CARNELIAN WOODS
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Held electronically via Google Meet
on Thursday, February 13, 2025, at 4:00 p.m.

A. CALL TO ORDER

There being proper notice of meeting, Celia Barry, presiding as Chair, duly called the meeting to order at 4:01pm.

ROLL CALL / QUORUM CHECK

BOARD MEMBERS:

Don Adams	President (present at 4:31pm)	Perry Fox	Director
Celia Barry	Vice-President *(Chair)*	Dave Sullivan	Director
George Shaw	Treasurer	Carlos Sanchez	Director (Absent)
Larry Nowels	Secretary	Lindsey Pho	Director (present at 4:13pm)

INVITEES PRESENT:

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services
Janessa Visnyei	Office Assistant, Alpenhof Management Services
Tom O'Neil	Accounting, Alpenhof Management Services

B. OPEN FORUM

During open forum, each attendee may address the board for up to three (3) minutes. A director or manager may briefly respond to statements made or questions posed. Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the bottom of this agenda.

An open forum was held, where members were given an opportunity to address the board.

C. REVIEW / APPROVE MEETING MINUTES

1. **Review / Approve January 9, 2025, Board Meeting Minutes**
   On a motion made by Larry Nowels, and seconded by George Shaw, it was proposed that the minutes of the January 9, 2025, Board Meeting be approved as presented. No objections, motion carried.

D. MANAGEMENT / FACILITIES UPDATE- Nicholas

1. **Annual Unit Maintenance –** CW staff is about halfway done with Annual Unit Maintenance.

2. **CPO Certifications Update** – Facilities Manager, Scott Hoffman, has completed his CPO class and received his certification. Scott has been managing chemistry of the spas since February 1. The contract with Prestige Pool Spa Services expired at the end of January; however, facilities is maintaining a relationship with Prestige to handle future challenges and/or repairs.

   The Board requested that the Facilities Manager log the time required to complete hot tub maintenance tasks, to analyze the cost of in-house maintenance vs. Prestige Pool Spa services.

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3. **Amenities Access Project – Scope of Work Update - George**
George Shaw reported that he has found multiple vendors that provide the video and access control services that match the desired scope of work. Pricing has not yet been obtained. George's preference is to have physical access cards. George is researching vendors that have service representatives in the area, so the chosen system can be maintained appropriately in the future.

E. TREASURER'S REPORT

George Shaw provided a review of Operating year-to-date expenses vs. budgeted amounts. All considered, he anticipates the Association will be approximately $16,500 under budget in operating, with approximately $75k remaining in contingency funds. George also reviewed the Reserve accounts, noting variances and deviations. He reported that if asphalt repairs are moved from reserves to operating as suggested by McClintock, it is anticipated the Association will be approximately $35k over budget in reserves.

F. OLD BUSINESS

1. **Employee Manual Update - Nicholas**
From management's perspective, the employee handbook is not ready for review/approval today as a whole. Management presented a 4-page document that includes information required by CA Labor Code §2810.5, as well as outlining the sick policy, vacation policy, holidays, medical stipend, and telephone stipend information. The information in this form was taken from the draft employee handbook/manual that is still in progress. Management is seeking board approval of the definitions and policies in this document, and seeking approval to use this document as a form for new and existing employees. They believe this information is needed to ensure CW is compliant with state law and to clarify administration of payroll. George Shaw and Lindsey Pho expressed concern about duplicating information in the handbook and on a form. There was extensive discussion on the topic.

   On a motion made by Don Adams, seconded by Perry Fox, it was proposed to adopt the 4-page employment conditions document as presented by management. Perry Fox, Dave Sullivan, Don Adams, Larry Nowels, and Celia Barry (5) voted in favor. George Shaw and Lindsey Pho (2) opposed.
   5 – 2, motion carried.

   George Shaw previously provided a document to board members summarizing handbook items that require board consideration and decision. Some items extend beyond what was included in the 4-page document just approved. He offered to go over the items for the board to consider and vote.

   On a motion made by Don Adams and seconded by Dave Sullivan, it was proposed to table the matter of handbook decision to the committee. Perry Fox, Dave Sullivan, Don Adams, Celia Barry, and Larry Nowels (5) voted in favor. George Shaw (1) opposed.
   5 – 1, motion carried.

2. **Renewal or Termination of Pavilion Lease Update - Don**
Don Adams has been in communication and negotiations with the current tenants per previous board approval. The prior offer was to increase rent by $50 (to $3000 monthly) and to transfer utilities (except garbage) to the tenant's responsibility. The current tenants do not want any changes to the lease terms. There was discussion regarding how the board wishes to proceed.

On a motion made by Perry Fox and seconded by Larry Nowels, it was proposed to counter-offer to the current tenants the following terms of lease renewal:

- *Monthly rent = $3100 beginning April 1, 2025*
- *Utilities remain at $450 per month*

If the current tenants do not agree to these terms, their lease expires March 31, 2025.
No objections, motion carried.

3. **Insurance Ballot and Town Hall Update - George**
George Shaw reviewed that two town halls were held with member participation. Balloting is in process. Homeowner volunteers have been secured as the Inspector(s) of Elections. The special board meeting for the election has been scheduled for Wednesday, February 19, at 5pm. Notice & Meeting Agenda will be sent out to the membership. The current ballot deadline is stated as Monday, February 17, at 8am. As of the date of today's meeting, 49 ballots have been received; 60 ballots are required for a quorum. There was discussion regarding what would happen if quorum of voters is not reached, and whether the ballot deadline should be extended. Celia Barry thanked George Shaw for all of his work on this project.

On a motion made by George Shaw, and seconded by Larry Nowels, it was proposed to extend the insurance ballot deadline to Wednesday, February 19, 2025, at 5pm. No objections, motion carried.

The Board directed management to notify the membership of the ballot deadline extension, and of the special board meeting date, time, and agenda.

G. NEW BUSINESS

1. **Review / Approve issuing of debit card to Facilities Manager**
Nicholas reviewed that George Shaw (treasurer) and David Davis (employee) currently have debit cards. It is management's recommendation to issue a debit card to the Facilities Manager, Scott Hoffman.

On a motion made by Larry Nowels and seconded by Perry Fox, it was proposed to issue a debit card to Facilities Manager, Scott Hoffman, with the following limits:

- *Maximum single purchase amount = $1000*
- *Maximum monthly purchase amount = $3000*

No objections, motion carried.

2. **Review / Approve Management Contract Renewal**
Before the Board is the proposed contract renewal from Alpenhof Management Services (AMS). Nicholas Saadi reviewed key points. AMS is proposing the contract price remain the same, and that AMS office staff's time on-site be reduced to two days per week.

On a motion made by Don Adams and seconded by Larry Nowels, it was proposed to approve renewal of the Alpenhof Management Services contract as presented. No objections, motion carried.

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H. COMMITTEES

1. **Insurance – George**
    a. **Review / Accept Farmers Insurance settlement offer for bat-related work**
    The Association previously submitted a claim, and Farmers Insurance has offered a settlement of $31,900 for bat-related work. In addition, Farmers Insurance has sent a portion of the settlement for planned balcony repairs related to the Winter 22-23 claim.

    On a motion made by Don Adams and seconded by Larry Nowels, it was proposed to accept the settlement offer from Farmers Insurance for bat-related work ($31,900). No objections, motion carried.

    b. **Review / Approve Insurance Policy Renewals**
        i. **Commercial Package – Travelers**
        The Association budgeted for a 7-7.5% increase for this policy's premium. The renewal proposal's increase falls below that amount. It is the only renewal proposal that has been received so far. Terms appear identical to last year's policy.

        On a motion made by Larry Nowels, and seconded by Don Adams, it was proposed to approve the renewal of the Commercial Package through Travelers as presented. No objections, motion carried.

    c. **Discuss additional policies considered for renewal:**
        i. **General Liability – Atain**
        ii. **Excess Liability – StarStone**
        iii. **Commercial Auto Policy – Provider TBD**

    George reported that no other proposed renewals have been received at this time.

    The current commercial auto policy will not be renewed upon expiration. George and Brian Grant (Pacific Premier) have been shopping for a replacement. Obtaining a new commercial auto policy may be related to and/or limited by Workers Compensation (WC) insurance, which is on a different renewal schedule. Quotes for new WC insurance were obtained from ADP, Pie, and Employers. The current WC insurance provider, AmTrust, may provide a commercial auto policy, but only if the Association maintains their WC policy with AmTrust. There was discussion on whether to pursue another Workers Compensation insurance provider at this time. No action was taken.

2. **Strategic Planning – Update on FPE Panel Replacement planning**
George Shaw and Don Adams provided an update on the plan to replace the existing FPE panels. Parties are still working to obtain a true scope of work before moving forward with any proposals. George noted it is important to get closer to a true cost estimate as soon as possible, for the purpose of updating the reserve study and begin funding planning for the project.

    Browning has proposed to conduct a reserve study financial update for $500. Don Adams commented this reserve study update should be done as soon as possible.

On a motion made by George Shaw, and seconded by Larry Nowels, it was proposed to approve the $500 bid from Browning to conduct a reserve study financial update. No objections, motion carried.

3. **Architectural Review Committee – Committee Member Status update**
   Committee members include Jack Venable, Dave Sullivan, and George Shaw. George confirmed the committee received the recent email (January 2025) about a request to change a wood-burning fireplace to gas.

Item not on the agenda: Larry Nowels noted the Bylaws/CC&Rs Committee will have an update at the next meeting.

I. FUTURE MEETING DATES

1. Wednesday, February 19, 2025, @ 5pm – Special Board Meeting (virtual and in-person)
2. Thursday, March 13, 2025, @ 4pm – Monthly Meeting
3. Thursday, April 9, 2025, @ 4pm – Monthly Meeting

J. RECESS TO CLOSED SESSION – 5:46pm

K. ADJOURNMENT

The meeting was adjourned at 5:57pm.

Disclaimer: The meeting minutes, including confidential minutes or any other attached addendums, are the responsibility of the Condominium or Homeowners' Association, and it is the Board's responsibility to ensure the minutes are correct and complete prior to approving. The meeting minutes are a summary of the meeting discussion only.

Larry Nowels
Larry Nowels (Mar 18, 2025 18:08 EDT)

Mar 18, 2025

Secretary or Director — Date