

# BOARD MEETING MINUTES

## Open Session

Tuesday, January 16, 2024

### 1. Call to Order – President

- a. Meeting called to order at 5:01 PM on January 16, 2024

### 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 December 19, 2023 open board meeting

- a. Approved unanimously

### 4. Open Forum – Homeowners

- a. No comments/questions from homeowners

### 5. Insurance Broker Presentation – Pacific Premier Insurance Associates

- a. Brian Grant and his colleague, Erik, briefed the board and homeowners on options for finding new insurance for CW beginning April 1, 2024
- b. Pacific Premier has been working as a broker in the Tahoe area for 15 years
- c. Discussed various options being explored by Pacific Premier and differences between insuring at actual cash value and replacement value

## 6. General Manager's Report

- a. Winter updates
  - i. Deck Blower serviced and repaired
  - ii. No invoices have been received from the snow removal contractor
- b. Staff / Hot-Tub / Lodge Hours
  - i. Dave and Alberto are working 5 day weeks; Ray is working 4 days
  - ii. Lodge is open Monday to Thursday , 9 to 4; Friday 9 to 9, and Sat/Sun, noon-9
  - iii. Hot-Tub is open Fri-Sun, noon-8:45
- c. Woman's Sauna Update
  - i. Addressing issue identified by homeowner
- d. Bats
  - i. Unit 146 requires remediation
  - ii. For more on bat issues, see below under VP report
- e. Service requests
  - i. Unit 12 - bathroom remodel: CW unable to take on the project
- f. Vehicles
  - i. Rack Truck - Electronic Issues - Out of Service
  - ii. Flatbed - radiator repair - working for plow
  - iii. Red Truck - Ray exploring options for disposal
  - iv. Dave's Truck - operational
  - v. Loader - operational but needs throttle repair
  - vi. Dave performing some of the repair work
- g. Roof leaks
  - i. Several units have roof leaks
  - ii. While RMC does not yet have roofing material to repair, they should be made aware of any leaks
  - iii. Motion offered to ask owners to notify the Executive Committee of any leaks; adopted unanimously; George will send email notification to homeowners

## 7. President's Report

- a. President's Opening Remarks to Board and Homeowners
  - i. CW is changing how the association conducts business
  - ii. More input and volunteers are needed
- b. Special Assessment ballot update - Voting ends Jan 20
  - i. Have received enough ballots for a quorum
  - ii. Diane Hopkinson and Perry Fox will count ballots on Jan 20
- c. Alpenhof proposal status
  - i. Revised proposal has been received with a March 1 start date
  - ii. Some changes are needed
  - iii. George has collected comments from board members and sent to Alpenhof for review
  - iv. Motion offered to authorize the Executive Committee to negotiate and finalize a contract with Alpenhof; approved unanimously
- d. Conversation with McClintock regarding accounting services going forward
  - i. Under a contract with Alpenhof, accounting work by McClintock would be curtailed significantly, primarily focusing on the annual review
  - ii. Information needed to close out 09/30/2022 review; some data has been forwarded; board members will provide input for what is outstanding with George as the point person
- e. Blacktop Sealing and Striping Estimates
  - i. Recently received an estimate for 2024/25 budgeting purposes
- f. Sunshine Cleaning Company
  - i. Submitted an estimate of \$350 to clean the Lodge

## 8. Vice President Report

- a. Winter 22/23 insurance claim repairs update
  - i. Status of Total Cost Estimate

1. RMC had sent an invoice directly to our insurance but they need to submit to the board first; will advise RMC
  - ii. Will ask RMC to continue weekly updates
  - iii. Need to pin down RMC regarding comprehensive roof inspection
  - iv. Need to raise bat issue with RMC
  - v. Need an updated estimate of costs for the claim
  - vi. VP will schedule a call with the Executive Committee and RMC
  - vii. Anticipated Winter Work
    1. Roof work will be completed post-winter; materials continue to arrive slowly
  - viii. What if additional damage is found?
    1. Board will collect roof leak information from homeowners and pass on to RMC
- b. Updates From Western Bat Specialists
  - i. Western Bat owner available to meet with board; will schedule soon
  - ii. Warranty from prior work has expired
  - iii. Western Bat can perform a full inspection for \$1,250; will proceed with inspection
  - iv. Will explore whether to undertake bat remediation before or after roof repairs; units 146 and 20 need remediation now
  - v. Alternative vendors?
    1. Bat vendors are in high demand but VP will contact other vendors to assess what options are available

## 9. Treasurer's Report

- a. Accounts receivable update
  - i. 97% of homeowners have paid on time
  - ii. One additional unit has fallen into arrears; motion offered to begin the pre-lien process on APN 116-190-009-000; motion approved unanimously
- b. Financials

- i. Accounting costs are over-budget but are off-set by lower costs for vacant staff positions
- c. Auto insurance policy
  - i. Will eliminate collision/comprehensive coverage to reduce costs
- d. Chevron credit card
  - i. Card has a \$1,200 per-month cap; need to make interim payments until increase is allowed.
- e. Workman's Comp Audit
  - i. CW may received a refund but is complicated due to staff working multiple tasks
  - ii. Because of staff vacancies and lower salary costs, CW workman's comp expenses may come down

## **10. Secretary's Report**

- a. Meeting minutes
- b. Will explore ways to insert links in board meeting notes to documents of interest to homeowners; CW webpage can not accommodate this currently

## **11. Committees**

### **a. Pool/Spa Committee - Carlos**

- i. No report

### **b. Forestry Committee - Celia**

- i. Wood Piles Burn: there are a few still to burn; homeowners will be notified

### **c. Phone Committee - George**

- i. Security system has been separated from the main phone lines
- ii. Working to establish a Spectrum plan to replace AT&T

### **d. Insurance Committee - Greg**

- i. Continues to be a challenging issue
- ii. Greg will fill out forms requested by Pacific Premier Insurance Associates so they can proceed to explore insurance options

- iii. Suggestion was made that the board should seek competitive bids from other insurance brokers; Greg will speak with Pacific Premier and Karen/Farmers to see if this would pose a complication and report back to the executive committee

**e. Strategic Planning Committee - Don**

- i. Committee held a meeting
- ii. Purpose Statement
  - 1. Help set direction for the property. We are focused on special projects within a 0 to 5 year horizon with costs greater than \$75,000. We are not focused on regular operational costs within the typical 2-year budget.
- iii. Current projects
  - 1. Unit entry stairs
  - 2. Vehicles
  - 3. Asphalt paving
- iv. Have reached out to understand what development rights CW has

**f. Webmaster/Communications - George**

- i. Updating the webpage as time allows
- ii. Will ask Alpenhof can take over much of the website maintenance work

**g. Architectural Review Committee - Jack**

- i. No update on BBQ policy
- ii. Owners of short-term rental property should be aware of additional inspection requirements by County

**h. Finance/Budget Committee**

- i. Consider re-establishing this committee

**12. Old Business - Board**

- a. CW accounts list/access - Larry
  - i. Vendor list is current
  - ii. Will explore with Alpenhof as to best ways to access all CW accounts

## 13. New Business - Board

- a. Pavillion Lease Renewal
  - i. Current lease expires in March 15, 2024
  - ii. Motion offered to extend current lease by one year with a maximum legal increase in rent and updated utility costs; motion approved 7-1
- b. Roles/Responsibilities/Authorities of Association Officers
  - i. For reference, please find the current (2003) Bylaws, Article VIII, [here](#); draft (2023) restated Bylaws, Article XI, [here](#); and CCR's. [Here](#)
  - ii. Bylaws are out-of-date
  - iii. Celia and Larry will explore, with attorney, revisions to the August 2023 draft bylaws update

## 14. Adjourned to Executive Session (Closed Session) at 7:45pm



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Larry Nowels, Secretary