

CARNELIAN WOODS
MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via Google Meet
on Tuesday, August 20, 2024, at 5:00 p.m.

A. CALL TO ORDER

There being proper notice of meeting, Celia Barry, presiding as Chair, duly called the meeting to order at 5:03pm.

ROLL CALL / QUORUM CHECK

BOARD MEMBERS:

Don Adams	President (<i>Chair</i>) (Joined at 5:19pm)	Perry Fox	Director
Celia Barry	Vice-President	Carlos Sanchez	Director (Absent)
George Shaw	Treasurer	Mike Proffitt	Director
Larry Nowels	Secretary	Dave Sullivan	Director

INVITEES PRESENT:

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

HOMEOWNERS PRESENT:

Dave Rich Unit #22
Christin Hemann Unit #124

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.

NONE

C. REVIEW & APPROVAL MEETING MINUTES

1. **July 23, 2024, Monthly Board Meeting Minutes**

On a motion made by Perry Fox, and seconded by Larry Nowels, it was proposed that the minutes of the July 23, 2024, Monthly Board Meeting be approved as presented. No objections, motion carried.

D. MANAGEMENT / FACILITIES UPDATE

Management reported on the status of amenities. A new pool table was purchased/installed in the Lodge. The spa filter in need was repaired. New hard spa covers are on their way. Management is exploring the possibility of outsourcing swimming pool/spa operations and maintenance; they have yet to receive a bid. American Leak Detection has located the suspected leak in the 6-inch line (swimming pool); management is searching for a plumber to conduct repairs. Management has received inspection reports from RMC, Linchpin, and Western Bat Specialists. A master spreadsheet is in the works to ensure needed work will be completed appropriately.

Dave Rich, Unit 22, inquired how an owner would find what repairs or damage has been reported on their unit. He has reported external damage on his balcony and inquired whether it will be covered by RMC. He would like to know whether the remaining exterior work will affect the remaining interior work needed. George Shaw stated the balcony report from RMC has Unit 22 listed as needing engineering and repairs.

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There was discussion regarding whether the “master spreadsheet” will be made available to homeowners. It is a dynamic working document, and it would be difficult to keep the homeowner-facing information up-to-date if posted to the portal/website. Homeowners may call or email the office and inquire about the status of their unit.

E. OLD BUSINESS

1. Review status of 2022-2023 Winter Damage Claims (RMC)

Management reported that the roofing contractors will be on-site working up to seven days per week, including Labor Day weekend and the Monday holiday. Management acknowledged the possible inconvenience and/or disruptions to owners and guests; however, completion of this work is a high priority.

RMC is working on the engineering for needed balcony repairs and are hopeful they will have this by the end of August, with work possibly starting by early September. This timeline is not guaranteed.

Western Bat Specialists’ report has been submitted to insurance for a possible claim to recoup cost of new exclusion work.

F. NEW BUSINESS

1. Review / Approve 2024-2025 Operating and Reserve Budget

George Shaw reviewed the proposed budget, which has been distributed to board members. Points of review included:

- Expecting to receive \$495K in revenue from dues before the end of the current fiscal year
- \$253K in remaining expenses through the end of the current fiscal year
- \$55K of that will go to reserves (special assessment)
- \$185K remaining – If subtracting the minimum \$100K balance, this leaves about \$86K in “excess cash” to fund next year’s operating expenses.
- The proposed balance of the contingency fund has been increased to approximately \$115K to consider items such as increased fire insurance costs, possible legal settlement re: former manager, and overtime wages for current employees.
- All things considered, the operating budget is down 4.4% from last year, but additional funding of the reserves is needed.
- A 15.49% increase to dues is being proposed.

On a motion made by George Shaw, seconded by Mike Proffitt, it was proposed to approve the 2024-2025 Operating and Reserve Budgets as presented, including a 15.49% increase in regular quarterly assessments. All in favor, motion carried.

Management will distribute budget and annual disclosures to the membership with input from the Board. Membership will be notified of the change in dues by no later than September 1.

2. Review / Approve Pool Leak Repair Bid

As of the date of this meeting, management has not received any responses to requests to conduct this work. No action was taken on this item.

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3. Review / Approve Defensible Space Work Bid

Management reported that bids were received from Whiskey Creek Land Management and Lasting Landscapes. Whiskey Creek's bid includes the option of adding a certified arborist to conduct limbing of branches that overhang or come within 10-foot radius of buildings (roofs, chimneys, etc.). There was discussion regarding what work is required to be done prior to a possible defensible space re-inspection in November. Additionally, there was discussion regarding amounts budgeted for forestry, defensible space, and tree removal, how these projects fall within those categories, and the need to complete the work.

On a motion made by Don Adams, seconded by Celia Barry, it was proposed to approve Not To Exceed \$15,000 for defensible space work of one week, plus hauling expenses, with Whiskey Creek Land Management. All in favor, motion carried.

4. Review / Approve Snow Removal Proposal

George Shaw reported the current proposal from Lasting Landscapes is different from last year's agreement. Last year's agreement was \$90 per hour including use of Lasting Landscapes' equipment (snowblowers). The current bid proposes use of the Association's equipment. There was discussion that further consideration should be given to the cost repairs/replacement of the Association's equipment. The matter was tabled.

No action was taken on this item. Management will procure additional bids for review.

5. Review / Accept qualified candidates to be elected by acclamation

There will be three vacancies on the Board of Directors for FY2024-2025, as of the Annual Meeting on October 26. Management has received candidate statements from three qualified candidates:

- Don Adams (Unit 24),
- Lindsey Pho (Unit 54), and
- George Shaw (Unit 36).

Due to the number of candidates equaling the number of vacancies, it is proposed to elect these candidates via acclamation.

On a motion made by Celia Barry, and seconded by Larry Nowels, it was proposed to accept and elect by acclamation the above-listed candidates. All in favor, motion carried.

G. COMMITTEES

1. Amenities (formerly Pool/Spa)

a. Review/Approve Swimming Pool Closing Date

Management spoke on behalf of the Amenities Committee chair (absent) and reviewed proposed seasonal changes to amenity operating hours, specifically:

- Last Day of Swimming Pool Operations: Sunday, September 8.
- Beginning Monday, September 9:
 - Hot Tub operating hours:
 - Monday through Thursday – CLOSED
 - Friday through Sunday – 12:30pm to 8:30pm

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- Lodge operating hours:
 - Monday through Thursday – 9am to 4pm (generally unattended)
 - Friday through Sunday – 9am to 8:45pm (generally attended)

On a motion made by Celia Barry, and seconded by George Shaw, it was proposed to accept the change in amenity operating hours as presented. All in favor, motion carried.

Management will notify homeowners of the upcoming changes to amenity hours.

2. Forestry Committee

Celia Barry reviewed the Forestry Committee's report. Key points included:

- After the creek is mostly dry, some work can be done in the area to remove dead and dying brush, possibly without TRPA permit.
- The presence of fish in the creek adds another dimension to the treatment of the creek. There are multiple groups that are interested in working with the Association on larger treatment for the creek area, but it will not be this year.

3. Bylaws Update Committee

Larry Nowels reported that in the last board meeting, the Board approved the recommendations of the committee on 23 different items within the bylaws. Over the last month, Larry Nowels has been translating these recommendations into actual text for updating the bylaws. The committee recommended obtaining a legal review to: review the restatement of bylaws, cross-reference the CC&Rs, review the process to approve the restatement of bylaws.

4. Strategic Planning Committee – No Update

H. FUTURE MEETING DATES

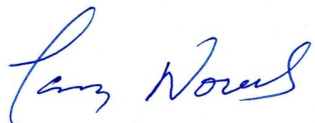
1. Tuesday, September 17, 2024, Board Meeting
2. Saturday, October 26, 2024, Q1 Board Meeting – 9:00am
3. Saturday, October 26, 2024, Annual Membership Meeting – 11:00am
4. Saturday, October 26, 2024, Special Meeting (following lunch)

I. RECESS TO CLOSED SESSION

J. ADJOURNMENT

The meeting was adjourned at 7:08pm.

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, Secretary

October 4, 2024

Secretary or Director

Date