

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

Held Saturday, January 13, 2024
Fort Ross State Park Meeting Room
19005 Coast Highway One, Jenner
In Person & Zoom

Attendees:

Directors Present

Rosemary Gorz, Vice President
Jennifer Greenstein, Secretary
Keith Thompson
Aaron Weber

Zoom

Cindy Culcasi, President

Call to Order

Jennifer Greenstein called the meeting to order at 10:38 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

Urgent Item was added to the Agenda:

Move funds from the Fiscal Year 24/25 Dues to Fiscal Year 23/24 Operations Account if needed
Maximum of \$10,000 - Motion to Approve

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 November 15th special meeting were approved by the board 5-0

The approval of the November 11th General Session meeting minutes are postponed until March

Counting of the Ballots - Monetary Penalties

The inspector of elections announced that sufficient ballots were received to meet the minimal quorum for the vote of the schedule of monetary penalties , as of today we received 113 ballots with 5 being invalid (2 no signature, 3 unable to verify names) leaving 108 ballots

President's Message/ Community Update

Cindy Culcasi reported on recent developments.

We are off to another new year. I have a couple of items I want to cover.

1. Over the past couple of years, Melany has sent out a request for updated contact information from members a couple of times. Most members don't respond. Recently we sent out a request to members to update their information and included a stamped envelope, but still only a small percentage of members responded. It is important that TCHA have this information for many reasons. There may be an emergency of some sort, or we may have your old address and when we send your annual ballot, you don't receive it and thus aren't able to vote. Please remember

to contact Melany if you move or change your phone number so we can keep our member list current.

2. We have a few members who are interested in serving on the Board and we will make a decision soon.

3. Our TCHA Board Meetings will be moving back to Fort Ross School. Most likely our March Meeting will be at school, but we don't know for sure. The school is upgrading their Wi-Fi in the multipurpose room where we used to meet and once that is complete, we will move back. Please check the website for updates. Melany will also send out an email when the change occurs to alert members of the change.

Public Comment

Melany states that the internet is not working at the Lyon's court office and hopefully it will be fixed soon. It may take some time for me to see emails if I am at Lyon's court office. You can send me a text to let me know of the email and I will look when I get home.

Treasurer's Report

Melany Colett presented the financial report

Agenda

- Bank balances as of November 1, 2023
- Checking account activity October 2023
- Interest income received October 2023
- Bills paid in October 2023
- Upcoming payments

Bank balances as of October 31, 2023

- Checking: \$24,942.82
- Bond Account: \$40,793.91

- Reserve Account: \$23,333.07
- Special Assessment: \$80.00
- Total operations and reserves \$48,355.89
- Construction deposit account increased due to a deposit of \$5,000.00

Checking account activity

- Starting balance \$35,636.09
- Deposits \$1,565.86
- Interest \$3.78
- Withdrawals \$12,259.13
- Ending balance \$24,942.82

Deposit detail

- Late fee \$35.00
- State Fund refund \$25.00
- Member payment plan \$400.00
- Dues collected 1,102.08
- Total \$1,562.08

Bills Paid October

- Frontier: \$307.56
- Intuit (QuickBooks): \$251.00
- Fort Ross State Park (park and meeting): \$172.
- Zoom annual fee \$74.95
- PJC Associates \$2,500.
- IRS:\$1,333.68
- EDD: payroll tax \$260.08
- Walls Law:\$2,462.56
- Vacation hours partial payout \$1,167
- Total \$12,259.13

Interest income

- Walls Law: Checking \$ 3.78
- Construction deposit account \$34.13
- Reserves \$ 19.72
- Total \$54.61

Upcoming Bills

- Payroll taxes IRS & State (dependent on hours worked)
- Payroll TBD

- Intuit OB Fee \$251.00
- Walls Law TBD
- Fort Ross Room Fee \$ 50.00
- Fort Ross parking TBD

Agenda

- Bank balances as of December 1, 2023
- Checking account activity as of November 2023
- Dues/Income received November 2023
- Bills paid in November
- Upcoming payments

Bank Balances as of December 1, 2024

- Checking \$ 15, 897.77
- Bond account \$ 40,830.59
- Reserves \$ 23,373.22
- Special Assessment \$ 80.00
- Total operations and reserves \$ 39, 350.99
- Construction deposit account \$ 40, 830.91 (liabilities \$ 40,000)

Checking account activity

- Starting balance \$ 24,942.82
- Deposits \$ 2,553.00
- Interest \$ 2.30
- Withdrawals \$ 11,598.05
- Ending balance \$ 15,897.77

Deposit Detail

- Late Fee \$ 70.00
- Finance charges \$ 151.54
- Dues collected \$ 1, 653.12
- Due 22/23 \$ 551.04
- Transfer fee \$ 125.00
- Total \$ 2,550.70

Bills withdrawals from checking November

- Frontier: \$154.54
- Intuit (QuickBooks): \$251.00
- Carbonite \$ 287.99
- Andy's Doughnuts \$ 36.98
- State Farm Insurance \$ 1,781.00

- Mail fee (mail approved plans to members) \$ 10.75
- Fort Ross State Park (park and meeting): \$152.00
- EDD payroll tax: \$298.90
- Payroll: \$3,604.45
- Payroll tax IRS: \$1,485.44
- Vacation partial payout \$ 1,655.00
- Total \$11,598.05

Interest Income November

- Checking \$ 2.30
- Construction deposit account \$ 36.68
- Reserves \$ 20.43
- Total \$ 59.41

Upcoming bills/ withdrawals

- Payroll tax IRS & State (dependent on hours worked)
- Payroll TBD
- Intuit OB fee \$ 251.00
- Frontier \$ 154.54
- Fort Ross room fee \$ 50.00
- Fort Ross Parking TBD
- Walls Law \$ 1,880.00

Agenda

- Bank balances as of January 1, 2024
- Checking account activity December 2023
- Dues/Income December 2023
- Interest income received in December 2023
- Bills paid in December 2023
- Upcoming payments

Bank Balances as of January 1, 2024

- Checking \$9,182.36
- Bond Account \$ 40,868.53
- Reserves \$23,394.94
- Special Assessment \$80.00
- Total operations and reserves \$32,657.30
- Construction deposit account \$40,830.91 (liabilities \$40,000.00)

Checking account activity

- Starting balance \$15,897.77

- Deposit 41,531.08
- Interest \$1.46
- Withdrawals \$8247.95
- Ending balance \$9,182.36

Deposit Detail

- Late Fee \$35.00
- Finance charges \$70.04
- Dues 23/24 \$551.04
- Transfer fee \$125.00
- Arch fee \$750.00
- Total \$1,531.08
- Not included in balance above 24/25 dues prepaid \$661.24 and is reflected in the 24/25 account balance

Bill withdrawals from checking in December

- Frontier \$154.54
- Intuit (QuickBooks) \$251.00
- Google Suite \$23.04
- Timber Cove Excavating \$2,000.00 (Road sweep)
- EDD payroll tax \$473.69
- IRS payroll taxes \$ 2,084.19
- Reimbursement to Melany for USPS stamps for annual billing \$264.00
- Reimbursement to Melany for Staples, envelopes,ink and paper for annual billing \$246.83
- Payroll \$ 2,750.66
- Total \$8,247.95

Interest Income December

- Checking \$ 1.46
- Construction deposit account \$ 37.94
- Reserves \$ 21.72
- Total \$ 61.12

Upcoming bills/ withdrawals

- 1st qtr payroll tax IRs& State (dependent on hours worked)
- Payroll TBD
- Intuit QB fee \$251.00
- Frontier \$ 154.54
- Fort Ross room fee \$ 50.00
- Fort Ross parking TBD
- Walls Law \$ 400.00

Payment of Bills

Upon motion duly made and seconded, payment of bills proposed by Melany was approved by the Board, 5-0.

The financial reports are available on timbercovehomes.org under Board of Directors/Board meetings.

Roads Report

We are still looking for Grants for the repairs on Lee Dr

We asked for more bids from Structural Engineers but we did not receive any responses. We will probably go with MLK to be voted on in March.

Legal Update

There are still some trailers lingering and we will continue to work on it.

Counting of the Ballots

Out of 108 ballots received:

- 3 abstained
- Yes - 43
- No - 62

The monetary Penalties did not pass. Cindy mentions that now that our only option to go after violations is to do violation follow up with legal which costs more money to send out citations and letters.

Architectural Update

22086 Ruoff : Is a beautiful home and meets all of the HOA Architectural guidelines.

Upon motion duly made and seconded, 22086 Ruoff was approved by the Board 5-0

22108 Lee Dr: New story poles were erected after the Pomo Indian Tribe asked the property owners to relocate the house to preserve an area that showed evidence of the area being used by the tribe.

Upon motion duly made and seconded, 22108 Lee Dr was approved by the Board 5-0

22202 Umland Circle: Plans were approved several years ago, so the new owners will start the approval process again with new plans.

New Business

Falling trees - who is responsible:

Melany wants to clarify on falling/fallen trees. The HOA cannot give permission for anyone to go on to someone's property to clear or cut any trees even when the trees look as though they are in danger of falling. If a tree falls and blocks you from leaving your home or on a road with only one way in and out you can call 911. Cindy will check with legal counsel regarding dangerous trees.

Adjournment

Upon motion duly made and seconded, the meeting was adjourned at 11:48 p.m.

The next meeting is March 9, 2024

Respectfully submitted,

Jennifer Greenstein, Secretary

Sign in Sheet

1. Anne Rea
2. John Rea
3. Greg Gretz
4. Judy Gretz
5. Lisa Melo
6. Susan Williamsen
7. Pam Duarte
8. John Duarte
9. Chris Feddersohn
10. John Howland
11. Atya Dwyer
12. Matt Dwyer