

### **A. CALL TO ORDER**

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 5:06pm.

### **ROLL CALL / QUORUM CHECK**

#### **BOARD MEMBERS:**

Don Adams	President ( <i>Chair</i> )	Perry Fox	Director
Celia Barry	Vice-President	Dave Sullivan	Director (Absent)
George Shaw	Treasurer	Carlos Sanchez	Director (Absent)
Larry Nowels	Secretary	Lindsey Pho	Director (joined at 5:25pm)

#### **INVITEES PRESENT:**

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

#### **ADDITIONAL HOMEOWNERS PRESENT: 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.*

**An open forum was held, where members were given an opportunity to address the board.**

### **C. REVIEW / APPROVE MEETING MINUTES**

#### **1. October 26, 2024, Quarterly Board Meeting Minutes**

*On a motion made by Perry Fox, and seconded by Celia Barry, it was proposed that the minutes of the October 26, 2024, Quarterly Board Meeting be approved as presented. No objections, motion carried.*

### **D. MANAGEMENT / FACILITIES UPDATE- Nicholas**

#### **1. Defensible Space**

Defensible Space work for the season has been completed. North Tahoe Fire advised they will be passing the property for the purpose of Short-Term Rentals (STRs). Not all STR permit holders have received the report yet. The office will make the report available to all homeowners once it is received.

#### **2. Winter Preparations**

Snow barricades and snow poles are being installed throughout the property as needed. Snow barricades over egress windows are installed in a manner to allow emergency exit. Vehicles are being prepared for winter and scheduled for service as needed.

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

Held electronically via Google Meet  
on Monday, November 18, 2024, at 5:00 p.m.

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Aspen Grove (Landscaping) has not been able to procure Workers Comp insurance to date. The current plan is to conduct hand snow removal utilizing Carnelian Woods staff and Aspen Grove's owner as a sole proprietor until the matter of workers compensation is resolved. There was discussion regarding obtaining additional on-call employees, covering Aspen Grove on the Association's current Workers Comp, and the likelihood of CW staff incurring overtime.

**3. Hot Tub Servicing – Prestige Pool & Spa**

Prestige Pool & Spa Services has been contracted on a temporary basis to service the hot tubs 3 days per week. This contract frees up CW staff to conduct other maintenance tasks. There was discussion regarding the value of this service versus having CW staff pursue their CPO (Certified Pool Operator). The Board reviewed the contract for November and discussed whether to continue.

*On a motion made by George Shaw, and seconded by Celia Barry, it was proposed to approve continuation of the trial period with Prestige Pool & Spa Services through December 2024. No objections, motion carried.*

**4. Employee Handbook (not on the agenda)**

Management is hoping to have a draft Employee Handbook on next meeting's agenda for review. Management encouraged the Board to review the document provided by TruckeeHR and prepare feedback.

**E. OLD BUSINESS**

**1. Corporate Transparency Act - Lindsey**

Lindsey has been assisting board members in obtaining FINCEN numbers; there are two board members outstanding in this task. Once all FINCEN numbers are obtain, Lindsey will complete the filing for the Association. Board members will have to update their personal contact information on their own.

**F. NEW BUSINESS**

**1. Review / Approve Strategic Priorities 2024-2025 - Don**

The Board reviewed the list of strategic priorities, which was developed based on the Reserve Study. The goal is to ensure the board is aligned on goals, to give management/staff guidance, and to have a point of reference for measuring progress.

**2. Review / Approve McClintock 2024 CPA Review and Tax Engagement Letter**

*On a motion made by Perry Fox and seconded by Celia Barry, it was proposed to approve the McClintock 2024 CPA Review and Tax Engagement Letter as presented. No objections, motion carried.*

**3. Review / Approve Minutes-On-Time Proposal (addressed after item G2)**

Management reviewed the proposal from Minutes-On-Time. There was discussion regarding the possible value of this service versus having management continue or having a board member take it over. No action was taken on the proposal. Management will provide an executive recap within one week, and will provide draft minutes within two weeks of the meeting date.

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**G. COMMITTEE REPORTS**

**1. By-Laws/CC&Rs Committee – Larry**

The draft bylaws will continue to be revised to reflect legal changes effective January 1. These topics include electronic voting and quorum requirements for elections of directors.

**2. Insurance Committee - George**

George reviewed the options for insurance coverage provided by Brian Grant, insurance broker with Pacific Premier. While all three options presented would result in an increase in dues/assessments, two of the three options were significantly more expensive. California Fair Plan is currently the only existing property coverage for the Association. Thus, there is no current coverage for damages from perils other than wildfire. There was discussion on how best to engage with the membership on this topic and better inform any board decision. The Insurance Committee will schedule a town-hall meeting and advise the membership via email.

**H. FUTURE MEETING DATES**

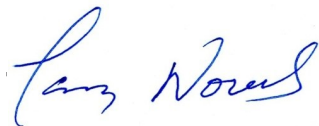
1. Monday, December 16, 2024, Monthly Meeting – 5:00pm
2. Thursday, January 9, 2025, Quarterly Meeting – 4:00pm
3. Thursday, February 13, 2025, Monthly Meeting – 4:00pm

**I. RECESS TO CLOSED SESSION**

**J. ADJOURNMENT**

The meeting was adjourned at 6:54pm.

*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

December 18, 2024

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Secretary or Director

Date