

Minutes for the Board of Directors Meeting  
Graeagle Meadows Homeowners Association  
Friday, August 18, 2023 (approved 09/08/2023)

---

**I. Call to order and Roll Call**

A regular meeting of the Board of Directors for the Graeagle Meadows Homeowners Association was held on Friday, August 18, 2023, beginning at 9:00 a.m. pursuant to the written Notice of Meetings. The meeting was held at Rotary Hall at 390 California Street and was also conducted via ZOOM teleconference. Board members Dianne Buckhout, Larry Ferderber, Bob Markoja, and Carey Castagnoli were present. Jim Hunting, Mike Curran and Will Dickinson participated on the Zoom call. Chad Simas, Operations Manager, participated via Zoom. Joleen Cline, Manager, was present at Rotary Hall and served as the recording secretary. Dianne called the meeting to order at 09:02 a.m.

**II. Approval of Minutes: From June 23, 2023, Board Meetings**

*After review, upon motion duly made, seconded and unanimously carried, the minutes of the June 23, 2023, Board meeting was approved with the changes provided by Will Dickinson and Mike Curran.*

**III. Committee Reports**

**A. Administrative – Dianne (this section was taking out of order at the end of the meeting)**

**1. Annual Meeting**

**a. Notice to homeowners: meeting date, President’s letter, agenda, and minutes from 2022 meeting**

Dianne reported she has drafted a letter to go out to the membership regarding the annual meeting to be held on September 9 at the Graeagle Fire Hall. Dianne reported she was not able to reserve the Graeagle Meadows Country Club for snacks and drinks. She is recommending the Board start the annual meeting at 2:00 and then invite anyone interested to meet at the bar at Graeagle Meadows after the meeting.

The Board members agreed the annual meeting will begin at 2:00 with an informal get together at the golf course bar afterward.

The agenda will go out via hard copy in the mail, along with the minutes from the 2022 annual meeting. We will not have balloting this year because we have less volunteer candidates as Board openings.

**b. Presentation: structure, topics, and committee assignments**

Dianne reported she is inviting each committee chair to give an overview of what their committee has accomplished and what they are currently working on during the annual meeting. Dianne reported she will address the ARC committee. Last year Karin O’Kelley and Bill Obernesser put together a beautiful power point presentation. Will reported he would recommend the Board prepare a PowerPoint presentation again this year.

Darin and Karin O’Kelley volunteered to put the power point presentation together for the Board. Darin asked that folks also submit photos.

**2. EV Charing in Carports: CA Licensed Electrician to evaluate our carport electrical grid and provide recommendations.**

Dianne reported in July, it was observed that there was an electric vehicle plugged into a car port, which meant the owner was using power that is paid for by the HOA. She reported the electric plugs in the car ports are available for incidental use such as a vacuum cleaner to clean a car, etc.

There is concern the association is at risk of bearing the cost of an unreasonable amount of electricity drawn by a single member. There is also concern that the draw on the electric infrastructure could be problematic and possibly even dangerous. Dianne reported a small committee spoke with the association attorney and he stated that power to the car ports could be shut off by the Board.

There were several concerns raised by the board such as: the electrical system is old and not set up for electric vehicle charging; the wiring throughout the community is direct buried in the ground and not installed in conduit, breakers for one person's carport are sometimes located on another owner's breaker box.

The attorney suggested the association have a certified electrician inspect and make a recommendation regarding the system and safe use thereof. Dianne suggested the board move quickly to prohibit owners from plugging electric vehicles into the carport electric receptacles.

Will asked if a scope of work has been developed to distribute to licensed electricians for bid. Dianne suggested the scope would be for an electrician to evaluate the current system and give an opinion on whether or not the system can support electric vehicle charging. Will reported a person willing to take the lead on this project would need to sit down with an electrician to develop a true scope which should answer questions such as what if we have multiple cars charging at the same time.

Dianne reported she has the name of the electrician that installed a charging station for one member recently. Carey asked if the scope project is something that Chad could take on?

Dianne reported over the fourth of July there were at least 6 electric vehicles on site. The Board is able to prohibit electric vehicle charging from car ports immediately (based on safety risk), and then would need to develop and distribute a policy within 120 days according to the attorney.

Chad reported PSREC lines are located on the highway, then power lines go to transformers to provide 100-amp service to each unit. The units have old ZINCO panels which many electricians recommend replacing. Chad reported he doesn't know how the wiring to the car ports was installed and he expects that it will not be a one size fits all answer for every unit.

Darin reported when they dug trenches to install the 3 phased power, there were many lines found that were not documented. Larry reported we need to know how many amps can be drawn in each car port safely, and whether or not there is fire danger with plugging in EVs in car ports.

Mike Curran reported he understands that the car ports are part of the HOA grid that the HOA pays for electricity used in the car ports. Dianne reported all garages are connected to house power, except for car ports that were enclosed into garages after the original development was finished. Dianne suggested the board immediately send a notice to all homeowners that car ports cannot be used for charging EVs and then work on a policy to send out to the members for comment prohibiting charging from car ports (for safety reasons). Until we have a full evaluation completed, the Board should not allow EV charging.

***After review, upon motion duly made, seconded and unanimously carried, the Board moved to direct Chad Simas to have an electrician assess the capacity and safety of the electrical service at the car ports at a cost not to exceed \$1,000.00.***

## **2. EV Charging in Carports**

See item III.A.2 above.

## **3. Draft Records Retention Policy, from 2014 Resolution for Adoption**

Larry reported we have boxes of records for the HOA in storage. Public records are also posted on the association website. The Board is obligated to have records that are accessible to our members, which he assumes are those posted on our website. In 2014 a records retention policy was created with help of the association attorney, but he does not know if that policy was ever adopted. Larry suggested a records retention policy be adopted by the Board formally as soon as possible.

## **4. Process HOA storage units**

Dianne reported regarding the HOA storage units, the understanding is that members using those units should be those members that have no garage and no car port. Dianne reported a number of years ago, a unit that was using the storage unit was sold and the seller gave the keys to the HOA maintenance manager. The maintenance manager then gave the keys for that storage unit to the new owner without direction from the Board. Storage unit keys should go back to the HOA when the owner sells. There are seven units that meet the criteria of having no car port and no garage. There are owners currently renting out the storage space and collecting rent for that space.

Dianne is asking that when a unit is sold, the previous owner returns the keys back to the association. Dianne suggested the board vote on this issue at a future Board meeting.

## **5. Golf Course Fence**

Dianne reported a fence was installed before the 4th of July and she understands it was set up as a temporary fence. Before that there was a chain across the road and the association did not have a key for it. There is concern that an evacuation route has now been blocked and access to the river has also been blocked. Graeagle Land and Water potentially has the right to limit access to their private property, however, the concern for access to an evacuation route remains. There is an upcoming fire wise meeting, and community members are welcome to bring this concern up at that time.

## **B. Finance – Will**

### **1. Sewer/Septic Project Update**

Dianne Buckhout read a statement provided via email by Will Dickenson as a communication he received from David Backman.

"As of now, we're in receipt of the pump control panel and still waiting for the actual pumps to arrive. Flow meter and transmitter are due in early September. The precast is ready for delivery. Pipe and valves for hard piping looks to be fully procured by early September as well. As stated previously, we will plan to start in mid September which will allow ample time to complete the associated underground work prior to cold weather. Electrical equipment has been secured less the cellular alarm system but will not hold up other work on the project. We'll keep you posted if we are confronted with further delays but are not anticipating as such currently."

Will added that the K.G. Walters project manager submitted a change order a couple weeks ago that should result in a \$30,000 savings from their bid amount. They have been very good partners in this project thus far.

## **2. Investments, authority, and notification process**

### **a. Review current investments.**

Will provided a spreadsheet via email prior to the meeting showing each CD with amount invested and maturity date.

### **b. Re-authorize Joleen Cline (Business Manager) and Treasurer to jointly choose insured investments at their discretion for the next three months.**

Will reported he would suggest that the authority to purchase CDs require a consensus of himself and Joleen Cline who are most aware of the upcoming needs of the reserve funds. It is important to understand the upcoming cash needs and the treasurer is most often the person who understands that best.

Joleen explained there are 3 people authorized on the signature cards for reserve accounts and signatures from two of those authorized persons is required for each reserve check.

*After review, upon motion duly made, seconded and unanimously carried, the Board moved to send the draft policy as presented by Will to the membership (attached).*

### **c. Assign an alternative board member to this authorization should the Treasurer not be available.**

See above.

### **d. Process for notifying the board of investment changes and timing.**

No action taken.

## **3. Direct Joleen Cline to circulate the draft Investment Policy for review and comment by HOA members**

See item III.B.2.b above.

## **4. New/Other financial items**

Will asked if there were any questions regarding the financial statements which were emailed to the Board members prior to the meeting. There were none.

## **C. Operations**

### **1. Maintenance update**

Darin reported Chad found and purchased a dodge 2500 truck. He is working with a company in Reno to have the truck outfitted with a new plow. Staff will continue using the old Chevy truck which is on its last legs. It is a relief that we now have a backup if the old truck goes down.

Darin reported there is a 2017 John Deer skid steer that we are planning to purchase. He and Chad are not planning to purchase a new lawn mower at this time. If we end up needing a lawn mower, we can get one quickly in Reno.

Will Dickinson left the meeting at 12:15

### **2. New/Other maintenance items**

Darin reported we had an agreement with a painting contractor; however, he will not be able to complete the work until next year. Our staff have been doing some of the painting to carry us through this summer.

We are having a challenge finding a roofing contractor. There are three Alpine units, one two story unit and a separate garage that needs to be re-roofed. We are still hopeful that we will get a contractor to submit a competitive price.

Trees: We have 3 to 5 trees that either need to come down due to the fact they have died or others that are dropping large limbs. Smith tree service is available in a few weeks and will be providing a bid. Jimmy West is also going to come out and look at the trees.

Darin reported we plan to get one unit's deck replaced this year (99/100). Next year we will plan to do 3 – 4 decks.

Quite a few work orders have been coming in and so far, Chad and his staff have been able to keep up with them. There are also many work orders coming into alert staff of irrigation issues. Darin reported our staff increases the amount of water that we put on the ground during the hottest weather. Homeowners should not be adjusting their own sprinklers. If there are issues, homeowners should submit a work order to alert staff.

Darin reported he will reach out to Inter Mountain Disposal before Labor Day to do an extra pick up before the next holiday weekend. Chad is going to contact IMD about the broken latches on one dumpster. They have been notified that we need bear latches on all the dumpsters.

Our summer employee has gone back to school, so we are now down to a staff of Chad, Marc and Jose. Darin has asked Marc to get the ground prepared and new seed down on 5 backyards that currently are in the worst condition. Jose mows Wednesday, Thursday and Friday each week. Mondays and Tuesdays he is working on building maintenance tasks as directed by Chad.

The asphalt treatment was completed 2 months ago. The striping and numbering will be done by our staff who will be starting in the upper loop and will work their way around the development. Darin suggested that when needed, Marc request Chad's to provide skid steer assistance for landscape issues.

The Board discussed the potential to drawing from contractors from out of the area. It may be possible to have them stay in tents or trailers in the open space and encourage them to enjoy the area during the off work hours.

Dianne reported the next meeting of the Board is September 8, 2023.

Carey reported she has written a communication that makes owners aware of what they should do if they want to install plants, etc. Marc supports 40 acres, and folks need to understand how far his responsibility reaches. Watering is done on Monday, Wednesday, and Fridays. Lawns are fertilized twice a year. She believes many owners don't know how the irrigation system works, or what they should do when there are concerns or problems. Darin reported he feels the grounds look really good. Carey reported this is the smallest crew we have had in 10 years and they are working very hard.

Dianne reported it seems like all the projects start at the upper circle. She would like staff to consider starting at the lower circle periodically. She reported she waited years to have plants in her back yard pruned, so she asked Marc how it should be done and has stepped up to do that task in her own back yard. She encourages homeowners to talk to Marc regarding the maintenance

requirements of specific plants before they install them. Darin reported we have both an electronic and a paper maintenance work order request for all owners to be able to access.

Bob Markoja reported there are many yards that have not been pruned in years and we potentially do not have enough staff to handle the task. He plans to continue pruning the plants in his backyard area. Dianne reported we should not get involved when owners want to do their own pruning and back yard maintenance.

Kathy Carey reported she completely agrees that this crew is doing a great job and owners should always be encouraged to pitch in on their own properties when they can and want to.

Carey asked if we could extend Marc's contract for a couple extra weeks so he can work on the pruning. Darin reported Marc works until the snow flies and if the weather holds off, he will be able to get additional pruning done.

Larry asked about the Graeagle Meadows Facebook page. He reported that he is concerned if it is an "official" face book page, who is managing the content on that page. Carey reported it is a good tool to get the word out and is a private Facebook page for only people who live and own in the Graeagle Meadows community. Carey reported for example, Dianne spoke with Trey about the plan for the gate between our community and the golf area. She put a message out on Facebook about the plan for the gate, and members were appreciative for the information. She believes it is a great communication tool. Mike Curran reported everything Carey has shared has been informational and not opinion. Anyone can post anything on Facebook, however, it often can be opinion and not official Board correspondence. Dianne reported she has stayed away from it because she has seen people put vitriol comments against others. It has the appearance that it has been sanctioned by the HOA. She would appreciate a statement that explains that it is not an official communication of the Board of Directors of Graeagle Meadows. There have also been nice comments in the past.

#### **D. Architectural Review - Dianne**

##### **1. ARC update**

Dianne reported there has been no activity since July 2023.

##### **2. New/Other ARC committee item**

Dianne reported there was nothing new to report.

#### **E. Data Base – Carey**

##### **1. Database update**

Larry asked for clarity on the database. Carey reported she would share the information with other Board members. The data currently is kept in an excel file. The history of each unit is not complete, however, there is a considerable amount of information that has been collected and recorded.

##### **2. New/Other Data Base committee items**

Carey reported she has installed new signage at all the dumpsters. The signs include information about what can be placed in the garbage and recycle bins. She also provided information on the Graeagle Transfer station, including what they accept and what hours they are open. Carey reported cameras have been installed to discourage illegal dumping.

Carol Holland and Allison are available to take calls if there are renters that are not respecting quiet hours or other neighborhood rules.

In the past 16 months we've had the pet waste stations, we've gone through 2000 bags. The bags cost about 3 cents each. She is very pleased that nearly 2000 bags have been used over the past 16 months.

#### **F. Safety/Firewise – Bob Markoja**

##### **1. Safety and Firewise update**

Bob reported on August 26, we will be participating in an event at the Fire house. The event will be an evacuation and planning meeting, hosted by the Graeagle Fire Wise committee. Ed Ward will be speaking as will a representative from the Sheriff's Office and Cal Fire. The meeting is from 3:00 to 5:00. The information has been shared on the face book page and he encourages all neighbors to attend.

##### **2. New/Other Safety & Firewise committee items**

Bob reported the fence at the golf course is scheduled to be locked. He is concerned that with that gate being locked, there would only be one way out of the community for the lower loop in case of emergency. Carey asked if the West family would be willing to share the lock code only to Graeagle Meadows Homeowners, for use in case of emergency.

#### **G. Rental – Mike**

##### **1. Rental committee update**

Mike reported the guidelines went out in the mail to the homeowners with the last billing. The website has been modified to provide a welcome pad which also includes the guidelines. In July, every home had a laminated copy of the guidelines delivered to their door.

The committee is working with the rental agencies. They are asking that rental units have the guidelines posted inside the units, and also that renters check a box in their lease that they have read and will abide by the guidelines. They also asked that a number that is answered 24/7 be made available to a renter for help with the guidelines. Graeagle Meadows Vacation Rentals is responsible for about 85% of the vacation rentals in the development. Dave Hamlin died suddenly, and his daughter Allison has stepped in. The committee is continuing to communicate with her. The committee has asked that renters understand that not following the rules could result in loss of their deposit. The committee has also asked that extra vehicles could be parked in the rental office parking lot if the renters appear with more than the allowable number of vehicles.

Mike reported the next committee meeting will be on the 23<sup>rd</sup> of this month. Joleen will be updating the committee on the history and protocol for enforcing rules of enjoyment in other nearby communities.

##### **2. Request from Will:**

**Request the Board discuss and determine the location and wording for signage that will be utilized to state HOA quiet hours and direct the appropriate people to proceed with implementation. This would be in accordance with the action taken in May to approve the Guidelines for Good Behavior**

Mike reported that at the committee's May meeting, they discussed signage regarding quiet hours. The committee has considered asking that signage be installed on back patios where noise often originates. The committee suggests that there be only 4 or 5 signs throughout the meadows strategically posted in higher rental areas, with simple wording such as Quiet Hours 10:00 p.m. – 8 a.m.

Carey reported she does not like the idea of posting additional signs in the meadows. She would recommend posting a small tasteful sign near the sliding glass doors leading to the back patio that reads "Thank you for respecting quiet hours 10 p.m. to 8 a.m."

Carey reported the cost of the small signs would be approximately \$700.00 (\$5.39 per sign per homeowner). We would need to ask all vacation rental units to post the sign voluntarily next to their sliding glass doors.

Mike reported the rental committee is here to advise the Board. They believe there are about 30 out of 135 units that are used as rental units.

Will reported he appreciates all the work Mike and his committee have done and are working on. He likes the signs that Carey designed, and he thinks it is worth trying. Will reported the noise issue is his biggest issue and he thinks this is a good start. Larry reported over the past week, he has heard dogs barking all day long. He asked if there is a policy regarding this.

Kathy Carry reported there are really only three signs needed. She would suggest one at the lower loop, one on the right side of the upper loop, and another leading to the left side of the loop.

Carey reported there was an issue with a homeowner's neighbors smoking on the next-door deck. The homeowner called the rental manager, and it stopped that night. The next night, it happened again, and Carey asked if the vacation renters had read their contract which stated the only place that smoking can happen is inside a car due to the high potential for fire. She is against posting additional outside signs and suggested the signs be posted in the same location where the issue is occurring.

*After review, upon motion duly made, seconded and unanimously carried, the Board directed the rental committee to create and install 3 double sided outdoor signs regarding quiet hours.*

*Dianne Buckhout: yes*

*Bob Markoja: yes*

*Carey Castagnoli: no*

*Will Dickinson: yes*

*Larry Ferderber: yes*

***After review, upon motion duly made, seconded and unanimously carried, the Board directed the rental committee to create and determine the location for an individual sign to be made available to every homeowner regarding quiet hours and no smoking.***

Kathy Carey reported Graeagle Land and Water Company has allowed a prescriptive easement in the past. If the Graeagle Meadows property ends at the gate, then the owner of the property has the right to put up a fence. However, someone from the HOA should have the combination to that lock for emergency access.

Mike stated that his experience over the past 40 years has been that the golf course has been an outstanding neighbor. While the public access that has been accommodated by the golf course has been a real gift, he does understand and appreciate the need of the course to protect its property and avoid visitors being in a dangerous situation. He also hopes that access to the course might still be allowed when the course is closed.

Mike also stated that he thought access to the Feather River should be a different consideration. He has used this access hundreds of times to fish and paddle. Hopefully the HOA could work with the golf course to explore ways that the course can be secured and the trail to the river from the meadows can be continued.

Dianne stated the HOA could build their own walkway from the Graeagle Meadows property to the river. Larry suggested that they raise this issue at the fire wise meeting.



**VI. Homeowners Open Forum – non eligible for voting**

Nina Theil reported she is very disappointed regarding the loss of the river access and hopes that something can be done to restore access to that path.

**VII. Adjourn**

*After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 12:38 p.m.*

## GRAEAGLE MEADOWS HOMEOWNERS ASSOCIATION

### INVESTMENT POLICY

The Board of Directors of the Graeagle Meadows Homeowners Association approved this Investment Policy on the \_\_\_\_\_ day of \_\_\_\_\_, 2023. This policy shall remain in effect until amended or revoked by the Board of Directors.

#### **Purpose**

The purpose of this policy is to:

1. Define the goals of the Board regarding investment of reserve funds.
2. Provide specific guidance regarding acceptable investments.
3. Authorize the Treasurer and Business Manager to select investments consistent with the goals of the Board as opportunities arise.

#### **Goals**

The Board desires that funds be invested to meet the following goals, listed in order of priority:

1. Preserve capital
2. Maintain sufficient cash to pay bills in a timely manner
3. Maximize interest earnings

#### **Acceptable Investments**

Investments shall be limited to savings accounts, money market accounts and Certificates of Deposit with a term of one year or less. Funds must be deposited with a commercially viable financial institution and must be insured through the Federal Deposit Insurance Corporation or similar program.

The Treasurer and Business Manager must agree on the appropriate investment vehicle, timing of investments and availability of cash flow to commit funds. If agreement is not reached, no action shall be taken until approved by the Board of Directors at a regular or special meeting.

The Treasurer and Business Manager shall include information regarding new investments in the Financial Report submitted to the Board at their regular public meetings.