

Minutes for the Board of Directors Meeting
Graeagle Meadows Homeowners Association
Friday, September 08, 2023 (approved 10/13/2023)

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, September 08, 2023, beginning at 10:00 a.m. pursuant to the written Notice of Meetings. The meeting was held at Rotary Hall at 390 California Street in Portola California and was also conducted via ZOOM teleconference. Board members Dianne Buckhout, Larry Ferderber, Bob Markoja, Mike Curran and Carey Castagnoli were present. Jim Hunting participated on the Zoom call. Will Dickinson was absent. 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 10:02 a.m.

II. Approval of Minutes: From August 18, 2023, Board Meetings

After review, upon motion duly made, seconded and unanimously carried, the minutes of the August 18, 2023, Board meeting were approved with edits provided by Larry, Carey, Mike and Will.

III. Committee Reports

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

1. Annual Meeting

The Board engaged in a discussion regarding the meeting's agenda and the specific topics they intended to cover. Joleen volunteered to bring a projector and laptop so that she can advance the PowerPoint presentation.

Mike Curran proposed a critical emphasis on the Board's mission to actively seek out volunteers for both Board positions and various committee roles.

Joleen asked that anyone who can help set up chairs, please arrive by 1:30

2. Records Retention Policy adoption/Larry Ferderber. Discuss / Vote

Larry provided an update regarding the Association's extensive records, spanning numerous years and encompassing both digital and hard-copy documents. Recognizing the importance of maintaining practical accessibility to these records, he reminded the Board of the draft records retention policy initially composed in 2014 by the association attorney. Larry strongly recommended the Board's immediate adoption of this policy. He also noted that the proposed policy, while comprehensive, is somewhat generic in nature. Therefore, Larry suggested that the Board should continuously refine the policy to tailor it specifically to Graeagle Meadows' unique needs and circumstances.

Joleen relayed that she had shared a relevant section from the civil code, explaining that this type of policy can be adopted without the member review step, as it aligns perfectly with the provisions of the Civil Code to which we are already bound. She underscored that adopting this policy today demonstrates the Board's commitment to adhere to this requirement.

After review, upon motion duly made, seconded and unanimously carried the Board adopted the Records Retention Policy (attached).

3. Process to manage HOA carports and storage units with change of ownership/title and/or annual maintenance, inspection & repairs. Discuss / Vote

Dianne reported according to the CC&Rs, the Board has the responsibility to inspect storage areas annually, with 24-hour notice given to the homeowner using the space. The buildings and storage areas are owned by the Association and the Board is responsible for the condition of the storage areas. The maintenance staff should have keys to be able to access the 20 storage units nearest to the maintenance building, as well as the car port storage areas since the Board is responsible for the condition of those buildings.

The board held a discussion regarding the recommendation Dianne made to inspect the 20 storage units and car port storage areas on a regular basis.

Larry read the following section from the CC&Rs about entering exclusive use private areas.

8.7 Authority for Entry of Lot. The Association or its agents may enter any Lot or Residence, whenever such entry is necessary, in the Board's sole discretion, in connection with the performance of any maintenance, repair, inspection, construction, or replacement for which the Association is responsible or which it is authorized to perform, including without limitation the authorization provided in Section 8.7. The Board may enter or may authorize the Association's agents to enter any Lot to effect emergency repairs where such repairs are necessary for safety reasons or to prevent or discontinue damage to the entered Lot, any other Lot or the Common Area. The cost of performing any such emergency repairs shall be charged to the Owner as a Reimbursement Assessment. Such entry shall be made with as little inconvenience to the Residents as practicable and only upon reasonable advance written notice of not less than twenty-four (24) hours, except in emergency situations...

Larry argued that the 20 storage areas near the maintenance garage could potentially be a threat to the adjoining properties and the Association maintenance garage is also a threat to the storage sheds due to their proximity to each other.

Joleen suggested the HOA provide locks for those storage areas and provide communication to the owners that staff will be inspecting periodically after giving reasonable notice (as noted in the CC&Rs). She further suggested that the Board ask that nothing combustible or flammable be stored in those sheds such as paints or batteries.

An owner commented that many carport storage areas are not checked for long periods. These are no different from the storage areas attached to carports or within a garage. Targeting certain owners or locations of storage areas and not applying the rule to the whole community destroys the equity.

Another owner stated if the small storage sheds near the maintenance garage areas are given association provided locks, then all units with storage areas need the same.

No action was taken.

B. Finance – Will

1. Sewer/Septic Project Update

No report

2. New/Other financial items

Joleen reported she has received the completed tax returns from the CPA, and she will mail them out after Dianne signs them.

C. Operations

1. Maintenance update

Darin reported he and contractor, Jimmy West, identified 7 trees that are dying or otherwise hazard trees. Removing them will require a crane at a cost of approximately 22,500. The contractor would like to begin the work of removing the trees Sept 15 and 16th as a crane will be available at that time.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the tree removal bid at a cost not to exceed \$22,500.00.

Darin reported lift station 2 was pumped out last week. A repair was made to the floats which previously were causing alarms to sound frequently. There were several issues due to high sewer levels over the Labor Day weekend. We've had several homeowners who had to hire a roofer service this year to clear their sewer lines. The association continues to have issues with people flushing material down the drain that should not ever enter a septic sewer system.

Darin reported SNC provided a bid of \$2,500.00 to paint the numbers on the parking space pavement. A decision was made to have our own staff complete this task as time allows.

Darin reported Carey Castagnoli provided contact information for a roofing contractor who will be inspecting and providing a bid to replace the roof on 3 quad units this year: Quad units #1-4, 47-50, and 70-74.

Carey also provided contact information for a painting contractor out of Chico. Darin reported if we cannot find a contractor to do the work this year, MTS will do the work next summer.

The deck at 99/100 will be sealed soon. Staff have already made repairs to that deck.

Darin reported tomorrow he will be presenting on the accomplishments of the past year, and attendees will also hear reports on the Board's goals for the future.

2. Board to authorize sale of maintenance vehicle Skid Steer. Discuss/Vote

Darin reported we are in the process of buying a John Deere skid steer with less than 1,000 hours on it. Chad currently owns the machine and is offering it to the association for \$30,000. In addition, Chad would like to purchase the association's 1992 Case skid steer which still runs but needs new tires and hydraulics. Darin reported after research, he learned replacement parts for the 1992 skid steer are no longer available.

After review, upon motion duly made, seconded and unanimously carried, the Board approved to purchase the skid steer for \$30,000.00. The Board also moved to sell the old 1992 Skid Steer to Chad Simas for \$500.00.

D. Architectural Review - Dianne

1. ARC update

Dianne stated there is nothing new to report.

2. New/Other ARC items.

No report

E. Data Base – Carey

1. Database update

Carey reported this is her last report as a Board member. She stated working on the data base has been very rewarding and she would like to hold onto it through the Winter. In the Spring she will make a decision regarding whether to continue managing the data base going forward.

2. New/Other Data Base committee items

No report

F. Safety/Firewise – Bob Markoja

1. Safety and Firewise update

Bob Markoja reported there was a meeting last week with speakers from the highway patrol, Cal Fire and the Plumas County Fire Wise Council. The group distributed Go Bags to help attendees to be prepared to evacuate if necessary.

The Code Red system is no longer being used, however, the information it contained should have been transferred over to the new Genesys system. He will be presenting on this again tomorrow during the annual meeting. Also included in the bags is a door tag that can be hung on the door noting that the residents are safely out of the house which could save emergency personnel valuable time during an emergency. There were 450 bags made up, and Bob will make them available to owners who want them tomorrow. Also included is information on how to maintain defensible space around a home.

Mike suggested we include information in the next newsletter about how to register to be part of the Genesys system.

2. New/Other Safety & Firewise committee items

Bob reported a chain link fence recently was installed blocking the river access and emergency exit from Graeagle Meadows by the Golf Course. The current fence has no gate and could be pushed down in case of an emergency. Graeagle Land and Water will be replacing that temporary fence with something more permanent in the near future.

Mike stated the golf course has been a great neighbor for many years. The Board should consider if signage could be placed on the Meadows' side of a gate in the new permanent fence that restricts use of the golf course property but still affords access to the river. The Board should consider the opportunity for mutual benefits of the Association and Golf Course and determine how we can continue to be good neighbors to each other.

G. Rental – Mike

1. Rental committee update

Mike reported during the last meeting of the Board, five signs regarding quiet hours were approved and have been ordered and received. One of the signs has already been installed in the lower loop. The signs are visible from the road and are reflective. The remaining four signs will be installed by maintenance in the next weeks.

Mike reported approximately 68% of the rented units are managed by the Graeagle Meadows Vacation Rentals office. With the sudden death of the office owner Dave Hamlin, his daughter Allison is taking steps to take over and continue vacation property rentals at the office.

The office is taking the lead to ensure vacation renters are aware of the community rules. It is amending its contract to be consistent with the recent Guidelines for good behavior recently passed by the Board and including a copy of the Guidelines in both the rental package and the welcoming package. It is adding a form which requires renters' signature stating that they will abide by the

Guidelines . They have included language in their contract that the security deposit can be forfeited if the Guidelines are broken Housekeeping has also been instructed to make sure the Guidelines are posted in prominent locations in the rental units.

The next step will be to continue to promote the Guidelines and bring more owners on board with supporting and enforcing them. The committee is also considering recommending small signage that could be installed on the patios/decks regarding smoking and quiet hours. The committee is exploring hosting a Zoom meeting for all owners who rent their units.

Carey asked if the rules information could be posted to the private Facebook page.

The committee will continue working with Allison on how to contact the correct rental manager when and if there are issues with renters.

Carey reported in South Lake Tahoe they require that the homeowners provide a phone number which is answered 24/7 and post it on the outside of the house. South Lake Tahoe also has a 3 strikes and you're out rule as far as being allowed to participate in a short-term rental program

Carey also reported our HOA has a fine schedule and there is a system for dealing with folks who violate the CC&Rs.

VI. Homeowners Open Forum – non eligible for voting

Dianne reported with the recent wet weather, we have large heavy pinecones falling from the trees. She cautioned neighbors from parking and walking under large trees. She also recently was startled by someone walking on the roadways late at night with no flashlight which can also be dangerous.

Suzie Weiss reported units 1 – 20 originally had no garage and no exterior storage and therefore were given use of the storage sheds near the Maintenance garage. She reported she disapproves of the association inspecting those storage shed spaces and invading the personal space of the owners currently using those sheds. In her opinion, there is no difference between the car port storage areas and the storage areas near the maintenance area. The developers were trying to provide equity, and she feels that what was discussed today does not promote equity.

Suzie reported members received notification 2 weeks ago about the annual meeting. She feels that notices should have been sent earlier to allow homeowners to come together and enjoy a nice weekend. She feels the annual meeting was not well planned.

Dianne explained why the annual meeting's date was changed and that the notification did abide by the Governing Documents for the Association. Dianne also reported we cannot have an effective Zoom meeting in a large hall. In the past, the Board has attempted to hold a hybrid Zoom and in-person meeting; however, members on Zoom complained that they were not able to hear or participate.

VII. Adjourn

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 12:03.