

**Minutes of a meeting of the Board of Timber Cove Homes Association  
General Session**

Held Saturday, October 14, 2023  
Fort Ross State Park Meeting Room  
19005 Coast Highway One, Jenner  
In Person & Zoom

**Attendees:**

**Directors Present**

Cindy Culcasi, President  
Jennifer Greenstein, Secretary  
Joe Bettencourt, Treasurer  
Richard Mogford  
Keith Thompson

**Zoom**

Rosemary Gorz, Vice President

**Call to Order**

Cindy Culcasi called the meeting to order at 10:10 a.m.

Per Davis Sterling, the meeting is recorded to assist the Secretary with the minutes. The recording will be deleted once the minutes are approved.

**Review and Approval of the Agenda**

Upon motion duly made and seconded, the agenda was approved by the Board, 6-0

**Review and Approval of Previous Minutes**

Upon motion duly made and seconded, minutes of the September 9, 2023 meeting were approved by the Board 6-0

**Counting of the Ballots**

The Inspector of Elections announced that insufficient ballots were received to meet the minimum quorum for the vote of the schedule of monetary penalties , as of today 92 ballots were received out of the required 108. A reconvened meeting is scheduled for November 11.

**President's Message/ Community Update**

Cindy Culcasi reported on recent developments.

Cindy raised concerns about Hannah Clayborn spreading misinformation about the three Board Members and the HOA. This misinformation is believed to have legal implications. It was noted

that Hannah made inaccurate claims regarding the lack of quorum in past elections and membership voting rights, all of which were clarified to align with Davis Sterling requirements.

A third-party CPA was retained in 2017 to oversee TCHA elections. Past elections did not take a lack of a quorum into consideration and probably weren't aware of the requirement. We now have HOA Election Experts to oversee our elections. It was emphasized that current HOA Election Experts follow Davis Sterling requirements. It was clarified that all members, regardless of their payment of the 2018 emergency special assessment, have voting rights.

Cindy addressed allegations of selective treatment and arbitrary implementation of monetary penalties. She emphasized that all members have the opportunity to vote on the Schedule of Monetary Penalties. The Board strives to treat all members fairly. Cindy has collaborated with Alex Kramer on the legal committee, Chris Feddersohn, spoken with the Sea Ranch Manager about their process, who stated that once they implemented the penalties ( which are modest in cost) violations were resolved much faster.

Cindy addressed accusations made by Hannah Claybourne against Board members regarding clear-cutting. Each board member's situation was explained, emphasizing that actions taken had appropriate approvals and were in compliance with TCHA and County Regulations. It was noted that Hannah's allegations were found to be inaccurate.

### **Public Comment**

A member expressed concerns about a variance request to build a 6' privacy fence outside the building envelope on a lot on Umland Circle, stating that he is aware that the neighbor to the North objects to the fence and has notified the Board of his objections. The member requested that the vote on this matter be delayed until the opposing neighbor can be present.

Another member spoke, citing past issues with a previous board's mishandling of Members' funds and privacy concerns. They urged the board to consider private property rights and privacy when deciding on the variance for the fence.

### **Legal Update - Nothing to report**

### **Treasurer's Report**

Treasurer Joe Bettencourt presented the financial report:

TCHA cash on hand August 2023

Current Account Balances

- Checking: \$46,090.90
- Bond Account: \$35,730.56
- Reserve Account: \$23,314.00
- Special Assessment: \$80.00

## Dividends

- Checking: \$7.93
- Bond: \$30.17
- Reserve: \$19.69
- Total dues collected ( August) \$551.04

## July 2023 Deposits to checking

- Dividend: \$7.93
- 23/24 dues:\$551.04
- Arch fee solar:\$250.00
- Total deposit: \$1558.97

## Bills Paid

- Frontier: \$150.96
- Intuit (QuickBooks): \$251.00
- Fort Ross State Park (park and meeting): \$375.00 (Annual meeting BBQ permit/parking)
- Andy's doughnuts for meeting:\$65.36
- USPS ( certified letters to members):\$46.88
- IRS:\$2807.38
- EDD: \$431.55
- Payroll: \$2,981.72
- Payroll tax IRS: \$1,920.97
- Walls Law:\$1,686.00
- Vacation partial balance payout to Melany: \$2,026.37
- Cindy Culcasi: reimbursement for BBQ: \$346.84
- Total expenses: \$13,090.03

## Upcoming Bills (August)

- Walls Law:
- Payroll tax (based on hours worked): [Amount TBD]
- IRS -2020 billing: \$527.47
- Intuit: \$250
- Frontier: \$155.02

## TCHA Cash on hand September 2023

### Current Account Balances

- Checking: \$36,636.09
- Bond Account: \$35,759.78

- Reserve Account: \$23,333.07
- Special Assessment: \$80.00

#### Dividends

- Checking: \$4.77
- Bond: \$29.22
- Reserve: \$19.07
- Total dues collected \$0.00

#### August 2023 Deposits to checking

- Dividend: \$4.77
- Arch fee residence :\$750.00
- Total deposit: \$754.77

#### Bills Paid

- Frontier: \$0.00
- Intuit (QuickBooks): \$251.00
- Fort Ross State Park (park and meeting): \$124.00
- Staples ( laminate for kiosks): \$119.84
- Target ( command hooks for kiosks): \$12.01
- EDD: \$1,885.94
- EDD payroll tax: \$382.90
- Payroll: \$3,582.30
- Payroll tax IRS: \$1,813.42
- Walls Law:\$2,280.00
- Vacation partial balance payout to Melany: \$758.17 ( balance of vacation pay 95.48 hrs
- Total expenses: \$11,209.58

#### Upcoming Bills

- Walls Law:
- Payroll tax (based on hours worked): [Amount TBD]
- Intuit: \$250
- Frontier: \$155.02

#### **Payment of Bills**

Upon motion duly made and seconded, payment of bills was approved by the Board, 6-0.

The financial reports are available on [timbercovehomes.org](http://timbercovehomes.org) under Board of Directors/Board Meetings.

## **Business Items**

**Increase of TCHA dues for 2024 :** At the last meeting some Board Members felt we needed more documentation and information before a decision was made to raise the dues. After reviewing the roads reserve study and the budget report, it was noted that the current dues of \$551.00 annually is not enough, a 20% increase is needed to raise the dues to \$651.00, that is a total increase of \$23,422.00 annually. The roads are used daily and need to be maintained (necessary for emergency response vehicles) . A member asked if a 5% increase over 4 years would suffice, Cindy explained with the current cost of materials that a 5% increase over 4 years would not be enough.

It is mentioned that making payments is an option, and to please call Melany if you need to arrange a payment schedule.

Upon motion duly made and seconded, the Board approved a 20% increase of the annual dues by 5-1.

## **Architectural Update**

**Fence Variance 22144 Umland Circle:** A request for a fence variance has been submitted. The request pertains to a 6-foot privacy fence, situated 15 feet from the property line. Notably, there is a neighbor to the North who has expressed objections to this fence.

Cindy, facilitated the discussion and invited the Directors to share their opinions.

Jennifer expressed her view, recalling that the original plans, which were presented to the board in March 2022, included a 7-foot privacy fence along the property line. These plans were approved by the Board.

Richard proposed that he would like to inspect the site and the fence's location before casting his vote.

Keith indicated a similar inclination to defer the vote until he has an opportunity to visit the site.

Cindy concurred with Jennifer's perspective. She also mentioned her prior efforts to encourage communication between the property owners when she first became aware of the situation. Unfortunately, a complaint was lodged with the Coastal Commission and Permit Sonoma and that had a negative impact on the situation.

Rosemary voiced her belief that the HOA should refrain from involvement and suggested a deferral of the vote until all Directors have had a chance to visit the site.

During the discussion, it was emphasized that it is the responsibility of the property owners to identify a variance and explain the need for it. Notably, the fence variance should have been addressed during the HOA meeting in March 2022 when the plans were approved. Additionally, it was mentioned that the opposing neighbor was unable to attend the meeting due to a work schedule conflict.

It was also noted that the opposing neighbor's house is not within the building envelope, and the requested fence variance is situated equally between the 2 properties and is intended to create privacy for both property owners.

As a result of the discussion, the board members' votes were divided, and it was decided to defer the motion to approve the fence variance to the November meeting. This deferral will allow the Board the opportunity to visit the site and further and evaluate the situation with the opposing neighbor present.

**Plans for 22176 Umland Circle:** Proposed construction of two small homes. It was noted that story poles need to be erected before final approval.

**Updated Architectural Guidelines:**

Upon motion duly made and seconded, the updated architectural guidelines was approved by the Board, 4 - 0, with 1 abstaining

**Tree cutting policy:**

Upon motion duly made and seconded, the tree cutting policy was approved by the Board, 5-0

**New Business**

**Committee Resolutions:**

**Legal Committee:** Alex Kramer and Cindy Culcasi

Upon motion duly made and seconded, the Legal committee resolution was approved by the Board, 5-0

**Architectural Committee:** Chris Federsen and Brian Greenstein

Upon motion duly made and seconded, the Architectural committee resolution was approved by the Board, 5-0

**Roads Committee:** Richard Mogford and Keith Thompson

Upon motion duly made and seconded, the Roads committee resolution was approved by the Board, 5-0

**Code of ethics/whistleblower policies:** Why is it required? The Board Members are signing, stating they do not have a conflict of interest and they understand the confidentiality of not sharing Association information. If it is found out that anyone on the Board is sharing

confidential information, or does not follow the Code of Ethics, they will be removed from their board position.

Whistleblower is signed by everybody including Melany. It is required by the State of California.

**CC&R updates:** The attorney fees of updating the CC&R's is approximately \$4,500 to \$5,000. Our current CC&R's are out of date and we will address the update in early 2024.

**TCFPD address signs:** Address signs on all vacant lots/ residences require County compliant address signs ( green background with white reflective numbers visible from both sides) . We will be sending a request that all property owners use County compliant address signs on all lots, It is also required by Timber Cove Fire Protection District and Cal Fire to aid emergency response teams.

The Timber Cove website will now be managed by Aaron Weber. Thank you, Aaron.

### **Adjournment**

Upon motion duly made and seconded, the meeting was adjourned at 12:11 p.m.

The next meeting is November 11, 2023

Respectfully submitted,

*Jennifer Greenstein*

Jennifer Greenstein, Secretary

### **Sign in Sheet**

1. Linda Willis
2. Julia Coyle
3. Anne Vernon
4. John Rea
5. Brian Greenstein
6. Lisa Melo
7. Susan Williamsan
8. Pam Duarte
9. John Duarte
10. Chris Feddersohn
11. Bob Leichtner
12. Mark Schliebus
13. Cheryl Schliebus
14. Jude Bowers- Gretz

**Zoom**

1. Brooke Solomon
2. John Gray
3. Doug Uboldi