



Timber Cove Homes Association
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**Timber Cove Board of Directors Meeting
Saturday, January 16, 2016
Lyon's Court Office 10:00 am
MINUTES**

Summary of Action Taken:

- Approval of Brian Todd to be Road Manager.
- Consideration of a General Manager Position
- Acceptance of Draft Policy for Procedure to Relocate/Vacate Pedestrian Equestrian Easements. February vote.
- Acceptance of Draft Policy Clarifying Camping and Trailers. February Vote
- Professional Trail Survey to begin soon.
- Bids to be accepted for repair of road signs.
- Approval of funds to improve main entrance to subdivision, including a rock wall and widening area around mailboxes.
- Town Hall Meeting March 5, 2016 to discuss Strategic Plan and other issues of concern to property owners.
- Approved purchase of digital tape recorder.

Present: T. Giacinto, S. Culcasi, S.E. McCann, S. Moulton, S. Todd, J. Pearson, T. McKusick (10:20)

Sharon Lynn, Administrative Assistant

Guests: Tina and Lane Wade, J. Howland, J. Rossen, H. Clayborne, Burkhard Sheppard, A. Vernon, Linda Willis, K. Seymour, J. Rea

Call to Order 10:02 am

Approval of Agenda: Approved with one addition. Unanimous

Approval of Minutes of November 16, 2015: Add S.Todd to those Present, corrections by J. Howland, correct size of shed to 120 sq. feet. SM moved approval, SMcC seconded the motion to accept the minutes; All ayes; SC abstained

REPORTS

President's Report (T. Giacinto)

Executive Session regarding personnel will be at the end of the meeting.

Road Manager position-The part time position was advertised and we had one candidate/applicant, Brian Todd. He is willing to do the job and has the necessary qualifications. He will insure Capital Improvement gets done, will oversee the work that is done; he will ask for work when needed. SM nominated BT, TG seconded; All ayes to hire Brian Todd as Road Manager, ST abstained. The hourly wages will be in the budget expenses for Roads: maintenance and capital improvements.

SM suggested we consider hiring a General Manager to oversee all our activities and employees. It would offer continuity and consistency since many board members, particularly new ones, are not familiar with our CC&Rs and County or Civil Codes. Many of the past problems might have been avoided if we had a manager who didn't have vested interests in the subdivision and could be both professional and objective in overseeing decisions that affect the community. We would probably save money, particularly in legal fees, in the long run. To be discussed later.

Status of Trail Litigation: There is no report since the HOA doesn't have the authority to remove trails or easements. ST drafted a policy for a procedure for the Board to consider any request(s) for trail relocation which would be submitted by the property owners. All property owners would be informed of the request and would have time to review the relocation/vacation of the easement. They would be able to view and walk both options, and then there would be a series of public meetings to get input from the membership. (Attachment). ST read the draft proposal, noting in the procedure that according to our CC&Rs an approval vote of 100% of property owners is required to authorize the relocation. A finished draft will be presented at the February meeting for consideration and final approval.

Water District: TG asked everyone to please attend the meeting at noon. Our well is not producing the water they had hoped. They are continuing to drill wells and find additional water sources. We have enough water to maintain the district, including build out. SM suggested we offer conservation guidelines to everyone using the district water. SEMC suggested we have a presentation to the public at an open meeting. It was noted that Cathy Schezer did just such a presentation before and it was well received. People are working on grants; Kris Kilgore and John Rea are working to get state money for the reservoir and to upgrade the system.

Fire Abatement: (Attachment of revised policy). When TG, SM and TMcK were on the HOA they did this over 10 years ago and the process was very effective. We did it professionally after getting grant money to pay for a survey. New owners get a copy of this policy. By 2002 Timber Cove was cleaned up and much safer. It has since grown back. The last Board rescinded the report for some reason. The Water District is the Principal and the HOA is the agent. The Water District takes on the responsibility of notice and lien placement. SM noted one overgrown lot and potential fire can threaten the safety of everyone so we need to be inclusive and make sure everyone in the Water District is notified. ST believes it is a good investment of our Security time to notice violations and SM reminded that our Security staff has volunteered to do it for free. He had reported to the board that the time spent checking for forest management/fire problems the former Unit 1 area

was minimal. SC was concerned Unit 2 not pay for anything having to do with the former Unit 1 and wanted to know how much it would cost if it weren't done for free. TMcK noted there are some horrendously overgrown lots that aren't in the subdivision but they are in the TCCWD. SM suggested we ask the TCCWD to clarify the responsibilities and wages of the Security position.

CC&R issues: (Attachment) ST read and introduced a report and policy draft regarding camping and trailers/RVs. She will edit the draft and will bring this up again at next meeting for consideration and a vote. "Short term" is defined as 30 days. TG noted there are often preexisting buildings on properties others buy and they are not in compliance with our Architectural guidelines. When people buy property with buildings and submit a building application, it must coincide with the CC&Rs. These issues need to be brought up when a property is offered for sale.

Administrative Assistant (S. Lynn)

Correspondence received: We didn't have any correspondence. One lot closed escrow.

Security Report (N. Lee) written Attachment (Oct. 19, 2015—Jan. 15, 2016):

Oct. 28-31:	Tree down on Umland, removed by Eric Lynn
Nov. 20:	Report regarding water leak on Ansel Court
Nov. 27:	Dave French, Koftinow, fire alarm went off; was disabled
Nov. 28:	Structure fire on Seaview (total loss) Vehicle accident (Minor) at Hwy 1/TC Road
Dec. 3:	Leaning tree on Bufano removed by Eric Lynn
Dec. 13:	Power out on Coast for extended period.
Jan. 1:	Report of loose dog menacing chickens on Hudson; unable to contact owners.
Jan. 6:	Multiple trees down across Lee Drive cleared by Eric Lynn White dog loose on Hudson; again owners contacted
Jan. 7:	Alarm (intruder?) at Gilardi Residence on Ninive, checked out.

Architectural Report (J. Howland)

1. Coastal Permit: JH had been trying to bring the permit process in house. He has discussed this with county staff. We have to do a specific EIR for all the unbuilt lots that need Coastal permits. Our general EIRs don't apply. We would need to evaluate aquatic, biological, geological and archaeological aspects and possibly other considerations. Sea Ranch has large lots, but have identified specific areas where they can build. Our owners need to do site specific EIRs now for their specific site. The HOA would have to pay for all those sites. SM noted this would be cost prohibitive. TMcK noted every site is septic specific. We would have to do all that before we could do a general Timber Cove HOA Coastal Permit. So we are stuck with what exists.

2. Cathy Holmes had applied for putting her power underground; she has two above ground transformers outside the building areas, so they require a variance. TG moved, SC 2nd the motion to approve the variance. Unanimous approval for variance, conditional on neighbor approval.

Treasurer's Report (SMcC, SL): (Handout) SMcC and SL have reformatted the budget. The first column is the budget; the second is actuals; third is forecast for future spending; fourth is actuals plus forecast; then the difference. The forecast is the new element. This will help manage the money better. E.g. there is not a line item for Fire Abatement. (TG noted it is included in Security.) She also suggested the increase in Legal last year. She wants to project the costs for this year. Disaster Preparedness was removed. Road Maintenance is now included and there is a difference of income and expense of about \$37,000 which we had determined would be taken from the Reserve. Discussion of Road's needs. We will probably spend up to \$45,000 for Roads this year since some work from last year was postponed. She added \$6500 to Legal, \$3000 for Fire Abatement.

Payment of Bills: SM moved we pay the bills, JP 2nd. Unanimous approval.

Trail and Easement Survey Report (TMcK, HC): TG spoke with Steve Brown with Adobe. Brown is going to come out to give us a good estimate for surveying the trails very soon. There are some pins that are missing which he will find; he will cross reference what he finds with the map. His survey will give us a professional, accurate map of our trail locations.

Roads and Signage Report (JP, TMcK): JP moved, TMcK seconded a motion to get a bid to do the posts for signs that need them. He suggested Eric Lynn. 10 roads need post work. They would require a concrete base, be above ground level, use pressure treated 4x4 posts. TMcK suggested we put up county approved reflective signs at major intersections. Motion to get bids for the work passed unanimously.

PUBLIC COMMENT

A. Vernon suggested using vinegar on weeds in our drainage ditches instead of Roundup. Linda's **LAST NAME** trailer is now in a garage. H. Clayborn commended the HOA and said she was very pleased with both boards and their positive efforts to move toward constructive resolutions and the positive solutions that have been found.

OLD BUSINESS

- 1. Lyons' Court Office Update (TG):** TG has completed the plans for the septic which he is submitting to the county. It will be down below the driveway. The TCCWD will pay for the septic, parking lot; needs a bathroom (TG will plumb the bathroom for free). We hope to expand the size of the office by enclosing the deck. SM commended all the board and community members who volunteer their time and materials for so many of these projects. It saves the HOA thousands of dollars which can then be spent for other community improvements.
- 2. Capital Improvement/Strategic Plan Committee (ST, SMcC, SM):** SEMcC, ST and SM have been working on a Strategic Plan which lays out everything we talk about in our meetings regarding the community and its needs into one guiding document including prioritization. It includes planning for the next three years:

operating principles; all the initiatives under the categories we talk about here; we want a Town Hall discussion to have community input for the plan. We had tentatively scheduled this for March 5. SMcC and SM have been on numerous planning committees and pointed out that this sort of planning usually costs an organization a lot of money but it helps build community stability as board members come and go.

3. **Mailbox Turnout/ Additional Mailboxes:** TG reported that the Coast Hwy entrance needs work in order to be safe. It belongs to the subdivision and sets the tone for our identity as a community. We had approved \$8,000 to widen this and build a boulder wall. The amount of the cost for the 18 parcels of the prior Unit 1 who also use the entrance would be about \$520. TG is volunteering to do a boulder with a sculpture of the TC logo as a donation to the community. JP and TMcK suggested we replace the old boxes with new locking boxes, both for security and to enhance the appearance of the community. Discussion of problems of runoff and drainage near the entrance. SM moved we approve allocating \$8000 to improve the entrance. TG, TMcK, SMC, SM ayes; SC and JP no. Motion passed.
4. **Camping Policy** (TMcK, JP) done earlier
5. **CC&R Procedures:** done earlier
6. **Welcome Packet and Procedures for New Property Owners:** We want to develop a protocol for welcoming and informing new property owners, including a packet of materials, documents and contact information. ST asked new owners in the audience what else they would like to have that they don't now receive.
7. **Regular Social Events and/or Town Hall Meetings** (ST, SMcC) SEMcC: March 5, 2016 is the date for the Town Hall Meeting, tentatively scheduled at the Office. We will request people RSVP to insure we have a venue with adequate space. The SP and other policies we've developed will be the topics of discussion. It will also provide an opportunity for neighbors to get to know one another.
8. **Issues around property rentals/CC&Rs:** TG reported that many HOAs don't want rentals and Air BnB in their neighborhood. Our CC&Rs don't allow commercial activities and renting on a nightly or weekly basis constitutes "commercial activity." Many homeowners, including former Board members, are currently renting out their homes. One homeowner rented his to pot growers who presented problems related to their illegal activities. Other short and longer term rentals had tenants who played loud music or had loud parties late into the night. The renters are unfamiliar with our CC&Rs and unaware of our community expectations. SM suggested we develop a print out to be posted and required for anyone who has people from outside the community using their homes/properties: stipulating fire hazards, noise guidelines, non-allowance of guns, emergency numbers, and procedures for addressing concerns, including phone numbers for the Sheriff and Fire. This should be discussed at a Town Hall meeting since many are openly violating our CC&Rs by renting their properties.

NEW BUSINESS

1. Items for next Newsletter (SM): Please send announcements for activities, meetings or general information to Susan Moulton at suzmoulton@yahoo.com in the next few weeks for the next newsletter.
2. TMcK, ST moved we acquire a tape recorder. Approved unanimously.

February 20, 2016 AGENDA:

Executive Session (if needed)

Call to Order

Approval of Agenda

Approval of Minutes of January 16, 2016

Reports

1. President's Report
2. Administrative Assistant
 - Correspondence
 - Escrow reports
3. Architectural Report
4. Security Report
 - Security
 - Fire Abatement
5. Treasurer's Report
 - Budget update
 - Payment of Bills
6. Trail Report
7. Roads and Signage Report
8. Water District Report

PUBLIC COMMENT

OLD BUSINESS

1. Lyon Court Office Update
2. Camping and Trailer Policy
3. Procedure for Pedestrian/Equestrian Easement Changes
4. Strategic Plan
5. New Property Owner's Welcome Packet
6. Town Hall Meeting, March 5, 2016
7. CC&R Issues: Rental properties; Posting Information for non-residents
8. Communication/Newsletter/Facebook Status report
9. Entrance and Mailbox report

NEW BUSINESS

Agenda, Date, Location of March Meeting (Saturday, March 19?)

Adjournment

Time and Place for February Meeting: 10:00 am on the 3rd. Saturday or Feb. 20th.

Adjournment: MSP

Executive Session: 11:45: Job descriptions needed. Discussion of performance and needed duties.