

Minutes for the Board of Directors Meeting
Graeagle Meadows Homeowners Association
Friday, October 13, 2023 (approved 11-03-2023)

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, October 13, 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 Will Dickinson and Kim Siclari were present. Jim Hunting participated on the Zoom call. Mike Curran and Bob Mokoja were absent. Chad Simas, Operations Manager, was absent. Joleen Cline, Manager, was present at Rotary Hall and served as the recording secretary. Will Dickinson called the meeting to order at 10:02 a.m.

II. Approval of Minutes from August 8, 2023, Board Meetings

After review, upon motion duly made, seconded and unanimously carried, the minutes of the August 8, 2023, Board meeting were approved as submitted

III. Approval of Minutes from September 17, 2022 Annual Meeting

Because a quorum was not present during the 2023 Annual Meeting, this item is presented to the Board for approval.

After review, upon motion duly made, seconded and carried, the Board approved the minutes of the 09/17/2022 annual meeting as submitted.

IV. Action Item – Appoint new Board Officers and Committee Chairs.

1. **President –**
2. **Vice – President**
3. **Chief Financial Officer**
4. **Secretary**

After review, upon motion duly made, seconded and unanimously carried, the Board appointed Will Dickinson to serve as President, Kim Siclari to serve as Vice President, Jim Hunting to serve as CFO, and Mike Curran to serve as Secretary.

5. Maintenance Committee Chair

Will reported he spoke with Bob Markoja prior to the meeting and he reported that he would be willing to serve as the Chair person for the Maintenance Committee.

6. Finance Committee Chair

See item IV. 10 below

7. Firewise/Safety Committee Chair

See item IV. 10 below

8. Architectural Review Committee Chair

This position is currently open

9. Data Base Committee Chair

No action taken

10. Rental Committee Chair

After review, upon motion duly made, seconded and unanimously carried the Board appointed Bob Markoja to serve as Chairman of the Maintenance Committee; Jim Hunting to serve as Chairman of the Finance Committee, Bob Markoja to serve as Chairman of the Firewise/Safety Committee; and Mike Curran to serve as the Rental Committee Chair.

V. Action Item – Select and authorize and ad hoc group from GMHOA to meet with Golf Course management to discuss ideas for providing access to the Middle Fork of the Feather River through the recently installed fencing while still meeting the security needs of the golf course owners. Provide direction to these representative.

Will reported a fence was recently installed which blocks access to the Feather River from Graeagle Meadows. We understand the fence was installed to keep people from accessing the Golf Course improperly and to protect the Golf Course owner from undue liability.

Will suggested the committee be set up and be given a charter to understand the history and concerns which caused Graeagle Land and Water to feel need for the fence. The committee then can bring back information to the Board for further direction.

After review, upon motion duly made seconded and unanimously carried, the Board moved to create this committee with Kim Siclari and Mike Curran participating as a Board members.

VI. Action Item – Determine an approach for filing two vacant Board positions.

Will reported we have two vacant Board positions and 3 qualified members who have expressed interest in serving on the Board.

Jim suggested the Board discuss what the current skill set on the Board is, and what is missing to help with filling those openings. Will reported the skill sets that are the most challenging to find are finance backgrounds and property maintenance backgrounds. We also want to have Board members who represent neighbors who live at the Meadows year round, those who rent their units and those who come up occasionally. Will suggested we ask the interested parties to submit a volunteer candidate application and we will agendize an appointment to fill the vacancies during the November meeting.

III. Committee Reports

A. Administrative – Will/Joleen

1. Fall Newsletter

Will reported he would be willing to put together a newsletter. He asked for assistance with articles and the following is a list of volunteers and their topics:

- a) Storage units and dangerous items that should not be stored
- b) An introduction of the new Board Members
- c) An update on the sewer rehab program – Will Dickinson
- d) The county's transition to the Genesis warning system – Bob Markoja
- e) Reserve Study update - Jim Hunting

2. Communication to Homeowners re: fence installed by Graeagle Land & Water to block access to golf.

Kim Siclari reported she does not believe there will be anything to report on this item in time for the Fall newsletter. She will write a short paragraph on the Board's desire to set up a committee to work on this item.

Will asked about another way to set up meetings so we are not without officers directly following the annual meeting. Joleen reported the Board could convene their first meeting of the new Board immediately following each annual meeting so that officers could be appointed, and the date and time of the next meeting confirmed.

B. Finance – Will Dickinson

1. Action Item: Adopt the Investment Policy discussed by the Board on August 18, 2023, which was circulated to homeowners for comment.

Will reported the purpose of the policy was to define the purpose of Reserve Funds and state the goals and limits for spending and investing. The goals would be to preserve Capital assets, maintain sufficient cash to pay bills, and maximize interest earnings.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the Investment Policy as distributed to the homeowners.

2. Financial reports

Will reported he did not have any concerns with the reports that Joleen provided via email prior to the meeting today.

He reported that he had spoken with the Sewer Disposal rehab project foreman, and we expect to receive a progress invoice soon.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports for the period ending 09/30/2023 as submitted.

3. Browning Reserve Study update (Jim Hunting)

Jim Hunting reported this is his first experience with a reserve study. Browning reserve group was on site for several hours and the representative inspected all the assets. We are now providing details to improve their first draft. The draft is currently understated because it does not take into consideration the funds that were received through the special assessment. The study provides insight on expectations for the future. The Browning Reserve Group representative was impressed by what the association is able to accomplish with a very small staff.

Will reported the current draft of the reserve study shows that we need to contribute \$250,000 to reserves next year. Jim reported there are major changes that need to be made to the study to include the special assessment funds that were approved by the membership and have been collected. Will reported he separately calculated the amount that would need to be collected for reserves and came up with the same amount (\$250,000.00) so he has confidence in the work that is being done.

Joleen discussed inflation and how the study is set up to be prepared for the future costs of all the association's assets.

4. Draft 2024 Budget and proposed assessment increase – discussion only

Will reported he has started working on a budget for 2024 and Jim will continue to fine tune it. Will has already received input from Joleen, Chad and Darin and implemented their recommendations.

This draft budget that was distributed to the Board assumes that we will see another increase in the cost of insurance. He also included a \$250,000 contribution to reserves in 2024. Will also increased the personnel line item in order to be able to hire some additional help for Chad. We have been relying on a significant amount of volunteer help from members and he believes we need

to hire an additional part time person to help Chad and transition some of the duties Darin has been completing to Chad.

The draft budget shows an additional \$65.00 per month or 195 per quarter. Cline and Associates is a contract service to the Board. The association currently has 4 employees on payroll. Will reported he has included an increase for payroll in this draft.

5. Action Item: Board Vote to record lien for delinquent account

Joleen reported we have followed the delinquency policy including mailing a certified Pre-lien notice to one owner who has not responded. The next step in the process according to the policy is to bring the matter before the Board to consider recording a lien to protect the association's interests.

After review, upon motion duly made, seconded and unanimously carried, the Board moved to record a lien against the Graeagle Meadows Real Estate owned by the delinquent member.

6. New/Other financial items

None

C. Operations

1. Maintenance update

Darin reported the sewer disposal rehab project is underway. He reported we have a great contractor in K. G. Walters. They are in the process of terminating lift station #1. So far, the work has been conducted in a professional manner.

Chad and Darin are working on a checklist to provide to the next maintenance chairperson to remind them of when annual projects such as having dumpsters delivered, having fertilizer applied, etc. need to happen.

The new (to us) truck has now been equipped with a Western Plow. We will be taking our older truck and plow to be serviced. Chad is also taking the other snow blowers to Quincy for maintenance. Chad will plan to be the primary operator of the plow truck and skid steer this winter. Jose will primarily be running snow blowers. Last year, we were asking Jose to blow all sidewalks every time he made his rounds. In the future, Darin has encouraged staff to take note of the members who live at the Meadows year-round, which come up periodically, and those who shut their units down through the winter so that they can prioritize which walkways need to be accessed first (or at all).

Staff will be removing pine straw from the single-story buildings and car ports. They are also talking with a local roofing contractor to blow the pine debris from the 2 story buildings.

With regard to painting, we have a bid in hand that would be activated in the Spring. We are waiting for another bid, however, Darin recommends we go forward with MTS who we already have a bid from. He further recommends that we move forward with Avalos Landscape to continue providing supplemental landscape maintenance. Currently they mow and maintain the fenced back yard areas, they have also provided a bid for Spring cleaning.

Darin reported seven trees have been removed and another came down today. The deck and balcony of unit 99/100 was recently sanded and stained.

The new dumpsters that will soon be delivered to Graeagle Meadows are larger than the ones we have now and will be easier to open. Darin reported Intermountain Disposal's new truck has to be able to back into the dumpsters so we will need to strategically choose where those dumpsters

should be located. The new dumpsters have a bear bar with a clip that will need to be secured each time the lid is closed.

Regarding roofs, we had a difficult time finding a contractor interested in bidding. Harbert Roofing out of Redding came out to inspect roofs. We received their bid, along with a bid from Star Quality Roofing. Harbert has 5 or 6 projects ahead of us. They report they would like to come out for a couple weeks and re-roof multiple buildings. Darin suggested we postpone roofing projects until spring. He suggested a tarp be placed on 48,49,50,51 for this winter. Darin reported it is getting very late in the season, and last year it snowed on Halloween. The plan was to re-roof 3 quads plus one carport this year. All that work has been deferred due to not being able to secure a contractor.

Ann Warmington reported she regularly inspects unit #49. She also spoke with the owners of 48 who report issues with the roof leaking and mildew growing. Carey Castignoli reported the roof on that unit is 16 years old. Kim reported she feels it seems prudent to have the roof replaced on this one quad.

The board decided to schedule an executive session for next week to review the two bids that have been received. The executive meeting will be held Tuesday Morning at 9 am.

Kim suggested that owners of that unit receive as much notice as possible prior to the re-roofing.

2. Sewer Project Update

See item C.1. above.

3. New/Other maintenance items

No report

D. Architectural Review - Dianne

1. ARC update

No report

2. New/Other ARC items.

No report

E. Safety/Firewise – Bob Markoja

1. Safety & Firewise update

No report

2. New/Other Safety & Firewise committee items

No report

G. Rental – Mike

1. Rental committee update

No report

VI. Homeowners Open Forum – non eligible for voting

No reports or comments

VII. Adjourn

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:28.