

CARNELIAN WOODS
MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via Google Meet on Thursday, May 8, 2025, at 4:00 p.m.

A. CALL TO ORDER

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 4:05pm.

ROLL CALL / QUORUM CHECK

BOARD MEMBERS:

Don Adams	President (<i>Chair</i>)	Perry Fox	Director
Celia Barry	Vice-President	Lindsey Pho	Director
George Shaw	Treasurer	Carlos Sanchez	Director (Absent)
Larry Nowels	Secretary (Absent)	Dave Sullivan	Director (Absent)

INVITEES PRESENT:

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services
Scott Hoffman	Facilities Manager
Janessa Visnyei	Office Assistant, Alpenhof Management Services (arrived 4:35pm)

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 April 17, 2025, Board Meeting Minutes

On a motion made by Celia Barry, and seconded by George Shaw, it was proposed to approve the minutes of the April 17, 2025, Board Meeting as presented. No objections, motion carried.

D. FINANCIAL REVIEW

1. Review/Accept current (un-audited) financial reports as of March 31, 2025

George Shaw, Treasurer, reviewed variances and accounts balances. Two items that were/are significantly under-budget are Snow Removal (\$20K under) and Professional Services (\$18.5K under). Overall, the Association is approximately \$40K overbudget; this is largely due to the employee settlement that was not included in the budget, and asphalt work that McClintock requested to be moved from Reserves to Operating.

2. Review Reserve Fund Investments – This item was not reviewed specifically.

E. MANAGEMENT / FACILITIES UPDATE – Nicholas & Scott

Nicholas & Scott provided an overview of operational organization. Staff is working to determine specific seasonal maintenance needs on items such as entry stairs, garbage enclosures, and signage through the community. Nicholas thanked Scott for his efforts in improving the amenities.

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1. **Annual Unit Maintenance** – Annual Unit Maintenance report has been submitted to the Board. Management will continue to review the project as a whole and suggest improvements for the future. Management is looking for feedback from the Board, including clarification of Association's vs Homeowner's responsibilities, and desired level of enforcement for the future. A working group was scheduled for May 22 at 4pm on this topic (Celia Barry to send invitation).
2. **Western Bat Specialists Annual Inspection** – Western Bat Specialists (WBS) are scheduled to visit the property on May 27 & 28 to complete their annual inspection.
3. **Insurance-Related Balcony Repairs (RMC) Update** – Repairs are underway and almost complete. RMC has been providing email updates with photos, and homeowners are being notified.
4. **Amenities**
 - a. **Pool Opening** – The goal for opening the pool is still Friday, May 23. Some swim-line tile repairs are needed, but a contractor has yet to be secured. Homeowners will be notified of the actual opening date, once the repair dates are known.

There was brief discussion regarding the lifespan of the existing pool and possible larger scale structural repairs needed. George Shaw noted the pool has been added to the reserve study to help determine replacement costs and develop a funding plan.
 - b. **Other Amenities** – Amenities such as tennis/pickleball courts, volleyball court, horseshoe pits, bocce court, lodge & pool deck furniture, and more are being prepared for the season. The goal is to have all these items available by Memorial Day Weekend.
5. **Discuss/Approve Asphalt Sealing/Crack Fill**

Before the Board for review is a bid from Blacktop Sealing, with multiple options for asphalt work throughout the community. There was discussion regarding what portions of work should be done and what the budgeted amounts are. Per the Reserve Study, walkways are due to be addressed next year, so they will not be addressed this year, unless there is a major safety concern. Striping would be funded by Operating accounts; other asphalt work would be funded by Reserve accounts.

On a motion made by George Shaw, and seconded by Celia Barry, it was proposed to allow the Facilities Manager to choose necessary "Patch" repairs, one "Sealing" option, and all required "Striping" options from the Blacktop Sealing Bid. No objections, motion carried.

F. OLD BUSINESS

1. **FPE Panel Replacement Project Update**
 - a. **Review / Approve Electrical Contractor Bid** – No action taken. Management is still awaiting updated bids from Holm Electric and Leo's Electric that include the adjusted scope of work. Once received, bids will be sent to George Shaw for initial review; if accurate, bids will be presented for Board review/approval.

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G. COMMITTEES

1. Employee Handbook Committee

a. Discuss/Approve Handbook Operational Items

The committee presented a document with recommended changes to the Employee Handbook. If approved, the committee would incorporate these changes into the handbook draft.

On a motion made by Celia Barry, and seconded by George Shaw, it was proposed to approve the handbook decision items as presented by the committee. No objections, motion carried.

2. Amenities Committee – No report from committee

- a. BBQ & Lodge Reservations –** Management is receiving calls requesting BBQ reservations. It was previously discussed that the BBQ would be a first-come, first-served amenity. Management requested permission to accept no-cost reservations, maintain a simple calendar, and post signage related to reservations in the BBQ area when applicable. The Board agreed that Management may keep a calendar & post notice of requests. Cleanliness guidelines should also be posted. Changes to rules and regulations on this topic can be considered by the committee in the future.

3. Strategic Planning – Don (Not on the Agenda) – Don has been in communication with Agan Consulting, and has requested they present information, deliverables, and recommendations at a Board meeting.

H. FUTURE MEETING DATES

1. Thursday, June 12, 2025, @ 4pm – Board Meeting
2. Thursday, July 17, 2025, @ 4pm – Board Meeting

J. RECESS TO CLOSED SESSION – The board recessed to closed session at 5:16pm.

K. ADJOURNMENT – The meeting was adjourned at 5:34pm.

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 (Jun 20, 2025 08:34 PDT)

Jun 20, 2025

Secretary or Director

Date