

**CARNELIAN WOODS**  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**

Held electronically via Google Meet  
on Tuesday, July 23, 2024, at 5:00 p.m.

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**A. CALL TO ORDER**

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 5:02 p.m.

**ROLL CALL / QUORUM CHECK**

**BOARD MEMBERS:**

Don Adams	President ( <i>Chair</i> )	Perry Fox	Director
Celia Barry	Vice-President	Carlos Sanchez	Director
George Shaw	Treasurer	Mike Proffitt	Director (Exited meeting at 6:10pm)
Larry Nowels	Secretary	Dave Sullivan	Director (Absent)

**INVITEES PRESENT:**

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services
Janessa Visnyei	Office Assistant, Alpenhof Management Services

**HOMEOWNERS PRESENT:**

Kathryn Shumway    Unit #1

**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. May 21, 2024, Monthly Board Meeting Minutes**

*On a motion made by Celia Barry, and seconded by Perry Fox, it was proposed that the minutes of the May 21, 2024, Monthly Board Meeting be approved as presented. No objections, motion carried.*

**D. MANAGEMENT / FACILITIES UPDATE**

Nicholas reported the swimming pool is open and operating; however, there appears to be a leak somewhere that we are working to diagnose and repair. Spa B is currently closed due to a filter issue; new parts have been ordered and are awaiting delivery. The air hockey table now has a switch and is operating for free. The horseshoe pit and volleyball court have been refreshed. There are repairs needed on the parcourse. Staff continues to work on repairing the pool fence; it is currently secure/safe.

David Davis has a list of projects he is trying to attend to, such as: under-unit repairs, entryway railings and steps, dumpster enclosure repairs, lighting checks, and raking to 30-foot clearance around all buildings. Management has received the report from Linchpin regarding status of balconies. Staff is reviewing the report to determine whether those urgently needed repairs can be handled in-house or need to be outsourced. Vehicles are also being reviewed for needed repairs.

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---

Management is in communication with Western Bat and awaiting the inspection report. Management received a report from Farmers Insurance and are working through the list to ensure all needed repairs are addressed.

President Adams reminded attendees that Nicholas manages and directs Alpenhof Management and Carnelian Woods staff. Requests for Alpenhof are supposed to be directed to the board president, who meets weekly with Nicholas and the treasurer to discuss ongoing activities.

**E. FINANCIAL REVIEW**

**1. Review of (Un-Audited) Financial Reports as of May 31, 2024**

Treasurer Shaw posted a budget review recently. Since the last report in April, there was an additional \$6k in snow removal costs, legal costs were up \$14k higher than expected, and pool supplies came in around \$7k. He is expecting there will be one more order of pool supplies this season. The previously determined \$59k margin on the budget has been projected out to be \$0.

*On a motion made by George Shaw, and seconded by Carlos Sanchez, it was proposed to approve the un-audited financial reports from May 31, 2024, as presented. No objections, motion carried.*

**2. Review of Reserve Fund Investments**

Treasurer Shaw reported that the current reserve study accounts for many more items that will fail over time. Funding the reserve study will continue to be difficult. Page 28 of the Reserve Study includes the total cost of all items in the study: \$8,735,634. Simply put, this amount, divided by 30 years, 4 quarters, and 118 owners equals \$617 per quarter that would be needed on average to fund the reserves. Treasurer Shaw is still working on ways to address funding for some of these projects, such as the possibility of obtaining a loan for the roofing project.

President Adams noted the Board, the Finance Committee and the Strategic Planning committees are all working on this, and more information will be available to homeowners as the coming budget is finalized and annual packet produced. The Reserve Study is a living document and is used as a financial planning tool for the Association.

**F. OLD BUSINESS**

**1. Review Status of 2022-2023 Winter Damage Claims**

Management received communication from Restoration Management Company (RMC), who have billed the Association for two invoices: \$125k and \$230,392. Neither of these invoices had any backup details, but both stated they include "work completed to date". Management is trying to confirm what work has actually been completed so invoices can be paid. Additional claim funds have been received from Farmers Insurance and deposited into the holding account for these funds.

Insurance claim has been billed for around \$900,742, but the Association has received approximately \$780k from Farmers. Treasurer Shaw noted it is still being determined why the difference is much greater than the Association's \$25k deductible.

President Adams reminded homeowners that if they have questions about scope of work and what may or may not be included in the claim, please contact the Office.

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---

**2. Balcony Inspection Report by Linchpin and Repair Status**

Management received the report from Linchpin, which distinguished three categories of needed repairs: Immediate Attention, Attention prior to coming Winter, and To Be Addressed Prior to Next Inspection. Management and staff are reviewing the report to determine whether the immediate repair items can be handled in-house by staff or contracted out. Treasurer Shaw noted there were only two small items that were structural concerns, and all other repairs noted are relatively minor.

**G. NEW BUSINESS**

**1. Review/Approve Tree Removal bid**

Management reported an additional bid was received by the Tree Mechanic for an additional tree that requires removal near the pool area. Treasurer Shaw noted the \$10k budgeted this year for tree removal has been spent. Unless there is a significant danger, Treasurer Shaw recommended this item wait until the next fiscal year and budget. Management recommended to table the topic; topic was tabled. The Forestry Committee will review the forestry report along with this tree to obtain a more complete bid. No action was taken on this item.

**2. Review/Approve Storage of Owner's Property (dishwasher)**

President Adams provided history on this matter. During a previous remodel, Carnelian Woods Services removed a uniquely sized dishwasher from a unit. The prior general manager agreed to store this dishwasher for the owner of Unit 154, in the event that a replacement or parts were needed in the future. President Adams stated his opinion that the Association should not be storing personal property of/for any homeowner. After some discussion, it was agreed that Director Proffitt would contact the owner of Unit 154 and obtain further information so that a decision could be made by the Board. No action was taken on this item.

**3. Review/Approve Request for Use of CW Fire Hydrants**

President Adams reported that a neighbor in the Agate Bay area was undergoing a remodel, and their nearest fire hydrant was deemed to not have sufficient flow. The fire district requested written approval from the Association to utilize Carnelian Woods' fire hydrant in the event of a fire. After a brief discussion, all board members agreed that President Adams should sign an approval letter authorizing use of the CW fire hydrant by neighbors if needed.

**4. Review/Approve Director of Facilities Position Description, Salary (range), & Benefit Package, and Approval to Hire by President, Exec Committee, or Hiring Committee**

President Adams reported that it has been reiterated by Management that this position is needed to help manage staff and projects. Treasurer Shaw noted that there is contingency cash available to cover August and September salary for this position, if hiring is to be completed before the next budget cycle. After some discussion, a hiring committee was formed, headed by Carlos Sanchez, including Larry Nowels and Perry Fox. Hiring committee will develop candidates and present said candidate(s) to the Executive Committee for either further interview or hire.

*On a motion made by Mike Proffitt, and seconded by Celia Barry, it was proposed to approve the position description and benefits package to advertise for a Director of Facilities position. No objections, Motion carried.*

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---

*On a motion made by Celia Barry, seconded by Carlos Sanchez, it was proposed to create a hiring committee consisting of Nicholas Saadi, Carlos Sanchez, Perry Fox, and Larry Nowels; committee to conduct recruitment process and present top candidate(s) to the Board to screen for final approval and hire. No objections, motion carried.*

**5. Review/Approve Pool Table Rehab**

Management received a bid from Nevada Spa and Billiards to refurbish existing pool table, ranging from \$1950 to \$2300. Further investigation by the Amenities Committee determined there are multiple options at better pricing to either repair the existing table (\$900) or obtain a new table (\$1500 and up). Amenities Chair Carlos Sanchez recommended the purchase of a new table and removal of the existing table.

*On a motion made by Carlos Sanchez, seconded by Mike Proffitt, it was proposed to approve \$1500 plus tax, delivery, and installation, to obtain a new billiards table. No objections, motion carried.*

**6. Review/Approve HR Consultant Scope**

Management reported that Alpenhof Management Services are not HR professionals. Existing staff manuals are outdated, not all employees have written agreements, and the Association is looking to hire, as indicated in previous agenda item. To ensure the Association is in compliance with state and federal laws, Management recommended hiring of an HR consultant. A bid was received from TruckeeHR presenting options for consultant work in the areas of handbook development, job descriptions, and employee agreements. The bid offers different banks of hours for different pricing.

*On a motion made by Mike Proffitt, and seconded by Celia Barry, it was proposed to approve the bid from TruckeeHR in the amount of \$2000 for 20 hours of consultant work. No objections, motion carried.*

**H. COMMITTEES**

**1. Amenities (Formerly Pool & Spa)**

**a. Review/Approve Pool and Spa Rules Amendments**

This item was not addressed. In its place, the Board addressed agenda Item:

**H.1.c. Review/Approve New Pool/Spa Signage**

California codes and Davis-Stirling dictate specific font size and other requirements for pool and spa signage that are not currently being met. Carlos Sanchez thanked the committee members for their assistance in the development of new and compliant signage and provided an overview of proposed signage. Some details were reviewed such as: "Adult Only time" language to be removed, language regarding unsupervised minors and no lifeguard on duty, signage regarding diarrhea and incontinent persons, and posted hours. Upon approval of signage, Management will work with the committee to finalize and purchase appropriate signage.

*On a motion made by Celia Barry, seconded by George Shaw, it was proposed to approve the pool and spa signage as presented. No objections, motion carried.*

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**b. Review/Approve Remote Access Scope of Work and Budget**

Management reported they continue to reach out to possible vendors and contractors in reviewing this project. Along with management, the Amenities Committee is developing a scope of work so that a budget can possibly be determined. There was no action taken on this item.

**c. See above, Item H.1.a.**

**2. Forestry Committee**

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

- It is not possible to conduct larger creek restoration in Carnelian Creek without grant funds, which were not attainable at this time. The Association is therefore waiting on Nevada Conservation District staff to provide other treatment ideas.
- The Defensible Space report (inspection completed in May) was received last week. While the document is for the purpose of bringing STRs (Short Term Rentals) up to requirements, it is helpful for the entire association in order to reduce fire risk and maintain Firewise Certification.
- North Tahoe Fire anticipates completing pile burning this year that was started two summers ago.
- There was a small fire on the upper end of Sahara Dr on July 10. Cause has yet to be determined.
- The Rake-Off occurred on July 12. Director Barry expressed her thanks to the owners of Units 154, 139, 65, 72, and 129, for their help in raking around Units 120-129. Collectively, they contributed about 21 hours of time, which will go toward the Firewise recertification. Members can still access rakes and gloves at the office and track their raking hours to be contributed toward Firewise. The current Firewise Certificate is available on the eUnify portal and on the CW website's forestry page.

Treasurer Shaw stated that he has been in contact with North Tahoe Fire, who advised that the rules have gotten slightly stricter, but they are the same for STRs as they are for individual owners, but they haven't been enforcing them. President Adams requested that a meeting be scheduled with the Forestry Committee to review the report and better understand what the requirements are of the Association.

**Kathryn Shumway, Unit 1**, commented that she was advised by her insurance that the Association was not granted Firewise approval and that the fire department canceled the certificate. Director Barry responded that the Firewise certificate is valid through the end of the year, and the work being called for in the report must be completed by the end of November. She offered to speak to Ms. Shumway offline.

**3. Bylaws Update Committee**

**a. Review/Approve Bylaws with Committee Recommendation of the 23 listed items**

Secretary Nowels thanked the members of the committee for their work and contributions. The committee has been working off a template provided by the Attorney's office. The Committee identified 23 items in the template to which they propose to make changes; the Board has received those proposed changes. Upon Board approval, the next step would include presentation to the membership for a vote. There was discussion regarding the proposal to change from nine board members to five board members. It was pointed out that members are not required to be on the board in order to participate in committees or be appointed as secretary or treasurer. The number of board members would reduce through attrition.

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---

*On a motion made by Celia Barry, seconded by George Shaw, it was proposed to approve the changes to the bylaws as presented by the committee. No objections, motion carried.*

**4. Finance Committee**

**a. 2024/2025 Budget Process/Schedule**

Treasurer Shaw reported that Management is creating an initial budget to be passed to the Finance Committee for adjustments. The exact timeline is unknown. Treasurer Shaw has been researching information regarding utilities costs and amenities costs. The deadline to notify homeowners of the new budget is September 1.

**5. Strategic Planning Committee**

**a. Review/Approve Property Entitlement Scope by Agan**

President Adams reported he completed a scope of work for a site survey and sought a bid; however, the consultant recommended starting with entitlement document research and records review. Agan was recommended by Sage Point. Agan has not provided a proposed contract yet but is requesting a \$5,000 retainer. The entitlement process is the first step in understanding the development potential of the Association. President Adams is seeking board approval for the retainer amount. Treasurer Shaw noted there is money allocated in the reserves for this expense. There was a brief discussion that money was previously approved for a similar scope to Sage Point, and that will likely not be spent now that Agan would be engaged.

*On a motion from Celia Barry, seconded by Perry Fox, it was proposed to approve a \$5,000 retainer for engagement with Agan Consulting for the purpose of entitlement research. No objections, motion carried.*

**I. RECESS TO CLOSED SESSION**

**J. ADJOURNMENT**

The meeting was adjourned at 7:06pm.

*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.*



August 21, 2024

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Larry Nowels, Secretary

Date