

CARNELIAN WOODS
MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held in person and electronically via Google Meet on Saturday, October 25, 2025, at 9:



A. CALL TO ORDER

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 9:10am.

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
Larry Nowels	Secretary	Joost de Schutter	Director
		Carlos Sanchez	Director (Absent)

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 September 11, 2025, Board Meeting Minutes

On a motion made by Don Adams, and seconded by George Shaw, it was proposed to approve the minutes of the September 11, 2025, board meeting as presented. No objections, motion carried.

2. Review / Approve September 24, 2025, Special Board Meeting Minutes

On a motion made by Don Adams, and seconded by George Shaw, it was proposed to approve the minutes of the September 24, 2025, special board meeting as presented. No objections, motion carried.

D. MANAGEMENT / FACILITIES UPDATE – Don

1. Roofing Inspection Report

Don reported that the roofing inspection report did not provide a clear assessment of the roof's remaining life, posing a challenge for reserve study funding. Roofing repairs, including chimney collar fixes and tightening of screws, were completed to prepare for winter. No further action needed at this time. George noted some issues with the repairs.

2. Tree Mechanic Dates - Don

Don reported that tree maintenance was completed this week, but payment to the contractor was an issue due to a bank change.

3. Annual Unit Inspections

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Don reported that the annual unit inspections project is on-hold.

4. Fire Extinguisher Check

Don reported that the fire extinguisher check project is on-hold.

5. Chimney Inspections – Don

Don reported that chimney inspections for wood burning fireplaces will take place November 18, 19 and 20. Notifications have been sent to homeowners.

6. Amenities Security System Project - George

George reported that the amenity security system project was nearing completion, with door modifications done, but an additional camera for the pool was needed. Access cards will be distributed to homeowners soon.

7. Winterization – Don

Don reported that he had spoken to David Davis to start preparations for winterization. George plans to document tasks with David.

8. Snow Removal Contract Coordination – Don

The snow removal contract for the upcoming winter was discussed, and George agreed to reach out to Aspen Grove, the previous contractor.

9. Lodge Sewer Project – Don

Don stated that the lodge sewer project was a strategic priority due to a broken and sagging pipe. When the pipe clogs, it shuts down the Lodge and pool. The estimated cost for full replacement is around \$60,000, with \$30,000 budgeted. George agreed to follow up with Scott on the contractor's status. 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 September 30, 2025

George presented the end-of-fiscal-year financials. Insurance costs increased significantly by about \$79,000 over six months, with an estimated annual increase of \$160,000. Employee costs were close to budget, professional fees were slightly less than expected. Additional maintenance, including pool and spa repairs, led to some increased spending. Snow removal expenses were significantly reduced last year. Overall, the year ended with a net cash excess of about \$70,000. Reserve income was \$637,000, higher than projected due to a special assessment.

F. OLD BUSINESS

1. Management Transition

a. Volunteer Office Assistance

Larry reported on the status of volunteer coverage of the office. He noted that he had recently interviewed a candidate to be a temporary, part-time office assistant, working 2-3 days per week, 6 hours per day.

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On a motion made by Don, seconded by Celia, it was proposed to approve the hiring of the office assistant on a temporary basis with pay set at \$24 per hour. No objections, motion carried.

b. Payroll Approvals

George reported that he would be able to manage payroll during the transition period.

c. Staff Management

The Carnelian Woods is self-managing currently with some support from Scott

2. Board Review of Draft CC&Rs and Bylaws from Adam-Stirling

Larry reported that Adams-Stirling had submitted a first draft of new CC&Rs and Bylaws, including questions and clarifications for the board to review and respond. Lindsey said she would review the drafts over the next two weeks. Once completed, board representatives will meet with the Adams-Stirling attorney to discuss, after which a second draft will be prepared. Celia noted that the first draft omitted section 5.8 of the existing CC&Rs regarding the undeveloped lots.

3. Pool and Hot Tub Signage Project

George asked about the status of the project. Board members suggested that the temporary office assistant should complete this project.

F. NEW BUSINESS

1. Cleaning Proposal

Larry reported that Scott had recommended that Carnelian Woods hire Tahoe-Truckee Cleaning Company to clean the Lodge periodically. A one-time deep clean would cost \$450 with subsequent cleanings costing \$150.

On a motion made by Don, seconded by Dave, it was proposed to approve the hiring of Tahoe-Truckee Cleaning Company to do a deep-cleaning of the Lodge and regular cleaning every other week thereafter with no set time limit. No objections, motion carried.

2. Off-Boarding of Facilities Manager

Don reported that Kim, CW's HR consultant, had emailed instructions for off-boarding Scott on his last day. Scott received his last paycheck. George volunteered to follow up on other items needed to complete the off boarding.

3. Individual Owner Siding Loan Payoff Option

George reported that our accountants had determined that this was a manageable option. Pay off would be \$5,000 to \$6,000 and pre-payment was permitted by the bank. The board agreed to continue to explore this option and report back with more details.

4. Revisit Potential FPE Panel Special Assessment

George updated the board regarding engagement with the electrical contractor, noting that permits had been issued and work continues. In 2030, homeowners will no longer be able to install gas furnaces.

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Current panels cannot handle electric heat pumps. George reported that this upgrade will be the responsibility of homeowners. No action is necessary at this time but the board wanted homeowners to be aware. Work will not begin until April 2026 and conclude by 2030.

5. Appoint Joost de Schutter to Board for New Term

George noted the need to appoint Joost to an open board position with the resignation of Carlos Sanchez. Don encouraged homeowners to consider joining the board as there are currently three vacancies with the departure of Greg Hubecek, Celia Barry and Perry Fox.

On a motion made by George, seconded by Larry, it was proposed to appoint Joost de Schutter to a three-year board term. No objections, motion carried.

G. COMMITTEES

1. Transition Committee – Larry

Larry reported on the Committee's work over the past two weeks of interviewing potential management firms and facility managers. The board discussed the advantages of contracting with a management firm that would assume the maximum amount of work in both the management aspects and maintenance services in support of Carnelian Woods. The Committee expects to receive proposals from Hansen Management Company and Granlibakken Management Company in the coming week or so. The Committee will keep the board informed as proposals are received.

2. Strategic Planning - Don

No major updates

3. Insurance

George reported that the insurance committee is evaluating two replacement cost property insurance options. While pricing has yet to settle, it looks like, by adjusting the total coverage on the DIC policy to limit it to a reasonable maximum expected loss for the covered items, the insurance may come in substantially under budget. Owners on all options will have better protection if they acquire at a minimum \$50K in loss assessment riders on their unit coverage since in some loss cases the deductible is about \$5.9M.

4. Forestry

Celia reported that the Sugar Pine seedling planting with white pine blister rust resistant seedlings done in the spring of 2024 in the vacant lots has about 128 survivors. The Sugar Pine Foundation is hopeful that we'll have 10 to 20 new mature, rust-resistant trees. Firewise renewal received 10/23/25 and good through the end of 2026. If homeowners need a copy for your insurance, they can email forestry@carnelianwoods.org for a copy or find it on the website. Total expenditures for Forestry/Firewise this year totaled \$19,700 in staff time raking and expenses for dumping green waste. We also had 53 hours of volunteer raking time. Carnelian Woods is a pilot project with the Tahoe Fund. They are interested in helping us harden our structures by covering our building vents with wire mesh. Perry suggested for this coming year we establish a contact

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person in each area of our homes so that the clusters could rake their own areas together. Celia thanked Kathy Witt who attended meetings on our behalf.

H. FUTURE MEETING DATES

1. Thursday, November 13, 2025 @ 4PM, board meeting
2. Thursday, December 11, 2025@ 4PM, board meeting

I. ADJOURNMENT – The meeting was adjourned at 10:56am.

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.



November 15, 2025

Secretary

Date