

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

Held in person at the Carnelian Woods Lodge and electronically via Google Meet  
on Saturday, October 26, 2024, at 9:00 a.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 9:02am.

**ROLL CALL / QUORUM CHECK**

**BOARD MEMBERS:**

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

**INVITEES PRESENT:**

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

**ADDITIONAL HOMEOWNERS PRESENT: 4**

**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. September 24, 2024, Monthly Board Meeting Minutes**

*On a motion made by Perry Fox, and seconded by Mike Proffitt, it was proposed that the minutes of the September 24, 2024, Monthly Board Meeting be approved with amendments as discussed. No objections, motion carried.*

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

**1. Facilities Manager New Hire**

Scott Hoffman was introduced as the new Facilities Manager.

**2. Defensible Space**

During the inspection on October 21, North Tahoe Fire was satisfied, for the most part, with the work that has been accomplished throughout the property. There are still two minor violations requiring correction (out of 15 violations originally noted in May). Facilities Manager is working to address these items quickly and arrange for a re-inspection prior to the November 30 deadline.

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**3. Western Bat Specialists**

Western Bat Specialists have completed approximately 80% of the scheduled exterior exclusion work.

**4. 2022-2023 Winter Damage Claims (RMC)**

RMC previously completed all required window/slider door replacements. RMC has reported that all roofing repairs have been fully completed. Management requested that homeowners notify the office immediately if they notice any leaks. Balcony repairs related to the insurance claim are still outstanding and are not anticipated to be completed until next spring, due to delays in the permitting process.

**5. Balcony Repairs**

Staff have been working on items listed in Linchpin's inspection report. Approximately 80% of repairs deemed "Immediately Required" have been completed. The board requested that management follow up with homeowners on the list for these immediate repairs. Management will continue to review and prioritize the other suggested repairs to determine appropriate timeline based on workload and budget.

**6. Fall Maintenance – Chimney Inspections Proposal**

Management is working to confirm Fall Maintenance procedures and create an efficient process with good communication to homeowners. Management presented the bid received from The Best Stove & Chimney Service, the same vendor from last year, to inspect, and clean if required, all wood-burning fireplaces on the property.

*On a motion made by Mike Proffitt and seconded by Celia Barry, it was proposed to approve the bid from The Best Stove & Chimney Service as presented. No objections, motion carried.*

**7. Facilities Manager Report (not on the agenda)**

Scott Hoffman reported that asphalt crack-filling and striping has been completed.

**E. FINANCIAL REVIEW**

**1. Review / Accept current (un-audited) Financial Reports as of September 30, 2024**

George Shaw reported he did not receive the financials in time to sufficiently review and report in detail regarding year-end. No action was taken to accept the current un-audited financial reports.

**2. Review Reserve Fund Investments**

George Shaw reviewed the reserve fund investments.

**F. NEW BUSINESS**

**1. Review / Approve Hand Snow Removal bid(s)**

Management reviewed the bids for 2024-2025 hand snow removal received from Aspen Grove Landscaping and Lasting Landscapes. There was discussion regarding items such as: use of Association's equipment, minimal snowfall to respond, priority level of the response, expected manpower per snow event, and time audits for invoices.

*On a motion made by Perry Fox, seconded by George Shaw, it was proposed to approve the bid from Aspen Grove Landscaping for 2024-2025 hand snow removal as presented. No objections, motion carried.*

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**2. Review / Approve Workers Comp Proposal**

Per George Shaw, Pacific Premier Insurance's Brian Grant has been shopping for additional workers compensation quotes. As of this meeting, the only proposal available before the Board is from the existing provider, AmTrust. The current policy expires November 22.

*On a motion made by George Shaw and seconded by Mike Proffitt, it was proposed to approve the renewal of the Workers Compensation policy through AmTrust, in the amount of \$12,257. No objections, motion carried.*

**3. Review / Approve Corporate Transparency Act Filing**

The Association is required to comply with the new Corporate Transparency Act by December 30. Due to liability reasons, Alpenhof Management Services is unable to perform this task on behalf of the Association. There is a proposal before the board for Porter Simon to file on behalf of the Association. The Board is seeking someone to take the lead to investigate the requirements, gather information, and coordinate with legal. Incoming board member, Lindsey Pho (Unit #54), volunteered to take on this task. No action was taken at this time regarding the proposal from Porter Simon.

**4. Spa/Hot Tub Schedule (not on agenda)**

Comments have been received from homeowners regarding the operating hours of the spas/hot tubs. The Board has requested management to investigate the feasibility of opening the spas/hot tubs for the week of Thanksgiving.

**G. COMMITTEES**

**1. Forestry Committee – Celia**

The Forestry Committee submitted for renewal of the Firewise certification; it has typically taken about a month to receive a response. The current certification is good through the end of the 2024 calendar year.

Some of the sugar pine seedlings that were planted this summer have survived thus far.

The Forestry Committee met with April Shackleford (NLTFPD) this week. NLTFPD plans to conduct pile burning this season, if appropriate conditions can be met. The committee requested timely notification to share with homeowners.

The committee met with Lasting Landscapes, who were previously approved for \$10K worth of work on the creek area. It is unknown whether crews will be available to work this season. A permit has already been issued for this work; it is good for one year and eligible for renewal if needed.

**2. Bylaws Update – Larry**

Larry Nowels reiterated that the plan is to update the CC&Rs in tandem with the bylaws. Incoming board member, Lindsey Pho (#54), has volunteered to lead the CC&R update.

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**3. Strategic Planning - Don**

A follow-up meeting was recently held with Agan Consulting where they outlined their recommendations and suggested next steps. Don Adams reviewed these options. There was discussion regarding items such as: the desire of membership to obtain answers to development questions, bringing the property into BMP compliance, the future of the property, and funding available to pursue these projects.

**a. Review / Approve Agan Consulting bid for Additional Entitlement Research**

*On a motion made by Perry Fox and seconded by Dave Sullivan, it was proposed to approve the bid from Agan Consulting for additional entitlement research, Not to Exceed \$5,000. No objections, motion carried.*

**b. Review / Approve Shaw Engineering – TRPA/BMP Consultation**

*On a motion made by Perry Fox and seconded by Mike Proffitt, it was proposed to authorize \$20K for additional coordination of BMP research through Agan and Shaw. No objections, motion carried.*

Don Adams requested that the next board meeting include discussion to determine strategic priorities for the upcoming year.

**H. FUTURE MEETING DATES**

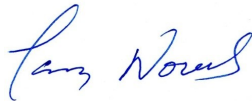
1. Monday, November 18, 2024, Monthly Meeting – 5:00pm
2. Monday, December 16, 2024, Monthly Meeting – 5:00pm

**I. RECESS TO CLOSED SESSION**

**J. ADJOURNMENT**

The meeting was adjourned at 10:40am.

*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

November 21, 2024

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Secretary or Director

Date