

A. CALL TO ORDER

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 5:01 pm.

ROLL CALL / QUORUM CHECK

BOARD MEMBERS:

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

INVITEES PRESENT:

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services
Scott Hoffman	Facilities Manager

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 August 14, 2025, Board Meeting Minutes

On a motion made by George Shaw, and seconded by Celia Barry, it was proposed to approve the minutes of the August 14, 2025, Board Meeting as presented. No objections, motion carried.

D. MANAGEMENT / FACILITIES UPDATE – Nicholas & Scott

1. Western Bat Specialists Inspection Report & Proposal

a. Review/Approve 2025 Exclusion Work

Before the board is the inspection report and a proposal from Western Bat Specialists to conduct exterior exclusion work on 15 units in the complex. A small number of these units have reported bat issues on the interior. There was discussion on whether to replenish the retainer if spent this year.

On a motion made by Don Adams, and seconded by Celia Barry, it was proposed to approve the proposal from Western Bat Specialists in the amount of \$15,700 (after application of the remaining retainer). No objections, motion carried.

2. Roofing Tune-Up & Roofing Inspection

Scott reported that Jeff's Roofing has approximately 11 units, the lodge, and pavilion remaining. Jeff's Roofing has been tightening screws, sealing and painting flashing, and installing storm collars. It is unknown when the inspection report will be available and its extent.

CARNELIAN WOODS

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via Google Meet on Thursday, September 11, 2025, at 5:00 p.m.

a. Review/Approve Beam Consulting Proposal

Don Adams reviewed the proposal from Beam Consulting, noting the scope is significant and includes more than roofing alone. Nicholas reviewed his experience with Beam; they could be a middle step between the reserve study specialists and the facilities manager for building envelope management, developing maintenance plans, etc. Scope of work could be modified on the existing proposal.

The board is still waiting to hear back from RMC to determine what percentage of roofing material was recently replaced. The matter was tabled to a later date. No action taken.

3. Defensible Space & Tree Removal

a. Review/Approve The Tree Mechanic Proposal

Scott reviewed the recent estimates from The Tree Mechanic. At a minimum, there are 3 trees that are being recommended for immediate removal – near Unit 124, Unit 25, and between Unit 52-53.

On a motion made by Don Adams, seconded by Celia Barry, it was proposed to approve the proposal from The Tree Mechanic in the amount of \$8,850 as presented. No objections, motion carried.

Scott reported the staff has been working diligently on defensible space/brush removal. He has been in contact with North Tahoe Fire about areas of concern.

4. Annual Unit Maintenance (formerly Fall Maintenance)

a. Review/Approve the Best Stove & Chimney Service Proposal

Scott and George reviewed the proposal. Inspection fee remains the same; cleaning fee increased by \$10 over last year.

On a motion made by Don Adams, seconded by George Shaw, it was proposed to approve the proposal from The Best Stove & Chimney as presented. No objections, motion carried.

5. Amenities Security System Project

Scott Hoffman reviewed. The staff have been working to run conduit and wiring for the vendor to install the new system components. They are hopeful to have the project done by the next board meeting.

6. FPE Panel Replacement Project

Scott reviewed; he is waiting to hear back from Holm to schedule a start-up meeting. The application has been submitted to Liberty Utilities.

Celia Barry expressed thanks to Scott and his staff for all their efforts on these projects.

E. FINANCIAL

1. Review current (un-audited) Financial Reports as of July 30, 2025

George reported there have not been any significant changes since Nicholas' detailed review last month.

2. Review/Approve Operating Cash Flow & Transfers

Nicholas reviewed. Cash flow is low, and assessments are delayed due to the pending budget vote. Management & Accounting have been working to confirm wages related to reserve projects, so funds can be transferred from the reserve account to replenish operating. Accounting has recommended that \$20K

CARNELIAN WOODS

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via Google Meet on Thursday, September 11, 2025, at 5:00 p.m.

be transferred from the Wells Fargo account to the First Citizens account to mitigate this cash flow concern and ensure payroll and other expenses can be paid. George Shaw noted the transfer from Wells Fargo has already been done. The wage reconciliation/transfer was submitted through the portal.

3. Report on McClintock Reserve Study Requirements

George reviewed meeting with McClintock to discuss the difference between 1120 and 1120h IRS tax filing; also discussed the ratio of residential and STRs. It is ideal to file the 1120 form.

F. OLD BUSINESS

1. Management Transition

a. Bookkeeping and Accounting Discussion

Don Adams reviewed what is needed. George Shaw reviewed the status and offered to serve as general manager.

b. Review/Approve eUnify Licensing

Motion to approve eUnify \$2,500 set up fee and \$1,000 monthly fee for booking services operations.

On a motion made by Don Adams, seconded by Celia Barry, it was proposed to approve eUnify Licensing. No objections, motion carried 6-0.

2. Annual Disclosures & Meeting Packet – Discuss contents & distribution date

Management reviewed three options: 1) Judy Freedman; 2) bring process in-house; 3) do not hold a ballot and see who shows up in person.

On a motion made by Celia Barry, seconded by Larry Nowels, it was proposed to Judy Freedman as the Inspector of Elections. No objections, motion carried.

3. Board Member Transitions

Don Adams reviewed current positions. Only five board members will remain, meaning that if one board member does not participate, there will not be a quorum and the meeting cannot be held. He made another call to homeowners to serve on the board.

G. COMMITTEES

1. Strategic Planning - Don

No major updates

2. Insurance

George Shaw reviewed that was just receiving information from Pac Premier

3. Forestry

Celia Barry reviewed interest expressed by Tahoe Fund in the community

H. RECESS TO CLOSED SESSION

I. FUTURE MEETING DATES

CARNELIAN WOODS

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via Google Meet on Thursday, September 11, 2025, at 5:00 p.m.

1. Wednesday, September 24, 2025, @ 5pm – Special Board Meeting (In Person & Virtual)

On a motion made by Don Adams, seconded by Celia Barry, it was proposed to approve email communication regarding the Inspector of Elections. No objections, motion carried 5-0.

2. Saturday, October 25, 2025 @ 9am, Board Meeting
3. Saturday, October 25, 2025 @ 11am, Annual Membership Meeting
4. Saturday, October 25, 2025 (immediately following the Annual Meeting), Special Board Meeting
5. Thursday, November 13, 2025 @ 4PM, Board Meeting

I. ADJOURNMENT – The meeting was adjourned at 6:56pm.

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.



October 26, 2025

Secretary

Date