

## NOTICE OF MEETING

An open meeting of the board of directors of Carnelian Woods will be held at

**4PM, Thursday, March 13, 2025**

**Location:** This meeting will be held **virtually** via Google Meet. See connection links below.

**Online:** <https://meet.google.com/pwy-ozvg-gwn>

**Google Meet Smartphone App code:** pwy-ozvg-gwn

**Telephone:** +1 904-900-0934 and enter this PIN: 303 967 020#

To view more phone numbers, see: <https://meet.google.com/tel/pwy-ozvg-gwn?hs=5>

### MEETING AGENDA

#### **A. CALL TO ORDER/ROLL CALL**

**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.

### **\*\*\* ACTION ITEMS \*\*\***

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

1. Review / Approve February 13, 2025, Monthly Board Meeting minutes
2. Review / Approve February 19, 2025, Special Meeting minutes

#### **D. MANAGEMENT/FACILITIES UPDATE – Nicholas & Scott**

1. Review / Approve payment method for energy efficiency project purchase
  - a. Discuss / Approve to apply for Home Depot Pro Xtra Credit Card (Commercial Revolving Charge)
2. Review / Approve additional employees to obtain CPO certification
3. Status of Report to log time required for CW staff to complete chemical balancing. Conduct cost analysis of CW staff vs. Prestige.
4. Status of Fall Maintenance and target completion date
5. Status of Fall Maintenance Summary Report: level of effort per task (Chimney/Fire/Inspection), and process/procedure write up
6. Status of Follow up with Liberty Utilities & Electrical Contractor regarding New Panels

#### **E. FINANCIAL**

1. A/R Delinquencies – Review / Approve account to be sent to collections
  - a. APN 116-170-018-000

#### **F. OLD BUSINESS**

1. Pavilion Lease - Update – Don
2. Employee Handbook - New Chairperson needed & Next Steps – Don
3. Status of Updated Reserve Study Authorization and Schedule – George
4. Security & Remote Access Project - Review and Approve Scope of Work - George

#### **G. NEW BUSINESS**

1. Review / Approve Insurance Policy Proposals (Renewal or New Quotes):
  - a. Property Insurance - California Fair Plan & DIC Policy
  - b. General Liability – Atain
  - c. Excess Liability – Starstone
  - d. Commercial Auto

#### **H. COMMITTEES**

1. Bylaws / CC&Rs Update – Larry
  - a. Discuss / Approve governing document language re: safety devices and annual inspections
2. Insurance – Review Sterling/Adams Insurance Webinar - Don

#### **I. FUTURE MEETING DATES**

1. Thursday, April 17, 2025 @ 4PM, Board Meeting, if needed
2. Thursday, May 8, 2025 @ 4PM, Board Meeting

#### **J. RECESS TO CLOSED SESSION**

1. Review / Approve February 13, 2025, Closed Session Minutes

#### **K. ADJOURNMENT**

**MEETING RULES:** No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.

A copy of the minutes or a summary of the minutes of the meeting will be provided to the unit's owners upon request.