



Timber Cove Homes Association

22098 Lyons Court

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707. 847.3062

Board of Directors Meeting Minutes

Saturday, April 5, 2014

Fort Ross School Multipurpose Room

Board Present: Anne Vernon, Anne Roberts, Claudia Woods, Russell Smith, Fred Leif and Sue Drake

Staff Present: Tina Romeo

Guests Present: Olin Woods, Grace O'Malley, Stu Drake, Tom and Claudia Giacinto, Bill Seymour, Richard Welch, Ray Seto, Chris Almind and John Rea

1. **Call to Order:** Anne Roberts called the meeting to order at 9:01 a.m.
2. **Approval of Minutes of January 18, 2014:** Motion and seconded to approve the minutes of the January 18, 2014 meeting as presented. Vote: Ayes: 5, Abstain: 1, Motion passed.
3. **Approval of Consent Agenda if needed:** None
4. **Public Comment:** Motion and seconded to remove 17b off the agenda. Vote: all in favor, motion passed.
5. **Acceptance of resignation and appointment of vacancy:** Motion and seconded to accept the resignation of Donna Riley and appoint Sal Culcasi to serve the remainder of her term. Vote: All in favor, motion passed
6. **Architectural**
 - a. **Report:** Claudia reported to the board of architectural submissions. A member presented a letter of complaint to the board and asked for it to be included in the minutes. It was duly noted. The purpose of the minutes of the board are to reflect action items. No action was taken.
 - b. **Violation Policy:** Tabled
 - c. **Improvement of trails of AP#109-430-33 & 109-430-32:** Anne Vernon presented a map to the board for review regarding relocating the trails to follow the new property lines. Motioned and seconded to write a letter to the County of Sonoma granting permission for the county to proceed with lot line movement of trail. Vote: All in favor, motion passed.
7. **Security and Fire Abatement**
 - a. **Reports:** Nick provided his report to the board via email. Discussion regarding escrow process involving lots with unapproved structures and/or CCR violations. Board has a relationship with the current property owner, so they will send the escrow letter to the current owner and if possible their listing agent.
 - b. **Procedure for fallen trees:** Nick questioned the procedure that he is currently using for fallen trees across the roads during storms. Trees and brush are removed from the road and returned to the lot where the fallen tree originated. If the HOA has to hire personnel to remove the hazard then the property owner will be billed.
8. **Administrative Assistant's Report**
 - a. **Report:** Tina reported to the board. 4 escrows have closed since the last meeting. One new owner purchased multiple lots on Lee Drive.

- b. Correspondence Received:** Email from a member regarding free fire wood. Tina will include in the next TCHA email. Several welcome packets were sent. Call from a potential buyer regarding a lot that is in collections.
- c. Clarification of Committees:** Road committee consists of: Anne Vernon, chair, Sal Culcasi, Brian Todd and Joe Pearson. Architectural committee consists of: Claudia Woods, Anne Vernon and Sue Drake.
- d. Annual Meeting:** Due to scheduling conflicts with board and Timber Cove Inn. This year's annual meeting is being planned at Fort Ross School on Saturday, September 6, 2014. Details to follow.

9. **Treasurer's Report**

- a. Payment of Bills:** Fred presented the end of February 2014 budget report and a draft version of the end of March 2014. Fred presented the bills to be paid. Motion and seconded to approve the payment of bills as presented. Vote: all in favor, motion passed.

10. **Roads:**

- a. Report on 2014/15 fiscal year plan:** Anne Vernon reported to the board regarding the committee's recommendations for this upcoming fiscal year. Motion and seconded to accept the committee's recommendation for 2014/15 road and fire work. Vote: all in favor. Motion passed.
- b. Sign Replacement:** Anne Roberts has begun initial research regarding replacing our aging redwood street signs. Night reflective, fire safe and uniform height complete with emergency vehicles being able to see signs will be researched and presented at the next board meeting.

11. **Timber Cove County Water District Report:** Fred reported to the board the status of the reservoir. Currently it is at capacity, however additional storage is being researched. Reminder to all: We are still in a drought, please conserve. Discussion to have Architectural committee consider water conservation as part of design process.

12. **Amending Bylaw regarding number of board members from 7 to 5:** Discussion about reducing the board from 7 to 5 due to the community being small, hard to get a quorum. Will discuss further at next board meeting.

13. **Consideration of Parliamentary Procedure to be used by the TCHA board of directors:** Motion and seconded to accept Rosenberg's Rules of Order as procedure. Vote: all in favor, motion passed.

14. **Status of Lyons Court Common Area:** Lyons court common area needs to be maintained. The lot line adjustment has been completed at the County. Motion and seconded to authorize Tina to seek up to three estimates to perform a septic perc test of the Lyons Court property and enter into a contract not to exceed \$5,000. Vote: all in favor. Motion and seconded if the Lyons court lot does meet the required perc testing with one or more bedrooms, then proceed with listing the property for sale. Obtain three proposals with realtors from outside the association. Vote: all in favor, motion passed.

15. **Time and Place of next meeting:** Saturday, July 12, 2014 at Fort Ross School at 9 a.m.

16. **Adjournment:** Meeting was adjourned at 11:26 a.m.

17. **Closed Session:** Called to order at 11:46 a.m.

- a. Collections:** Accepted payment plan proposed by new owner who is acquiring the debt of AP# 109-420-09.

- b. Architectural Violation:** Removed from agenda under public comment item 4.

- c. Employee Reviews:** Anne and Fred will meet with staff to do employee evaluations.

18. **Adjournment:** Closed session adjourned at 12:13 p.m.