

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

Held Saturday, November 12, 2022  
Fort Ross School, 30600 Seaview Road, Cazadero  
In Person & Zoom

**Attendees:**

**Directors Present**

Cindy Culcasi, President  
John Gray, Treasurer  
Bob Leichtner, Secretary  
Ron Case  
Margaret Grahame  
Richard Mogford

Melany Collett, Office Manager

Rosemary Gorz was absent.

**Call to Order**

Cindy Culcasi called the meeting to order at 10:06 a.m.

Per Davis Stirling, 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 10, 2022, meeting were approved by the Board, 6-0.

Upon motion duly made and seconded, minutes of the October 8, 2022, meeting were approved by the Board, 6-0.

**Community Update**

New President Cindy Culcasi thanked outgoing President Ron Case for his five years of service to the Association as President. She and fellow Directors noted that during Ron's tenure the Board successfully resolved a number of challenging problems, restored financial integrity,

strengthened standards of conduct and transparency, and adopted amended bylaws which were overwhelmingly approved by a full membership vote.

Cindy reported steps toward an updated tree cutting permit approval process and thanked Steve Tuscher for his assistance.

Property transactions have been active, with 6 escrows recently processed, and several more pending.

#### **Public Comment**

No comment was offered.

#### **Continuing Business**

##### **Treasurer's Report**

The Treasurer's Report is available on the TCHA website [timbercovehomes.org/](https://timbercovehomes.org/) under the Board of Directors/Board Meetings tab.

John Gray presented the Report for September, which had been deferred due to adjournment of the Annual Meeting.

The following bills were presented for approval:

- Frontier \$144.16
- Intuit \$229.00 (cloud services)
- Payroll \$3,378.67

Total \$3,751.83

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

Mr. Gray then presented the Report for October. He noted significant expenditures to catch up with delayed road repairs and maintenance, which the replenishment of our reserves finally made possible. He also noted TCHA insurance premium for 2022-2023 had been reduced to \$1,874, a remarkable improvement from prior years' experience.

The following bills were presented for approval:

- Frontier \$143.17
- Intuit \$250.00 (cloud services)
- RCX (road work) \$24,900.00 – Smith, Harriet resurfacing
- Payroll \$2,723.47
- Vacation payout \$2,000.75
- Payroll tax 3<sup>rd</sup> quarter IRS- \$3,915.37 (Partial 4<sup>th</sup> quarter included)
- Payroll Tax 3<sup>rd</sup> quarter EDD- \$728.88

Total \$34,661.64

Upon motion duly made and seconded, the board approved payment of the November bills presented, 6-0.

Mr. Gray reported on collections status, which has improved. Arrearages and late fees can be collected as part of escrow when a property is sold. TCHA can foreclose on a property when a member is behind \$1800 in dues (not including late fees or interest).

Mr. Gray asked for any questions; there were none.

#### **Legal Update**

Speaking for the Legal Committee, Bob Leichtner stated that the Committee had completed consultation with expert real estate counsel, Miller Starr Regalia, and insurance counsel, Mary Derner, regarding how the recent judgment and ruling in the Pedestrian Easement lawsuit involving a lot within Unit Two might affect the Association. The Legal Committee had briefed Board members in Executive Session and expects to provide more information for TCHA members at the January meeting.

#### **Architectural**

##### **Approval of Plans**

##### **New home at 22108 Lee Drive**

The Architectural Committee reported that all required information for the proposed construction had been submitted and reviewed, no variance was requested, and no issues were found. Accordingly, they recommended Board approval.

Upon motion duly made and seconded, the plans for a new home at 22108 Lee Drive were approved by the Board, 6-0.

##### **New home at 22095 Lee Drive**

The Architectural Committee reported that preliminary plans had been submitted for conceptual review. The Committee had reviewed and commented on the plans which appeared to be acceptable but had not yet recommended them for formal approval by the full Board. Discussion of status with the owners over the Zoom connection proceeded but was hampered by interference from construction activities adjacent to the meeting room. Formal submittal for design approval was deferred until the January meeting, with the owners' concurrence.

As a general matter, the Committee members reminded the membership that to expedite review and approval, and avoid wasting time, it is essential for proposers to carefully review and follow the CCR requirements, including the building envelope limitations, and to specify any variances requested, with explanations.



### **Architectural Approval Guidelines update**

Bob Leichtner reported that he is working on amended guidelines for the plan approval process which haven't been updated in nearly a decade, with a goal of clarifying the requirements and the approval process to make it more navigable and efficient. He will obtain input from the architectural committee members and hopes to present a draft for Board review early in 2023. He anticipates the Board will provide opportunity for public comment before approving new guidelines.

### **Roads Update**

Cindy Culcasi reported on installation of new road signage posted in the Ruoff/Umland neighborhood cautioning drivers to slow down to protect walkers.

New "no outlet" signage has also been proposed for Harriette and Smith Court, to alert drivers unfamiliar with our neighborhood. It was suggested that similar signage should be installed on all cul de sacs or dead-end roads, which would cost an estimated \$1000. Upon motion duly made and seconded, the Board approved procurement and installation of such signage as proposed, 6-0.

### **CCR Violation Process Update**

Margaret Grahame and Ron Case reported on the process of inspection, notification of violations, and working with owners constructively to find satisfactory resolution. Response has been positive, and thus far approximately 2/3 of violations are being remedied. These problems had been accumulating for a number of years without consistent enforcement responses; the results of concerted efforts over the past year have been encouraging. More follow through will be required.

Margaret Grahame commented on the problem of unmaintained tree limbs overhanging some roads, and high weeds encroachment, conditions which impair traffic visibility and can interfere with emergency vehicle access. It was suggested that this topic be addressed at the January meeting.

### **Coastal Municipal Advisory Council ("MAC") Update**

Cindy Culcasi who also serves as Secretary of the MAC reported on recent issues discussed, including a meeting of local water districts, and development of a new vacation rental ordinance. These matters affect our community and members are encouraged to stay informed or participate in public hearings. Their website: [Coastal Municipal Advisory Council \(ca.gov\)](https://www.coastalca.gov)

### **New Business**

#### **Appointment of Board Committees**

Currently the Board has three Committees, Roads, Legal and Architectural. The Board agreed to defer appointment of new committee members until the January meeting. The incumbent

committee members will continue their activities on an interim basis until the new committees are appointed.

#### **Retirement of the Welcome Committee**

This Committee has not been active, and the President recommended not continuing it. We will look into other means to welcome new residents and assist with orientation.

#### **Assessment Policy and Fee Schedule**

The Association has not established a system of assessments and penalties. We have asked HOA counsel to prepare a system comparable with other Associations and consistent with Davis-Stirling requirements. We will revisit this subject in the new year. Membership input will be solicited.

#### **Pending Re-Appointment of HOA Election Experts for 2023 membership votes.**

We plan to reappoint HOA election experts to manage the Annual Meeting and Board elections in August 2023. Any new schedule of fees or fines will also require a formal membership vote. The Board will vote formally on appointment when a new agreement is submitted for approval.

#### **Improving online Zoom Meeting technology.**

Cindy Culcasi recommended purchase of a well-regarded system for online meetings, "the OWL", which is used by many public agencies to upgrade and facilitate online meeting participation. The Board agreed that facilitating online participation for members not able to attend in person was a worthwhile investment. The Water District may share the system. Richard Mogford suggested we could also check whether any other measures could be used to improve the internet connection at the school.

Upon motion duly made and seconded, the Board approved the purchase of "the OWL" by a vote of 6-0.

#### **Adjournment**

Upon motion duly made and seconded, the meeting was adjourned at 11:35 am. The next regular meeting will be held Saturday, January 14, 2023.

Respectfully submitted,



Bob Leichtner, Secretary

## **Participant List**

1. Alex Kramer
2. Susan Williamsen
3. John Rosson
4. Tommy Haddock (architect for Daniel Junger)
5. Lisa Klerman
6. Daniel Junger
7. Jaciyn Junger
8. Chris Feddersohn