

Minutes for the Board of Directors Meeting  
Graeagle Meadows Homeowners Association

Friday, November 3, 2023 (approved 12-13-2023)

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**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 Kim Siclari and Bob Markoja were present at Rotary Hall. Will Dickinson, Jim Hunting and Mike Curran participated via ZOOM. Chad Simas, Operations Manager, participated via Zoom. 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.

Will asked to move the order of 2 items on the agenda.

**II. Ratify all actions approved by vote during 10/13/2023 Board Meeting**

Will reported we did not have a quorum of Board members present at the last meeting. Our attorney has provided a solution in that we can ratify the actions that were taken at the 10/13/2023 meeting today.

**After review, upon motion duly made, seconded and unanimously carried, the Board ratified all actions taken on October 13, 2023**

**III. Approval of Minutes from September 17, 2023, Annual Meeting**

*After review, upon motion duly made, seconded and unanimously carried, the minutes of the October 13, 2023, Board meeting were approved with the following changes:*

*Chad Simas was absent, Mike Curran was also named to serve on the Ad Hoc Feather River Access Committee. Mike Curran (not Jim Hunting) will continue to serve as chairperson of the Rental Committee.*

**IV. Appoint members to fill 2 vacant Board positions**

John Berdrow introduced himself as the owner of unit #13. He has owned his Graeagle Meadows home since 2014. He and his wife spend about 5 months a year at Graeagle Meadows and otherwise live in Phoenix AZ. He is an engineer working in the electric utility field.

Will reported Criag Silva's background is in sales. He is a people person and will be an asset to the Board.

*After review, upon motion duly made, seconded and unanimously carried, the Board appointed both John Berdrow and Craig Silva to each fill one of the vacant positions on the Board.*

**V. Assign remaining open committee chair positions**

**a. Architectural Review Committee**

*After review, upon motion duly made, seconded and unanimously carried, the Board appointed Kim Siclari to serve as the Chairperson of the Architectural Review Committee.*

**b. Database Committee**

*After review, upon motion duly made, seconded and unanimously carried, the Board appointed Carey Castagnoli to serve as the Chairperson of the Database Committee.*

The Board discussed the goal of defining a charter for each committee to include addressing which committees have authority and which are strictly advisory.

#### **VI. Report from Ad Hoc Committee regarding fence blocking access to golf course**

Kim Siclari reported she has spoken with Mike Curran to discuss mutually beneficial options for moving forward with Graeagle Land and Water Company and Golf Course. They want to open the lines of communication and plan to set a meeting with the owner of the Golf Course.

Bob Markoja reported he would like to stress the importance of having access to an emergency exit. With the new fence and locked gate, an emergency exit is no longer available. Kim suggested the committee schedule a meeting with the Fire Chief.

Will reported his priority is that we keep an amical relationship with Graeagle Land and Water Company.

Bob Markoja reported there is a physical barrier behind the gate keeping it from moving.

Will asked that all committee chairpersons be prepared to officially announce who their committee members are for a future meeting. Joleen explained the association has a Directors & Officers insurance policy as well as worker's comp insurance. Committee members should be formally named so they can be included under the association's insurance policy.

### **III. Committee Reports**

#### **A. Administrative – Will/Joleen**

##### **1. Fall Newsletter**

Will reported he has had almost no time to work on this item so far. He is planning to reach out to other Board members for articles. Nina sent something to him regarding the Graeagle Meadows Facebook page. He asked the Board to look over the topic items to see if there is something they can contribute to the newsletter.

##### **2. Set Schedule of meetings for 2024 Board Year**

After discussion the board decided to set 3 meetings for 2024 which will occur on the 3<sup>rd</sup> Wednesday of January, March and May 2024 at 10:00 a.m.

##### **3. Other administrative items**

Joleen explained there is new legislation which goes into effect January 1, 2024, allowing fully virtual meetings.

#### **B. Finance Committee – Jim Hunting**

##### **1. Review and Approve Financial reports for the period ending 10/31/2023.**

Joleen provided financials reports for the period ending 10/31/2023 via email prior to the Board meeting.

Joleen reported the association moved \$175,000 out of the Fidelity account to Plumas Bank so that the first progress payment to KG Walters could be made.

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the Financial Reports as submitted.*

##### **2. Report regarding delinquent accounts**

Joleen reported she has secured the lien as directed by the Board during a previous Board meeting.

##### **3. Browning Reserve Study update (Jim Hunting)**

Jim Hunting thanked Will for his help with the Reserve Study. Jim believes we are close to finishing this project. We are working on a roofing schedule, a painting schedule, and additional details from Shaw Engineering regarding future expenditures related to our sewer disposal system.

#### **4. Update on Investments**

Jim reported we have secured several CDs through both Five Star Bank and Wells Fargo Advisors. We are projecting an additional \$7,000 in interest income. Two of the CDs will mature this month.

#### **5. Adopt Budget for 2024 fiscal year**

Jim Hunting distributed a proposed budget for 2024 via email prior to the Board meeting. He reported the budget reflects funds to secure additional help for Chad to allow him to move more toward the management part of his job that previously was provided by volunteers.

Will reported we have also some padding for potential increase in the cost of insurance. Mike Curran reported all costs have gone up including material and labor costs.

*After review, upon motion duly made, seconded and unanimously carried, the Board adopted a budget for 2024 which includes an increase in member assessment of 12.3% for a quarterly assessment of \$1,785.00 which equates to an increase of \$65.00 per month.*

Joleen reported each year before December 1<sup>st</sup> the Board is required to send out a packet of information to our owners to inform them about the budget along with many other documents and policies.

Kim suggested that the Board include details about how assessments are calculated and what percentage of each assessment payment is attributed to the various association costs.

### **C. Operations Committee – Darin Okelley/Bob Markoja**

#### **1. Maintenance update**

Bob thanked Darin for all his work over the past few years. He also thanked Chad and the staff for all their efforts. He reported they have done an excellent job of keeping the neighborhood beautiful and the buildings secure.

Will reported the lift station project is in the final week or two of completion. The new pumps have been installed. There is a final walk through around November 13<sup>th</sup>, and they will come up with a punch list of final items that need to be addressed.

Bob reported we recently had Jimmy West tree service come out and remove 9 trees from the property. A number of those trees were infested with beetles and were dead or dying. There are several dead and dying trees on the golf course that also need to be removed.

Our staff along with a contractor have been blowing pine straw off the roofs. There are 3 open work orders. Bob reported he is amazed by the progress the roofing contractor is making. So far there has been one change order that was approved for \$4,200 to replace skylights and chimney flashing.

In November, Marc Terry will be working on pruning. Other staff members are making sure snow equipment is ready to go.

Bob asked that members who are winterizing and not planning to come up during the winter, report that to him so that staff can prioritize snow removal from walkways for full time owners as well as folks coming up to visit periodically through the winter. Chad will be taking vacation beginning Nov 13.

Will reported he has been involved with several sewer construction projects. This project has gone smoothly, and we have been very fortunate. He thanked Chad for monitoring the project.

Mr. Berdrow asked if Shaw Engineering would be present for the walk through. Mr. Berdrow asked if there had been any change orders. Will reported the deductive changes are expected to be more than the add on changes.

Will reported we eliminated the SCADA system and instead opted for a less expensive alternative. We also found a less expensive alternative for the back-up power system.

**2. Sewer Project Update**

See item C.1. above.

**3. New/Other maintenance items**

No report

**D. Architectural Review Committee**

**1. ARC update**

Joleen reported Dianne should hand off any open ARC items to the new committee chairperson.

Joleen reported she is happy to set up committee members with an @graeaglemeadowshoa email address. She also can set the website form so that Committee Chairpersons receive email from the website directly.

Will suggested that Mr. Berdrow and Jeff May be added to committees. He suggested that John Berdrow work on the Operations committee and Jeff May on the Finance committee.

**2. New/Other ARC items.**

No report

**E. Safety/Firewise – Bob Markoja**

**1. Safety & Firewise update**

Bob Markoja reported there was a recent fire preparedness event at the fire hall. They passed out bright green go bags. He typically has a few in the back of his car and he is happy to share those with homeowners. There is a tag in the bag so owners can notify firemen that they are safely out of the house.

Bob reported if members have not had their chimneys cleaned and inspected recently, he suggests they do that now and suggested All Star and Tyrus Chimney who are vendors out of Quincy.

Our annual firewise report has been completed and will be submitted in the next few days. There are a number of challenges in the coming years due to new legislation coming. We have recorded just over 2,000 labor hours that are considered fire wise actions.

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

No report

**F. Rental – Mike**

**1. Rental committee update**

Mike Curran reported he has 5 members on his committee. So far only one of the quite hours signs had been installed. The rest of the signs should be installed in the Spring. The committee is

working on potential signage for the back decks of homes on a rental program referencing quiet hours and no smoking on the back patios.

The committee is working on a document that rental managers will share with renters to make sure they are aware of the rules of the community. It is the intention of the committee to organize a ZOOM meeting for everyone that rents their home along with all participating rental managers.

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

Suzie asked about being able to use the chat function on ZOOM. She also asked if the Board can set the Annual Meeting date and get notice out to the members early in the coming year.

Will suggested the Board set the date for the 2024 annual meeting in January. He also suggested the Board discuss the format of the meeting.

Marion Krausse reported her family has owned their condo for over 50 years and during that time she has seen a lot of deferred maintenance. She congratulated the board on a good meeting today. She thanked the board for what they are doing. She is encouraged by the establishment of the rental committee. She also likes the hybrid meetings.

John Reed reported the flat part of his roof has not yet been blown off – Unit 25.

**VII. Adjourn**

*After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:39.*