

CARNELIAN WOODS



Meeting Minutes

CARNELIAN WOODS

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via ZOOM on Wednesday, December 17, 2025, at 12:00 p.m.

A. CALL TO ORDER/ROLL CALL

There being proper notice of meeting, George Shaw, President, duly called the meeting to order at 12:09 p.m.

ROLL CALL / QUORUM CHECK

George Shaw	President	Lindsey Pho	Vice President
Joost De Schutter	Treasurer	Don Adams	Director
Larry Nowels	Secretary	Dave Sullivan	Director

Management Present: Shannon Hansen

Homeowners Present: Steve Streitmatter

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.

No Owner comments were made.

C. REVIEW/APPROVE MEETING MINUTES

1. Review/Approve November 13 Board Meeting Minutes

RESOLVED: George Shaw motioned, and Joost De Schutter seconded to approve the minutes from November 13, 2025, with the update to the spelling of Joost's last name. No objections, motion carried.

D. REVIEW/APPROVE BANK Information

1. Add Shannon Hansen to US Bank

RESOLVED: Larry Nowels motioned, and Lindsey Pho seconded to add Shannon Hansen and Dane Hansen as signatories on Cornelian Woods' US Bank accounts. This motion passed unanimously.

2. Close Wells Fargo Account

RESOLVED: Larry Nowels motioned, and Joost De Schutter seconded to close the Association's Wells Fargo account after the remaining balance of \$7,000-\$8,000 was transferred to the new US Bank account. No Objections, motion carried.

E. FACILITIES UPDATE

1. Fire Extinguisher Inspections 12/22 and 12/23
 - Shannon explained that Kelsie Fire conducted inspections last week for all units managed by First Accommodations, Inc. Kelsie Fire will attempt to return 12/22 and 12/23 or at the beginning of 2026.
2. Fall/Winter Inspections Dates
 - Shannon suggested coordinating Hmmco employee, Trey, with the next round of fire extinguisher inspections so owners only have to make accommodation for one day of entering the units. Lindsey Pho requested the condition of the entry stairs be added to the inspection checklist. Shannon to make changes to the inspection Google Sheet and send the BOD an example for corrections or additions.
3. Security/Access System Status
 - George reported that Zane, from RAC, finished installing equipment but there were issues with wiring and communication between vendors. There are plans for distinctive cards for owners vs. renters (green vs. red with Carnelian Woods logo silk screen printed). George also mentioned that the doors lock properly now and fail safe (remain locked when power is out). Lindsey raised concerns about bathroom access and how the card system will work for groups. George reassured the Board that although there are still some kinks to work out, the system is mostly functional. If a BOD would like access to the video camera feed, they can contact George for access. The BOD will still need to decide on access protocols during business hours vs after hours.

F. OLD BUSINESS

1. Strategic Priorities Ranking
 - Don led a discussion about the association's strategic priorities. He explained the purpose is to align what the board wants to accomplish this year and communicate priorities to HMMCo. Don requested members of the Board to finish ranking priorities that were previously outlined on the shared spreadsheet for discussion at the next board meeting.
2. Revisit Date and Time of Monthly Meeting with New Management
 - Hmmco Office hours are Monday-Thursday 9am – 4pm and are capable of hosting meetings during those hours. All members of the board have agreed to schedule future board meetings for the third Wednesday of the month at 12pm.
3. Approve/disapprove proceed with land capability and coverage verification (Approx \$25,000).
 - Don presented the next step in the BMP (Best Management Practices) process was the land capability and coverage study. Don assured the Board that this step is part of the strategic, phased plan laid out by Agan Consulting.

RESOLVED: Don Adams motioned, and Geroge Shaw seconded to spend up to \$25,000 on a land capability and coverage study. A vote was held 6-0. This motion passed unanimously.
4. Beam Roof Inspection
 - George contacted additional companies, some of which have drone capabilities which will take the place of having to rent a crane. Drone inspections are believed to save time and money. George will continue to research this option for Carnelian Woods.
5. Approve/disapprove pavilion rezone (approx \$2,500)
 - Don explained that Kevin Agan prepared a package for TRPA to confirm the

pavilion's status as residential. It is noted that the pavilion is currently rented as residential but is at risk due to improper zoning. The BOD will need to decide about the lease renewal at the January BOD Meeting as the current lease expires April 1st 2026.

6. **RESOLVED:** Don Adams motioned, and Larry Nowles seconded to approve \$2,500 to proceed with the Pavillion Rezone efforts.
7. Property Capability Status to be discussed at the January BOD

G. NEW BUSINESS

1. Hansen Management & Maintenance Introductions were presented by Shannon Hansen
2. Accounting/eUnify portal status. Approve change in ownership
 - The Board and management discussed transferring the eUnify portal from Cornelian Woods to Hansen Management & Maintenance. Joost expressed concern about the potential data loss if a management change happens in the future. The Board agreed to revisit this topic in January after ensuring the current system is stable and eUnify is able to provide more information on how data would be handled in case of a future change in management company.
3. Discuss/approve employee health insurance options
 - George presented the issue of increased health insurance costs due to changes in government subsidies. The current employee health insurance costs are projected to rise approximately four to twelve times per month. Shannon put George in contact with Rich Votaw for a cafeteria type plan for the association's employees.

RESOLVED: George Shaw motioned, and Dave Sullivan seconded to approve setting up a cafeteria plan and increasing the budget to \$38,000. The passage of this motion was unanimous.

4. Review/approve fall inspection charges
 - The Board discussed charging Homeowners for employees' time spent on unit-specific work. George proposed charging for employees' time spent on more involved inspection work, not to just change the batteries in smoke alarms. Don Adams proposed a flat fee of \$150/hour. Lindsey expressed concern about employees taking more time to reinspect if deficiencies are noted. The Board agreed to a procedural approach: notify owners of deficiencies, allow self-verification, and charge if owners request association staff to make repairs

H. COMMITTEES

1. Bylaws and CC&Rs – Larry
 - Larry and Lindsey agreed to meet, along with other committee members in early January to discuss the CC&R revision to prepare for a meeting with Adam Stirling to finalize.

I. RECESS TO EXECUTIVE SESSION.

- **The Board excused non-Board Members from the meeting to meet in Executive Session.**

1. Vendor and Employment Matters
2. Pavilion Lease

- **ADJOURNMENT** The meeting was adjourned at 2:10pm

Commented [LN1]: Because of privacy concerns around health issues, I'd suggest making this more generic with something along the lines I've suggested.