**CARNELIAN WOODS TOWNHOUSE ASSOCIATION**

TO: CARNELIAN WOODS TOWNHOUSE ASSOCIATION BOARD OF DIRECTORS

FROM: CARY OKUMURA, BOARD SECRETARY

CARNELIAN BAY, CA. 96140

**SUBJECT: MINUTES OF BOARD MEETING OF Saturday June 8, 2019 @ the Lodge**

The meeting was called to order at 9:00 AM by board president Mike Proffitt.

Members present: Proffitt, Okumura, Shuff, Simcoe, Barry, Hubachek

By Conference Call: Sullivan, Duffy, Fox

Project Manager: Don Bemiss

Others in attendance: Jack Venable

1. **Secretary’s Report – (Cary Okumura)**
2. Approval of minutes for the previous BoD meeting of Saturday, February 9, 2019
   1. Motion to Approve February 9, 2018 minutes by Barry, 2nd Sullivan; Motion approved
3. **Treasurer’s Report – (Dave Sullivan)**
4. Financial Reports: January, February, March April 2019 was discussed.
   1. Motion to approve by Shuff, 2nd Barry; Motion Approved
5. Future Monthly Financial Statements were discussed in order to be compliant with recent State of California law SB192 regarding fiduciary responsibility by associations.
   1. The law requires 2 board members to review and accept monthly financial reports.
   2. The Budget Committee; Sullivan, Perry, will work with Don Bemiss and Serge to construct a financial reporting form to report to the board monthly income and expenses.
   3. The committee will investigate the hiring of a local accounting firm, (Proffitt contacted the McClintock firm from a reference from Brian Hanley). The firm may help the association, whether part or full time to make CW compliant with the law. A tentative cost estimate will be in the $612 per month expense range.
      1. Motion to investigate hiring of a firm by Shuff, 2nd Simcoe; Motion Approved
6. Quarterly dues have increased as a result of the last Homeowners meeting vote, September 2018.
7. 2018-2019 Audit is in preparation and due June 14th: Serge worked on preparing data for the auditing firm.
   1. Current expense for auditing is $8K/$10K per year.
8. Thanks to Sullivan for renegotiating Mutual of Omaha Variable Loan to a Fixed Rate Loan. The monthly increase is less than the 5.25% increase we would have experienced if the loan was not renegotiated.
9. Sullivan suggested to the board that no increase in quarterly dues be proposed to the homeowner’s in the 2019/2020 Proposed Budget at the upcoming annual September Homeowner’s Meeting. However the following year may have an increase (maybe 5% as deemed appropriate).
10. The Capitol Fund is still undetermined until CWTA gets a better handle on monthly financial reports.
11. **Security Committee – (Don Bemiss)**
    1. No issues at this time.
12. **Insurance Committee – (Greg Hubachek)** 
    1. The Farmers insurance premium will go up $5K per year. CWTA received all insurance credits available
       1. The insurance company’s position is that the values of the buildings and property have increased (the current rebuild cost is $238/SF), and that the association had insurance claims in 2 of the last 3 years. Farmers suggested that replacement value be at $325/SF. It was noted that if there were a catastrophic event the entire North Shore would probably be gone.
       2. Greg suggested that an increase to $250/SF is an intermediate position for 2020 to increase the association’s replacement SF value to Farmers.
          1. Motion by Hubachek, 2nd Shuff; Motion approved.
             1. The increased SF valuation would increase our insurance premium another $1100/year.
       3. Greg to investigate insurance affect if Don is a licensed General Contractor to CW.
13. **Architectural Committee – (Cary Okumura/Jack Venable)**
    1. Jack has done some preliminary investigation with Placer County regarding the conversion of CWTA Storage spaces into HO bedrooms. There were 14 storage spaces, 7 have a Placer County permit. Don suggested that we have 16 storage spaces. Many have been done without proper legal titles, boundary adjustments.
       1. Cary to develop a spreadsheet of all HO requests to the ACC for improvements so as to create a historical record.
14. **Government Agencies – (Tom Duffy)** 
    1. The Martis Valley and the Squaw Valley lawsuits continue.
       1. The Martis lawsuit contents an inadequate provision for emergency evacuation in a fire event. The lawsuit is in the Appellate Court process.
    2. The Tahoe area may experience power shutdowns in the event of a major fire.
    3. Affordable housing in (California) and the Tahoe area is a major issue. There is proposed legislation to allow HOs to build an additional housing unit on their property.
    4. Local school districts are proposing another increase in property owners Parcel Tax.
15. **Forestry Committee – (Celia Barry)**
    1. July 6th is scheduled for the annual ‘Rake Off’.
    2. CWTAs designation as the only “Fire wise USA Community” in the Tahoe area and is a significant recognition.
       1. Celia also applied for TRPA “Best in the Basin” award.
    3. Celia has applied for a 2 year, $8,750 Grant for the area behind Unit 130.
    4. The Conservancy is scheduled to do fire prevention work this year.
    5. There is a complaint that paper ashes/char is coming from Unit 146 or 147 fireplaces. Don to investigate and recommend stoppage.
    6. It was noted that NTFPD may do controlled burns near CWTA.
16. **Hospitality Committee – (Denice Courtney)** not in attendance
17. **Local Outreach - (Kathy Witt)** 
    1. Kathy forwarded information on proposed walking Trail Maps affecting CWTA. Maps were reviewed and she recommended that Trail Map 3 best represents CW interests and would be our position at Local Agency meetings.
       1. Motion that Trail Map 3 represents CWTA at local agency meetings by Hubachek, 2nd Barry; Motion Approved.
    2. It was suggest that outside guests may attend CWTA Meetings. It was deemed acceptable with time limits for their presentation or discussion.
18. **Communications Committee – (Mike Proffitt)**
    1. The next issue will be in 2 weeks. Information regarding the Rake Off, pool use, tennis & pickle ball courts will be included.
19. **Project Managers Report – (Don Bemiss)**
20. Snow has finally stopped.
    * 1. Damage to lodge entry, roof leak, flu and pool pump house.
21. CWS remodels continue, #13 & #154
22. Lodge grounds pool tennis courts being readied for Memorial Day.
23. Balcony replacement continues (38 scheduled), lodge fencing to be extended & rebuild garbage enclosures.
24. It was recommended that training be provided for staff for existing defibrillation unit in the lodge. Harassment training & Background checks are needed (when in contact with Children).
25. **Old Business**
    1. The Strategic Plan 2018 & Beyond; Lee discussed & identified issues.
       1. Budgeting, income & expense reporting
       2. Future issues: CWS income from outside clients, bike racks, kayak storage, zip lines, open space use for income, electric charging stations and solar panels on lodge roof.
          1. If any of these created income, would the Nonprofit status of CW be affected?
             1. Not if put into CW general or operating accounts.
       3. Succession plan for BoD members?
       4. Long term; what if CWS goes away?
       5. Each board member to call HOs to increase HO attendance at annual meeting.
26. **New Business** 
    1. Board of Directors positions up for renewal/replacement voting during the upcoming September 14th Annual HOs Meeting.
       1. Hubachek, Barry, Fox (replaced departed Craig Thomas’ position). All indicated that they will re-run for these BoD positions.
          1. Bios are needed to be included in Homeowners Mailing Packets.
    2. Mike, Lee, Dave, Serge met with Brian Hanley to review CW mailing packet information for HOs including voting instructions.
    3. Don to investigate food caterers/food trucks for Friday board member dinner and Saturday homeowner dinner.
27. **Next Board Meetings**
    1. Next BoD Meeting August 10, 2019; 9AM at the Lodge.

Motion to close Board Meeting by Barry, 2nd Hubachek; Motion Approved, at 11:30 AM.

Cary Okumura, Secretary CWTA