



Timber Cove Homes Association  
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**Timber Cove Homes Association  
Board of Directors Meeting  
Saturday, July 23, 2016  
Fort Ross School Multipurpose Room  
10:00 am  
AGENDA**

**Stephen Tom, Ron Case, Carolyn Abst, Hannah Clayborn, John Howland, Diane and Chris Feddersohn, Lloma Alameda, Alison Trujillo, Anne Vernon, John Rea, Katie Seymour, Brian Todd, Eric Tamm, Russell Wells, Kathleen Lassiter (10:50)**

**Executive Session (9:00)**

Lyon's Court Office

**Present: TMcK, ST, SM, JP, SEMcC (by phone), Luciano Moretti**

**SC at end of Executive Session and for regular meeting**

**Agenda amended: Personnel added; items 4, 5 moved to open session Old Business, #15.**

1. Status of trail litigation: No new developments. AV asked to communicate through attorneys. IDR session will meet this afternoon.
2. Status of Internal Dispute Resolution: Today, the Vernon/Rea have the proposed new relocation of trail flagged; bldg. envelope flagged; current easement identified. Ron Case will be there as their architect. Request for confidentiality would need to be waived because of the introduction of a third party. SM moved we create an IDR committee composed of the existing people to complete this IDR. TMCK seconded. Unanimous approval. The committee will consist of the current board members.
3. Private Investigation Report: TMcK spoke with investigator. He is bringing it to a conclusion. Committee is SEMcC and SM. SM will call and ask for a preliminary report.

4. Workplace Violence : Discussed several times before. ST moved we put this together with 5; include it under Decorum at meetings Old Business #15. SM seconded. All ayes.

5. Background Checks for new employees (included with #4 in open session).

6. Personnel: Nicholas Lee 's position discussed. It will be redefined according to the work he is able and willing to do. Additional hiring may be needed.

## **Regular Session Fort Ross School**

### **Call to Order (10:00)**

Approval of Agenda  
ayes.

Approval of Minutes of June 18, 2016

Approval of Minutes of June 18, 2016: JP moved, ST seconded all ayes; SC abstain

### **Reports:**

#### **1. President's Report (T.McKusick)**

##### **1.1 Executive Session Summary**

1.2 Forest Management Collaboration with TCCWD Update: We are in collaboration regarding forest management. JH reported TCCWD will hire an individual to handle Forest Management and lot review. This is a forest management professional.

##### **1.3 Civil Code Requirements for Decorum during meetings –deferred to #15**

#### **2. Administrative Assistant Report (S. Lynn)**

**2.1 Correspondence:** SL reported we had 7 people apply for directors; 3 withdrew. 3 of the remaining 4 are here. Russell Wells, Ron Case, Eric McConn and Sal Culcasi. Ballots will go out tomorrow. ST asked about Frontier. SL spoke with them and they asked for the phone numbers that were having multiple parties on the lines. If you have a line and it is acting as a party line, contact them to tell them at the time it is happening. Sometimes people with hand held phones can cross lines; probably not here. The issue is the phone lines are old. Bob is the phone guy—he has a red truck that says Frontier on it. He was here with Verizon. The system is underwired and patched together. Others besides Luciano have lost their internet. You have to ask them to abandon the IP number and start from scratch. ST reported she called Frontier about the crossing of lines and multiple conversations on one wire. SM will alert the community to the possible problems. Property owners who experience this should contact the people they are hearing if they know who they are. TMxK reported they are

activating the cell tower on Meyer's Grade which may help cell reception.

**2.2 Escrow reports:** One escrow off Lee Drive has been received. It has fire violations which will be included with papers submitted as part of escrow.

**2.3 Status of CPA/Auditor/Insurance:** Insurance is complete. It was done digitally. We are in the process of looking for new auditor, ours had retired; Sue Ellen will contact Sharon regarding new CPA.

**2.4 Mailbox Update:** Waiting to see what is happening at the weir. We have people on a waiting list plus those with existing boxes down there. JP noted there are already 18 people at the weir with boxes. SL will notify them about moving to the new boxes. Locks and keys: if the Post Office holds the keys they charge \$50 for lost keys; if we do it we can buy a replacement lock and it is cheaper. We will ask Eric Lynn to mill rough sawn redwood to make a pedestal to match others in the subdivision.

**3. Architectural (J.Howland):** We have 2 projects; one brought over from the last meeting at 22112 Umland which was asking for 7 variances; now they are asking only for only one for 15 feet over the height limit. They put everything inside the envelope. SL sent out new notices to neighbors. Mailings to neighbors about architectural variances are now certified. The other project is the Water District that is doing a new filtration plant to comply with our CC&Rs. They will screen; put everything inside the envelope and will follow all the CC&R conditions for the first time. It will be an expansion of an existing building. The existing filtration plant is 30 years old and needs replacing. They will do landscaping with native plants. The gate is outside the envelope and they want to redo it to make it more aesthetic. The portion outside the envelope will require a separate variance. They are applying for funding from the state from money set aside because of the drought which will take about 3 years to complete. To get the funding they have to interview people who live here full time to determine the annual average income. The cut off is \$55,000 per year; we are slightly above that here.

**4. Security/Fire Abatement Report (N.Lee):** Good weather; French broom encroaching upon Signaigo from reservoir. Taken care of by Mann excavating; installed "no fireworks" signs; later took them down Possible home invasion report on Ruoff; tree fell down on lower Umland loop; taken care of.; Complaints about frequent loud parties and trash at end of Koftinow (renters had a party with campers; ongoing problem in this location—ST will check with NL and follow up); checked out three parked cars on Lee Drive north. TMcK reported there was a tree on a power line which can cause a fire. Bob Ferguson notified TMcK who called PG&E. We all need to be vigilant and to call these in.

**5. Fire Abatement (N.Lee/B.Todd):** BT report on Fire and Roads together, below.

**6. Roads Report (B.Todd) :** He did an engineers estimate on turnouts each of which will average about \$4000 to do it right with sub base, base course and asphalt. They will be about 75 feet long end to end with enough room for a 25 foot vehicle. Fire trucks are

about 8 feet wide; vehicles are about 6 feet which will allow passing in an emergency. We have the budget to do 10 turnouts. We will pick areas to facilitate passage for vehicles and pave those with an existing adequate base. JP will work with him next week to identify best locations. Extending culverts on Signaigo and Lyon's Court: BT has a berm he is willing to donate which could be used as fill around pipe. Pavement on Signaigo in this location is beginning to chip away. He did a sweeping report and found only about 900 feet that needs to be done. Will cost about \$1200. This doesn't include aesthetic sweeping. Equipment is \$28 per hour, plus two people at \$35 hour. September would be a good time to do it. Asphalt per ton is \$75. BF wants a joint task force to address fire issues related to roads.

## **7. Treasurer's Report (SE.McCann)**

**7.1 Budget Update:** SL reported that Insurance refund will be less than expected. We are into 2<sup>nd</sup> month of fiscal year; we have spent \$12,000 so far; half of which was on road and road maintenance; the next big piece is legal then wages. We have some people who are slow in paying dues but they have been noticed. The Duarte Family finished their home and we have refunded their performance bond.

**7.2 Payment of the Bills:** Legal is higher as they get caught up with bookkeeping. We are paying for easement disputes and IDR resolution that is going on; related to the Vernon/Drake request to communicate through lawyers and have them at the IDR. SM moved TMcK seconded we pay the bills. All ayes, SC no.

**8. Trail Report (H.Clayborn)** We are investigating cheapest and best way to mark the trails. The supervisor for the El Dorado trails has purchased a lot here, Tom de Lange. He is a professional in this area. She gave him the same proposal she submitted at the last meeting. She hopes he can offer new and better options. She will put together a budget and submit it for the Annual Meeting so that we can be as informative as possible. There are at least 4 missing pins and one area to finish off. They are trying to put together a fundraiser on September 24—she is welcoming suggestions for events and venues.

**9. Water District Report (B.Todd):** With the treatment plant, all the pressure vessels that are water filters will be removed; only the two decant tanks will remain. All the green tanks are going. We will use about 5% of the water currently being used for backwash, or 95% of backwash water, or close to 25-30,000 gallons per month depending on the season. TCCWD is trying to do a Strategic Plan to identify everything they want to accomplish: hydrants, looping dead-end lines; increasing 2 inch to 6 inch lines along with other projects. Focus on most necessary projects first.

**10. Communications (S.Moulton, S.Todd)** Summer Fall Newsletter will be going out in August. Please send photos or information about activities you would like to have included. The Inn will open sometime in August; they are working on the rooms and foundation. They call it Timber Cove Resort now. ST noted she keeps Facebook updated. There are only 10 views, so she wonders whether it is a high priority. We have a new

website that is up and running. We can add a blog; we had to move to the mid level version which allows us the ability to create a blog. HC will help SL set up the blog.

**11. Camping and Trailer Policy Update:** Printout. ST moved we approve the policy for use of travel trailers/Motor homes and camping. TMcK seconded. SC suggested quiet time be from 10 pm to 8 am. Unanimous; Discussion of screening. Unanimous. The written permission forms are needed; SC was asked to find stickers and develop cards for vehicles at the Town Hall in May and June. ST will follow up with letters and forms.

**12. Annual Meeting: Time/Place/Agenda;** Picnic after . August 27 at Fort Ross State Park in the Meeting Room beginning at 10 am. She will print the ballots tomorrow with candidate statements.

**13. Annual Dues:** Discuss at Annual Meeting

14. 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.** Suggestion we acknowledge we follow Civil Code and the law in this regard. Discussion of background checks. SM suggested we refer the background check issue to our attorney for proper language and to limit our liability. ST noted many companies are bonded and have gone through this process.

**15. Strategic Plan: Summary Approval and updates** (S. E. McCann/S. Moulton);

15.1. **Creation of committees** to address specific areas. We will direct SueEllen to identify appropriate committees.

**16. Davis-Stirling Requirements regarding recording of meetings** (S. Culcasi/S. Moulton) We will ask our lawyer regarding recording of meetings. We will put this on the agenda for the annual meeting.

**PUBLIC COMMENT:** (2 MMINUTES ON AGENDIZED TOPICS) KS asked about road maintenance. Most work was at the entryway and Ruoff. The \$40,000 for Unit II hasn't been touched. We gave an additional \$8,500 for the entrance. AV asked about Unit I contributing to the repair of Ruoff since they use the road. AT: Question about mailboxes for their house on Cundall Ct. There is an old mailbox across from the boat landing. Does she have to remove old box? JP suggested yes to make sure mail isn't delivered there. CA commented on old TC sign that is now hidden. It would be nice to have sign replicated on 3 entrances. The suggestion will go under Roads and Signage.

## **NEW BUSINESS**

17. Consultant to help prioritize and direct HOA management and implement Strategic Plan recommendations (SEMccann/S.Todd): ST reported the response from Lisa Crikos from Property management. We will be moving ahead to get her on board for a few specific tasks.

18. Fall Town Hall Meeting: Date/Agenda: Defer to Annual Meeting. SEMcC and ST are working to put Guiding Principles and Core Values up in the Clubhouse.

19. Research ‘adopting’ Timber Cove Creek watershed (T. McKusick) nothing to report.

20. Discussion – use of erosion control for bluff lots in TCHA. TMcK believed this is the old Hammerquist property and the water off the bluff edge. JPC Associates, Pat Conway a geo-tech engineer, is someone the property owner can deal with regarding the water flow. SL reported that a realtor contacted her regarding our CC&Rs and architectural guidelines noting they don’t allow for this kind of work. JP believes that the Coastal Commission is in charge of this. TMcK suggested the Board have the power to review what is proposed to resolve the coastal erosion. SL will contact JH to add language to our architectural review policy. JR noted the Water District is reviewing this as well. There are some rapid water descents in the community that can destroy roads and foundations.

**ADJOURNMENT:** SM moved, TMcK seconded. Unanimous vote. Meeting adjourned.

“Meet the Candidates” to follow meeting – light refreshments will be provided

**Public participation:** Meetings of the Directors of the Timber Cove Homes Association are for the purpose of conducting the business of the entire membership of the TCHA. Members are invited to attend. Members may speak on any item on the published agenda only after being recognized by the President. If you wish to speak about a matter not on the published agenda, please make your comments during the portion of the meeting designated for Members (Public) Comments. Remarks are limited to three minutes. Please note that, with some exemptions, the Board does not engage in discussion or take action on non-agendized matters. However, the board may respond briefly to public comments, refer matters to staff, ask questions for clarification or schedule matters for future agendas. Disruptive or disrespectful members will be asked to leave. \_\_\_\_\_ .||||| — |||||

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The TCHA Board complies with ADA (America Disabilities Act) requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact [Sharon Lynn]