose of vegetation at the dump
  - 2. Underscores the need to obtain a CW credit card for staff
  - 3. George will explore
- ii. Waiting on an updated three year Firewise Risk Assessment report from North Tahoe Fire. Dave Davis accompanied one of the North Tahoe Fire staff around the property for the assessment at the end of October. This will complete our annual Firewise application.
- iii. The association also has the updated Forest Health Report - a requirement of our CC&Rs.
- iv. In November North Tahoe Fire began burning the piles of vegetation from the 2022 clearing of dead trees and flammable materials. North Tahoe Fire paused the work until conditions are safe again to continue burning

### **b. Phone Committee – Carlos**

- i. Spoke with AT&T about tracing the lines
- ii. Security monitoring can transition to wifi
- iii. CW can move phone service to Spectrum at reduced costs

### **c. Pool/Spa Committee – Carlos**

- i. Lake Tahoe Pool Services will inspect and report on what is needed

### **d. Pavillion Committee – Don**

- i. Recommendation to move the pavilion issue to the Strategic Planning Committee
- ii. Pavillion options last considered in 2011; Jack is researching
- iii. Tenants lease expires March 2024; need decision by January whether to renew
- iv. Committee will schedule a meeting for further discussion of options for Pavillion

## **10. Old Business – Board**

### **a. Winter 22/23 insurance claim repairs update – Celia**

- i. Siding has been replaced except for siding around new windows and around decks that need to be repaired; siding will be painted as soon as the temperature is high enough, the week of November 27; roofer will start repairs, weather permitting, the week of November 27
- ii. Thank you to homeowners for their patience as we get through this large project

### **b. Status of reserve study update – George**

- i. Roofing contractor report was not detailed; could not provide estimate of the life of the roofs
- ii. George looking into how much roofing material CW maintains
- iii. George has cleaned up the existing Reserve Study and will seek a bid for a new study; the existing study is expected to be updated in December

### **c. Balcony inspection contract – Don**

- i. Contract Executed; inspections will take place in Spring 2024

### **d. Special assessment for reserve fund**

- i. Board discussed the amount of the special assessment that homeowners will be asked to approve
- ii. Each board member and several homeowners offered their views with most recommending a \$226,088 special assessment based on the justification provided by CW's accounting firm

- iii. Motion offered to ask homeowners to approve a \$226,088 special assessment, payable in a single lump sum or over four quarters; motion approved unanimously

## **11. New Business**

### **a. Hot tub operating procedures and hours**

- i. Board discussed whether staff needed to be present when hot tubs are open
- ii. Agreed to revise open hours for Thanksgiving weekend, pending staff availability
- iii. Hot tubs will be open December 24 - 31; closed on December 25 and January 1

**Open Board meeting adjourned at 7:05pm**



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**Larry Nowels, Secretary**