

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

Held electronically via Google Meet  
on Tuesday, May 21, 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 5:01 p.m.

**ROLL CALL / QUORUM CHECK**

**BOARD MEMBERS:**

Don Adams	President ( <i>Chair</i> )	Dave Sullivan	Director
Celia Barry	Vice-President	Carlos Sanchez	Director (Present at 5:50pm)
George Shaw	Treasurer	Greg Hubachek	Director (Present at 5:40pm)
Larry Nowels	Secretary	Mike Proffitt	Director
Perry Fox	Director		

**INVITEES PRESENT:**

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

**HOMEOWNERS PRESENT:**

Paul Feigenbaum	Unit #65
Hans Hemann	Unit #124
Vern Phillips	Unit #39
Shirley Wagner	Unit #133

**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.*

**Vern Phillips, Unit 39**, expressed interest in the agenda item G.3.a., Architectural Review Committee to address egress windows, as his unit is affected by this decision.

**C. REVIEW & APPROVAL OF MINUTES**

- 1. March 19, 2024, Executive Session Minutes**
- 2. April 16, 2024, Monthly Board Meeting Minutes**
- 3. April 16, 2024, Executive Session Minutes**

The minutes listed above were approved with no changes.

*On a motion made by George Shaw, and seconded by Celia Barry, it was proposed that the minutes of: the Executive Session of Tuesday, March 19, 2024, the Monthly Board Meeting of April 16, 2024, and the Executive Session of April 16, 2024, be approved as presented. No objections, motion carried.*

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**D. FINANCIAL REVIEW**

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

Treasurer Shaw is working with Tom O'Neil (Alpenhof Management) to reallocate budget numbers due to no longer having a General Manager, but this has not been completed yet. Director Fox requested a variance report for the next meeting.

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

**2. Review of Reserve Fund Investments**

Treasurer Shaw reported that the Association maintains two reserve funds (First Citizens and Merrill). The Merrill account was kept because it provides a high yield cash account (5%). The Reserve Study was received recently and will be reviewed by Treasurer Shaw and President Adams in the near future.

Treasurer Shaw explained that dues are collected at the beginning of the quarter and not all of that money is intended to remain in the operating fund. Rather, portions of it are due to be paid each month to the loan fund or the reserve fund. Treasurer Shaw noted the Association is current on their payments on the loan.

**E. OLD BUSINESS**

**1. Review of Insurance Quotes**

Management contacted Pacific Premiere to obtain a full coverage quote for the Association. They are unable to provide a quote due to the Association's current outstanding claims. Once claims are closed, a full bid may be obtained. Management also contacted Soscher (broker), who advised that due to limited amount of insurance providers in California, they are blocked from even being able to bid on a full quote for the Association.

Treasurer Shaw noted that there are five Federal Pacific electrical panels in the Association (Units 120-155) which increase fire risk and may be excluded from coverage, making it even more difficult to obtain insurance.

**a. Additional D&O Liability Insurance**

President Adams clarified that the Association previously obtained D&O liability coverage up to \$1 million. The possibility of purchasing an excess policy to increase coverage to \$5 million, at the cost of \$15K, was previously discussed. The excess policy was declined at the time, but Director Nowels requested the topic be revisited.

Treasurer Shaw reported the Association bylaws require the Association to cover the Board of Directors for actions they perform as the Board. If a claim is received that exceeds the Association's insurance, the Association would pay for the claim and then assess the homeowners for the additional cost. The excess liability policy under discussion would increase the coverage in this scenario.

No action was taken on this item.

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

Management reported that RMC will be on-site next week to start window replacements on ten units and will be starting on roof work shortly thereafter. They do not have an estimated timeline for deck repairs. Management will be requesting that units with known roof leaks/damage be considered a priority, and ensure that work performed is kept to that specified by the insurance adjustor and/or that which is legally required. Homeowners due for window replacements have been contacted directly to notify and coordinate access.

**3. Western Bat Specialists Retainer**

Due to the ongoing bat issues throughout the property, the Association is interested in streamlining the scheduling and billing processes with Western Bat Specialists. The proposed service agreement includes a \$1500 all-unit inspection to be conducted this season. Western Bat Specialists is recommending a retainer amount between \$5000 and \$10,000.

*On a motion made by Perry Fox, and seconded by George Shaw, it was proposed to approve a retainer for Western Bat Specialists in the amount of \$7500. All in favor, motion carried.*

**F. NEW BUSINESS**

**1. Creation of Bylaw Update Committee**

Director Nowels has reviewed the bylaws and identified some items of concern that may require review and update. He is seeking creation of a Bylaws Update Committee and calling for volunteers to join. It was noted that CCRs and Bylaws are tightly connected, thus it will be important to cross-reference them to ensure continuity. The Committee would aim to have information to present to the membership at the annual meeting.

Bylaw and CCR Update Committee was created, to be chaired by Director Nowels. Directors Barry, Shaw, and Proffitt volunteered. Membership will be notified of the committee's creation. Additional volunteers may contact Director Nowels directly.

**2. Review of Asphalt Bids**

President Adams stated his qualifications as a professional engineer, registered in California and Nevada. He noted, however, that he is presenting as a homeowner, and therefore his recommendations are not official. President Adams discussed pavement basics, noting pavement is designed to fail over time, with typical lifespan of 20 years. Regular maintenance can extend asset life and reduce homeowner cost. Overall, Carnelian Woods pavements are in pretty good shape. Walkways were not included in this discussion.

**a. Crack Fill**

Crack fill was performed about two years ago but is beginning to fail and needs to be done again. Blacktop Sealing and Striping, Inc., has quoted \$12,880 for crack fill and quoted \$2475 for restriping throughout the property.

*On a motion made by George Shaw, and seconded by Larry Nowels, it was proposed to approve the bids from Blacktop Sealing and Striping, Inc., for Crack Fill and Striping, in the amounts of \$12,880 and \$2475. Greg Hubachek abstained. All others in favor, motion carried.*

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**b. Roadway Repairs**

Black Top Sealing has quoted \$11,900 for some larger patch and repair work (approximately 700 square feet near the driveway to Unit 120). President Adams stated the opinion that this is not an absolute need, but it would be best practice to complete it now. If left undone this season, the Association can expect a 10-20% increase in cost for the project next year.

*On a motion made by George Shaw, and seconded by Celia Barry, it was proposed to approve the bid from Blacktop Sealing and Striping, Inc., for Patching/Paving in the amount of \$11,900. Directors Barry, Shaw, Sullivan, and Nowels voted in favor. Directors Fox, Sanchez, and Proffitt voted against. Director Hubachek abstained. Motion carried.*

Additionally, the Association has two areas of failed pavements (top of Silver Pine Rd near water valve and below Units 120-135) that are in need of reconstruction. However, total reconstruction is estimated at \$144K (\$4.60/sqft) which is not a palatable amount.

Regarding the area of Silver Pine Rd near the water valve, President Adams instead recommended a “Band-Aid” approach which could extend the lifespan 5 to 10 more years. This area is a low-use road, but maintenance and plowing are required due to access to the water valve. The proposal includes 2-inch overlay with fibers and is estimated at \$18K. If declined this season, this may not be a viable option in the future, due to further deterioration of the pavement.

*On a motion made by George Shaw, and seconded by Celia Barry, it was proposed to approve the bid from Blacktop Paving as presented for overlay on Silver Pine Rd in the amount of \$18,744. Directors Barry, Shaw, and Nowels voted in favor. Directors Fox, Sanchez, Sullivan, and Proffitt voted against. Director Hubachek abstained. Motion failed.*

Regarding the area below Units 120 – 135, the similar “Band-Aid” approach is estimated to cost at \$38K. President Adams recommended there be further discussion and evaluation regarding this area and its anticipated use or abandonment prior to approving any bid. No action was taken on this item.

**3. Review of Tree Removal Bids**

Management walked the property with Maintenance staff and identified two categories of dead, dying, or diseased trees for removal. Bids were received from The Tree Mechanic, Bushwhackers, and Estates Tree Service. Bushwhackers’ bid did not include removal of wood/logs. The Tree Mechanic has worked on the property before. Management will review the chosen bid to ensure all designated trees will be removed.

*On a motion made by Perry Fox, and seconded by George Shaw, it was proposed to approve the bid from The Tree Mechanic as presented for removal of the List A – High Priority trees, in an amount not to exceed \$9500. Greg Hubachek abstained. All others in favor, Motion carried.*

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**4. Review of Debit Card for Facilities**

Management reported that Maintenance staff is currently using Alpenhof Management's charge account for supplies/services that cannot be invoiced through the vendor (i.e., green waste dump fees). This is not logistically efficient or ideal. Management recommended the Board issue a debit card for maintenance staff to use for these purposes, set per transaction and monthly limits, and require staff to submit all receipts for tracking purposes.

*On a motion made by Perry Fox, and seconded by Mike Proffitt, it was proposed to issue a debit card for Senior Maintenance Technician, David Davis, with a per transaction limit of \$500 and monthly limit of \$2000. Greg Hubachek abstained. All others in favor, Motion carried.*

**G. COMMITTEES**

**1. Pool and Spa**

**a. Autonomous Systems**

Carlos Sanchez reported that the current security system does not have the capabilities desired by the Association, specifically a "smart lock" system that allows hard closure times where no one can access the facilities. One bid was obtained (Integrity Locksmith) but the committee was not prepared to present it.

Management reported the goal is to have a system with remote access available to members and guests while minimizing the need for office/amenity staff involvement. The ideal system would allow facilities' hard closures to be controlled remotely (via "cloud"). The current system is laborious and requires staff to be on site to manage key cards, access, and hard closures.

Concerns were raised that the total scope of the project has not been comprehensively defined to include items such as tie-in to security cameras/systems and after-hours deterrents. Celia Barry requested that any future bids include references. Management will work with the committee to explore more options.

**b. Operating Hours**

Perry Fox stated that any needed repairs should occur prior to opening the swimming pool to ensure compliance with Placer County. Management reviewed that there are several items that need to be addressed prior to pool opening: swim line tile and coping repairs, pool pumps, pool heating, and fencing. Management is working to obtain vendors to perform needed repairs. If/When the pool is prepared for opening, staffing levels will limit pool/spa days to 5 days per week until proposed seasonal staff comes on board in mid-June. An alternative option would be to outsource the closing of facilities; Management has sought a bid, but it was not received prior to the meeting.

Due to the outstanding maintenance needs, the Board did not take any action to approve the Swimming Pool's opening date or operating days/hours.

**Homeowner Shirley Wagner, Unit 133**, requested that communication to homeowners be very clear and explain why the pool opening has been delayed past Memorial Day.

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**2. Forestry - Rake-Off Event**

Celia Barry reported that the Rake-Off Event is scheduled for Friday, July 12, at 9am. George Shaw will update the website with the information.

**3. Architectural Review**

Don Adams briefly reviewed the report by Jack Venable (not present) and the Architectural Review Committee. The report included information from Placer County regarding egress windows but did not include any official amendments to ARC guidelines. George Shaw will continue to work with Jack Venable regarding documentation for homeowners describing how Placer County's information effects units in the Association.

ARC recommended the Board approve the application for construction of an egress window on Unit 145. It was also recommended that the homeowners use WUI-compliant (Wildland-Urban Interface) glazing. It was specified that WUI-compliant glazing is recommended but not required by the Board.

*On a motion by Celia Barry, seconded by George Shaw, it was proposed to approve the application for window addition for Unit 145 as presented. Director Hubachek abstained. All others in favor. Motion carried.*

ARC received a preliminary proposal/incomplete application for construction of an emergency egress window/opening on Unit 130. The proposed location of the opening presents concerns about egress into another unit's property, and could set difficult precedents for future development. The ARC does not recommend approval of this proposal.

*On a motion made by George Shaw, seconded by Perry Fox, it was proposed to deny the application for construction/addition of an egress window as presented for Unit 130. Greg Hubachek and Carlos Sanchez abstained. All others in favor. Motion carried. (Proposal denied.)*

**Homeowner Vern Phillips, Unit 39**, commented that Placer County is now starting to enforce the egress requirements in the loft areas, which was not previously done, so the Board can expect to see many more requests similar to those just reviewed. Many homeowners are trying to navigate the changing requirements from local governing bodies in order to continue renting their units.

**H. MANAGEMENT/FACILITIES UPDATE**

**1. Spring Opening**

Management reported that staff has been working diligently to prepare for swimming pool opening. Snow shed protections are being removed from units and lodge. Lodge decks and furniture are being cleaned and prepared for the season. Tennis Court is being cleaned/prepared and the wind screens are being installed. Raking, trimming, and parcourse maintenance will be done as time permits.

**2. Swimming Pool Opening – Swim Line Tile & Coping Work**

This was addressed in a previous agenda item and was not revisited.

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**3. Defensible Space review by NTFD**

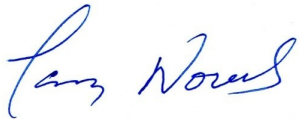
Celia Barry reported NTFD has reviewed the property and a report will be forthcoming. Verbally, NTFD reported the property looks good overall. Raking up to 30 feet away from the units is required. In 2027, the requirements will increase to 100 feet, which will be more difficult due to some units' proximity to the creek.

**I. RECESS TO EXECUTIVE SESSION**

**J. ADJOURNMENT**

The meeting was adjourned at 7:51pm.

*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 18, 2024

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Larry Nowels, Secretary

Date