



Timber Cove Homes Association
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**Timber Cove Homeowner's Association
Board of Directors Meeting
Saturday, June 18, 2016
TCHOA Office
10:00 am**

Present: Tim McKusick, Joe Pearson, Sylvia Todd, Susan Moulton, SueEllen McCann, Saul Culcasi

Absent: Lucciano Moretto

Staff: Sharon Lynn

Guests: John Howland; Hannah Clayborn, Ron Case,Carolynn Abst

Executive Session (TMcK, JP, SEMcC, ST, SM)

1. Status of Trail Litigation: Report by IDR representatives. Had a tentative agreement on trail agreement. Will meet with them again on July 23.
2. Unpermitted sheds and other construction needs correction for two properties that were brought to the Board's attention. Property owners will receive a violation letter with instructions for resolution. Both actions in response to complaints by Unit II neighbors.
3. Contracts and Personnel: Contracts developed; one employee interviewed. Need a new CPA; follow up on investigation.

Manager position. Very possible for us to have a property manager. What do we need to do to be in compliance with governing documents? Needs to be on-going consistency as board personnel changes. We have spent \$10,000 on the easement dispute which HOA should not have had to pay out dating from April 2014 to this point. Suggest we hire a consultant to sift through the guiding documents and come up with Timber Cove Rules. We have \$13,000 in our budget. Find \$3,000 to hire a consultant.

Call to Order (10:03)

MSP Approval Agenda unanimous

Approval of Minutes, May 17, 2016. We will add the issue of clarity regarding recording the minutes under new business. SC abstain; all others aye.

President's Report:

1.1 Executive Summary (see above)

1.2 Forest Management Update

Forest Management Update: ST asked for clarification regarding Water Board's role with Forest Management and the HOA's role and how best to support these roles. TMcK reported Matt Green who took over Ed Tunheim's business, our Forest Management consultant, is researching grants to help support our clean-up efforts. SEMcC asked if we got the grants we would be implementing our procedures beyond what we are doing now. TMCK noted this would apply to trails and fire breaks. Tunheim will give advice on where best to focus. He is working with Jull Butler of CalFire, a Forest Advisor/Forestry Assistance Specialist who is another resource along with Matt Green.

1.3 Decorum during Meetings: Discussion of what this is. Respectful and polite conduct is expected of all. See guidelines at the bottom of the Agenda. This board has taken compliance with Davis Sterling seriously and follows Civil Code Requirements.

2. Administrative Assistant (S. Lynn)

2.1 Correspondence: The Spring Newsletter went out; it was posted on our website. There were two requests for mailboxes in response. Email from Rosemary Gorz regarding how Investigator's Fees being paid. Conversation with Roger Simpson regarding trailer on Ruoff which initiated camping policy discussion. Our auditor has retired. We are looking for new auditor/CPA. Fort Ross, Conference Room is available. Martin Breuer has turned in new construction; no variances requested. SL posted Forest Management booklet on the website. We only have a couple of paper copies left. To print the book would cost about \$14.75 per copy. SM suggested we direct new property owners to this on the website and not incur the cost. ST suggested we identify tree cutting as separate category and simplify the basics. We might develop a fire safety page and architectural page for reference on the website. We can link to Cal Fire for specific details regarding campfires, running lawnmowers, weed eaters, etc.

2.2 Escrow Reports: No escrows at this time. TMcK suggested we send Welcome Packet to the new owners of Dick Sturm's house.

3. Architectural (J. Howland)

Only 2 projects: one requesting 9 variances on 22112 Umland: the structure is 21.3 feet, about 3 feet over the 18 feet from natural grade limit; others—utilities are located outside the building envelope. One neighbor didn't get a notification about this. SM asked how far outside the building envelope? ST asked if other neighbors have been contacted. SL clarified that they only respond

if they have an objection. This should be changed. We will send a registered letter to each neighbor to confirm that all the neighbors have been consulted. (SL will do this). She also asked when the story poles go up. JH noted they go up before neighbor notification. Lisa Gimbel and Martin Breuer have no variances at 21973 Timber Cove Road.

TMcK noted there were two complaints about sheds/studios and other structures built without permits. Each violator will receive a letter asking the owners to comply. SL will send letters to owners and the county about unpermitted construction. The Board must respond when there are complaints.

4. **Security/Fire Abatement Report (N. Lee, hand written)** Complaint about placement/installation of mailbox. Has been taken care of. Discussion about fire abatement with TCCWD president; install summer time “No Open Fire” signs in subdivision; Lower Ruoff Road sign removed to be relocated; new stone sign donated by Tom Giacinto; Owner contacted burning debris at t End of Davis; Complaint on further burning, Cal Fire to check out; Coyote noted at lower Ruoff; abandoned vehicle on North Lee Drive. TCCWD is handling this; Lots of long grass un-mowed—fire hazard. ST asked if NL could provide us with specific addresses so we can notify residents. The TCCWD has had their representative put together an ordinance and there will be a public hearing on July 9 regarding the PUE and Fire Abatement Ordinance and Enforcement.

5. **Treasurer’s Report (SE McCann)**

5.1 Budget Update: We have 70% of revenue received. \$25,000 in dues not received. Expense side: she is looking for overall plan for this year for road repairs and anticipated costs. We currently have not used Reserve Funds this year. Once we are clear of the priorities for road maintenance this will change. Part of enacting the Strategic Plan is to bring in a consultant to help us understand where we are and aren’t in compliance with our governing documents and make a recommendation to us. The cost will be determined. SM asked if Frontier was working as our phone service. SL and SC noted they can hear neighbor’s conversations on their phones. SL was asked to contact Frontier and complain about this.

5.2 SM moved, ST seconded we pay the bills, SM, SEMc, ST, JP, TMcK, ayes; SC abstained.

6. **Trail Report (Hannah Clayborn):** Reported that anticipating we will finish the survey and replace missing survey markers. She distributed several options of trail markers that were un-obtrusive so there is no vertical profile. Her research indicates we should mark the centerline of the trail, every 40 feet or so; what can be seen from one marker to another. They want to start with the John Sperry trail and have a memorial put there; then proceed in an orderly clock-wise manner. July 23 or 24 is the next workday. We need people who know what they are doing; would be nice to have a self-sustaining system, e.g. letting people adopt part of a trail to take care of it and they be credited for their work in some manner. She is making tentative

plans for our first fundraiser to defray costs of the new markers, in mid-September. Anyone can request to be part of the Trail Support Committee; just contact Sharon Lee. We will develop a Volunteer's Page.

7. **Mailboxes:** JP needs to re-contact the postmaster regarding the weir site. SL spoke with Patti, the postmaster, regarding the cost. The issue is who holds the keys and locks. The fee was \$50—the cost for replacing the locks and keys. If the HOA holds the keys, we can replace the locks for less than \$50. We will need at least two new blocks of boxes. It takes the Post Office about 6 weeks to put the locks on them. Each block has 16 slots. She has at least 4 people on the Waiting List. Discussion of locations and inviting people from outside the subdivision.

8. **Roads and Signage Report (B. Todd by phone):** Road report written, submitted. Roads: Generally speaking road sweeping done for debris, water quality and aesthetics. Sea Ranch doesn't have debris on their roads; they do it for aesthetic purposes. No evidence that redwood needles or any leaves here would contribute to breakdown of asphalt. If there are deciduous trees their leaves could provide a sliding hazard but we don't have that issue here, except in a couple of isolated locations. Question is do we want to pay someone to sweep these or do it ourselves? It is a non-issue. Our roads are very low speed roads. There is no impact to the aggregate or chip seal mix to produce a sliding hazard. He recommends we wait until September/October when there are rains. Generally sweeping done with a pole broom on a pick-up truck. JP believed there is a sliding hazard on the outside of a curve; if they get off the edge they can deteriorate the edge. Lyons and a section of Ruoff have steep section where there is leaf debris and it gets ground up and creates a sliding hazard. BT will come up with a scope of work, identify those locations and we can arrange to have someone come in and sweep it. JP asked about the culvert on Signaigo that TMcK marked last month. He had considered it early on, but that would require a purchase of a section of culvert unless someone had a section to donate that matched the size of inflow. Can use stakes, fence posts and tie wire in the meantime. Also, repairing of Ninive where weeds are coming up. BT proposed to take the trees out. It would not be a good idea to leave the trees there because they will break up the pavement again. There should be a 2" overlay over that since the pavement isn't very thick. He can do a cost estimate for this. Turnouts: In his report he asked how extensive we want to make these. One option is to make turnouts compatible with vehicles with trailers, etc. Is this the best use of our resources? What should be the length of these? For the length of the vehicle, add 10 feet on each side and 20%. A big pickup is 6 feet wide, so aren't looking at a major width addition. He suggested using a delivery truck size, like FEDEX. The width will determine the size of the turnouts. JP noted the ultimate goal is to widen roads altogether. We will do it piecemeal. Steep ground with right of way issues is a concern. Ruoff would be a good place to start. Signaigo should be widened to facilitate the

increased use of the office. Culvert on Signaigo. Sweeping shouldn't cost too much; whatever is left over we should put into turnouts, as many as we can afford. He's looking at an engineer's estimate first. These would be a benchmark to look at the bids.

9. Water District Report: BT noted that the Fire Issue Water District Resolution allows the TCCWD to provide enforcement and action if people don't clean up their lots. This will be discussed at their July 9 meeting. A lot of districts, like Sea Ranch, have a Fire Safe Committee made up of people in the subdivision that work toward educating others in the association about the need to keep property clean. Sea Ranch has small building lots. Timber Cove is all privately owned and CDF does not have a mandate to keep undeveloped parcels fire safe. We have a lot of owners that don't clean up their lots, basically upwind of structures where people are keeping their lots clean. He suggested we create such a committee and that can be done with CDF who is on board with doing that. It is all self-regulated. We are currently pumping from TC Creek to the Reservoir to top it off to get as much as we can as long as we can. We are in the best shape we have ever been in. We are pumping at rate of 50 gallons per minute. We won't be able to do a draw down test on new well until next month by state law. We will do that in July. John Howland reported we have a tour at 1:00 of the Water Plant.

10. Communication: ST posts to Facebook; SM has sent out the Spring Newsletter and requested photographs and suggestions for topics for the Fall edition; articles from the Newsletter will be linked on the website. Thanks to Hannah Clayborn for expertise, time and vision for developing this new, updated user friendly website. We will ask Claudia Giacinto to curate a coastal web link with historical photographs.

PUBLIC COMMENT

Ron Case: Trails: Amanita backs on Still Water Cove and it would be nice to have a trail there. We will investigate. HC noted Step 5 of the Trail Plan is enhancement and development. Voluntary donation of trail easements is possible; just not removal. RC believes they can move the easements. He commended the Strategic Plan and noticed there are nice things in it.

OLD BUSINESS

- 1. Lyon's Court Office Update (deferred)**
- 2. Camping and Trailer Policy Update:** ST read the policy and will refine it for our next meeting (see below under New Business).
- 3. CC&R Issues (deferred)**
- 4. Time And Place of /Annual Meeting:** SM moved; ST seconded we reserve: August 27, 2016 (10-4) Fort Ross Conference Room for our Annual Meeting with attendees either parking outside or paying the \$8.00 fee and to use the Call

House for picnic afterwards. Unanimous. Meet the Candidates will be July 23 at the School with candidates afterward. Motion passed; all ayes.

5. **Annual Dues** (deferred)

NEW BUSINESS

1. **Policy statement for the board and community regarding decorum and compliance with Civil Codes governing behavior at meetings and in public.** (Discussed earlier and under Strategic Plan; we follow guidelines of Davis-Stirling and Civil Code that covers this.)
2. **Strategic Plan: SEMcC** reported on Town Hall and discussion of SP. It is a suggested guideline for next 3 years; revisited at least once a year if not sooner; are 4 different sections: Community, sustainability, governance, management and infrastructure. We will set up committees for each section. It will guide how we want to operate. SM moved, ST seconded we adopt the Strategic Plan. SM thanked SEMcC for her visionary work in developing this draft. ST noted focusing on these values and core principles is very powerful.
 - Motion passed. Unanimous. She suggested we develop posters that incorporate our core values and operating principles so they can be posted. SC wondered why we were putting in so much effort when another board could just vote to set this aside.
3. **Travel Trailers and Camping Policies:** Was discussed at Town Hall. ST read the section. SC had volunteered at the Town Hall meeting to get cards/decals for resident vehicles. ST will absorb comments into the revision. Discussion of screening of trailers and any type of containers or structures not being lived in. Campers or trailer users must have sanitation facilities.
4. **Insurance Policy:** request to increase liability from \$1 million to \$3 million to cover our assets. Other increases. Need to change number of employees; property coverage. SL will bring additional information to the next meeting. SM moved, ST seconded we give SEMcC and SL to obtain insurance to be formally approved at July meeting. Unanimous approval.
5. **Next meeting:** July 23, 2016; Meet the Candidates to follow the meeting at 12:30 on.

Adjourned 12:22.

Add topic of Davis-Stirling requirement regarding recording of minutes to Agenda for July 23, 2016, 10:00 at Ft. Ross School.

TCHA Agenda: July 23, 2016
Ft. Ross School

Executive Session (9:00 am)

1. Status of threatened litigation over trails
2. Status of IRD
3. Private Investigation Report

4. Other(?)

5.

CALL TO ORDER (10:00 AM)

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF JUNE 18, 2016

1. PRESIDENT'S REPORT (T. McKusick)
 - 1.1 Executive Session Summary
 - 1.2 Forest Management Collaboration with TCCWD Update
 - 1.3 Civil Code Requirements for Decorum during meetings

2. Administrative Assistant Report (S. Lynn)
 - 2.1 Correspondence
 - 2.2 Escrow Reports
 - 2.3 Status of CPA/Auditor/Insurance
 - 2.4 Mailbox Update
3. Architectural Report (J. Howland)
4. Security Report (N. Lee)
5. Fire Abatement (N. Lee/B. Todd)
6. Roads Report (B. Todd)
7. Treasurer's Report (S.E. McCann)
 - 7.1 Budget Update
 - 7.2 Payment of Bills
8. Trail Report (H. Clayborn)
9. Water District Report (B. Todd)
10. Communications (S. Moulton, S. Todd)
11. PUBLIC COMMENT

OLD BUSINESS

12. Camping and Trailer Policy Update
13. Annual Meeting: Time/Place/Agenda; Picnic after
14. Annual Dues
15. Policy regarding decorum at meetings and compliance with Civil Codes governing behavior at meetings and of Directors in public; clarification of "good standing" for Directors.
16. Strategic Plan: Summary Approval and updates (S. E. McCann/S. Moulton); Creation of committees to address specific areas.

NEW BUSINESS

17. Davis-Stirling Requirements regarding recording of meetings (S. Culcasi/S. Moulton)
18. Consultant to help prioritize and direct HOA management and implement Strategic Plan recommendations (SEMCCann/S.Todd)
19. Fall Town Hall Meeting: Date/Agenda
20. Research 'adopting' Timber Cove Creek watershed (T. McKusick)

ADJOURNMENT (noon—"Meet the Candidates" to follow meeting at 12:30)

