

CARNELIAN WOODS
MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held electronically via Google Meet
on Tuesday, September 24, 2024, at 5:00 p.m.

A. CALL TO ORDER

There being proper notice of meeting, Don Adams, presiding as Chair, duly called the meeting to order at 5:04pm.

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 (Left meeting at 6pm)	Mike Proffitt	Director (Left meeting at 5:51pm)
Larry Nowels	Secretary	Dave Sullivan	Director (Joined at 5:07pm)

INVITEES PRESENT:

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

HOMEOWNERS PRESENT: 6

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 & APPROVAL MEETING MINUTES

1. August 20, 2024, Monthly Board Meeting Minutes

On a motion made by Larry Nowels, and seconded by Celia Barry, it was proposed that the minutes of the August 20, 2024, Monthly Board Meeting be approved as presented. No objections, motion carried.

D. MANAGEMENT / FACILITIES UPDATE- Nicholas

1. Balcony repairs per Linchpin inspection report / 2. New Hire of Temporary Employee

Management reported that RMC is still in the engineering and planning stages to address balcony repairs that were included in the insurance claim. CW staff is working to address balcony repairs listed on the Linchpin report that are not on the insurance claim. However, David Davis is shorthanded in this task. A local handyman, Tyson Brigham, was hired as a temporary employee and has been addressing the balcony repairs outlined in the Linchpin report.

Whiskey Creek Land Management was on site for one week to address defensible space needs. They accomplished much, but there is still more to do, and the deadline of November 1 is fast approaching. CW staff is focusing on this work but are not qualified to conduct some of the tree removal/climbing work required near roofs/chimneys. Management reviewed the bid recently received from The Tree Mechanic to address this tree removal/climbing work. There was discussion regarding whether it is

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anticipated that additional work will beyond this bid will be required prior to the November 1 deadline. There was also discussion regarding the possible implications of failing to meet North Tahoe Fire's defensible space requirements.

On a motion made by Carlos Sanchez, and seconded by Celia Barry, it was proposed to approve the bid from the Tree Mechanic, not to exceed \$15,000. No objections, motion carried.

E. OLD BUSINESS

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

Management reported that all roofing repairs and all window replacements have been completed (per RMC), settlement funds have been received from Farmers Insurance for these costs. As previously mentioned, RMC is still in the engineering/planning stages for balcony repairs. It is unknown if any balcony repairs will be started prior to winter.

a. Western Bat Specialists Proposal Submitted to Claims

Management has been in contact with Farmers Insurance and is pursuing the Association's position that proposed bat exclusion work should be covered by insurance because the need resulted from previous winter damage. Farmers is leaning on exclusions in the policy to deny the claim. Legal may need to be consulted in the future; it is unknown at this time whether these costs will be covered by insurance.

Don Adams reviewed the proposal received from Western Bat Specialists. There are varying levels of exclusion work proposed and the timeframe for this work is closing quickly for the season.

On a motion made by George Shaw, and seconded by Celia Barry, it was proposed to approve the bid from Western Bat Specialists (Option 1 and Option 2) for all exclusion work on all units. No objections, motion carried.

F. NEW BUSINESS

1. Review / Approve CPA Engagement Letter(s)

The engagement letter for FYE (Fiscal Year Ending) 2023 engagement letter was already signed and returned by George Shaw. George Shaw will follow up with McClintock to confirm whether this audit review has been completed. Management will seek the same letter for FYE 2024.

2. Review / Approve Snow Removal Proposal

An updated proposal was received from Lasting Landscapes to address the last meeting's concerns about whose equipment would be used. Management is also seeking an additional bid from another company, who verbally quoted \$60/hour (time & materials), but no formal proposal has been received. The matter was tabled for pursuit of the additional bid. No action was taken on this item.

3. Review / Approve Western Bat Specialists – Exterior Sealing Work and Bat Box Installation

Exterior Sealing Work was addressed in a previous agenda item. There was a brief discussion about bat boxes and the board agreed they did not wish to pursue this option. No action was taken on this item.

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G. COMMITTEES

1. Bylaws Update – Larry

Larry Nowels reported that legal has reviewed the draft bylaws restatement. Some suggested changes included allowing multiple votes for homeowners that own multiple lots, and setting a three-term limit for board of directors. There was a brief discussion regarding possible next steps and ensuring that this entire process ultimately includes aligning the CC&Rs with the bylaws.

On a motion made by Larry Nowels, and seconded by Perry Fox, it was proposed to approve legal to finalize and prepare the new draft of bylaws for homeowner approval. No objections, motion carried.

2. Hiring Committee – Carlos

Carlos Sanchez reviewed the recruitment process for hiring a new Facilities Manager. Close to 30 applications were received and several interviews were conducted. The hiring committee is presenting two preferred candidates- Corbin Flynn or Scott Hoffman. The hiring committee and management are working with the HR consultant to create an offer letter. The matter will be addressed further in the closed session.

3. Forestry Committee – Celia

The Forestry Committee is working on the renewal of the Firewise certification. She will be reaching out to management for details regarding costs and hours related to this work.

4. Strategic Planning Committee – Don

Agan Consulting has suggested a phased approach for next steps regarding entitlements and development rights. It was discovered that the property is not in compliance with BMP requirements; TRPA would require these BMPs to be completed prior to allowing any other developments to occur. Don reviewed proposed costs for: survey scope of work (\$50K), common area BMP plan (\$19K, not including construction), and townhome BMP plan (\$72K). There was discussion regarding surveying homeowners to ascertain whether development is a desirable course of action. The matter was tabled until the November or December meeting. No action was taken on this item.

5. Annual Meeting Preparations – Don

The quarterly board meeting will be held prior to the Annual Membership Meeting and will handle a different agenda. Don Adams requested committee chairs to consider their plans for how and what they would like to present during the Annual Meeting. Another meeting will be held after the Annual Meeting to determine slate of officers on the Board.

H. FUTURE MEETING DATES

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

I. RECESS TO CLOSED SESSION

J. ADJOURNMENT

The meeting was adjourned at 6:45pm.

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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 1, 2024

Secretary or Director

Date