



Timber Cove Homes Association
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Timber Cove Homes Association

Board of Directors Meeting Tuesday, May 17, 2016 Lyon's Court Office 10:00 am

Directors Present: Tim McKusick, Sylvia Todd, Susan Moulton, Joe Pearson, Sal Culcasi (for general meeting only), Luciano Moretto (phone), Sue Ellen McCann (phone), Sharon Lynn (Administrative Assistant)

Guests: Lloma Alameda, Katie Seymour

Executive Session (9:00)

1. Litigation discussion; attorney response
2. Contracts and Personnel - discussed job descriptions; interviewed one employee.
3. Status of Manager Position - deferred; ongoing
4. Davis-Stirling: Director and audience behavior at meetings: will be requiring respect and decorum at meetings.
5. Definition of slander and civil behavior in meetings and the community

1. Call to Order (10:00)

SC announced he was recording the meeting. He was informed it violated DS and as Board members we have a fiduciary responsibility to follow Davis-Stirling. While an audience member several years ago notified the board she was taping the meeting, a Board member has a different responsibility. He advised he would record the meeting anyway.

2. Approval of Agenda . SM moved; JP 2nd. Unanimous.

3. Approval of Minutes of April 16, 2016: JP moved, TMcK 2nd. Correct that SC was not in Executive Session. Timber Hill Ranch is Timber Dell Ranch. ST abstain; SC abstain, SEM abstain; rest ayes. Minutes approved.

Reports:

1. President's Report: TMcK reviewed the fiduciary responsibility of Board which is to uphold the CC&Rs which can only be changed by the property holders through established parliamentary procedures as well as Civil Codes and our By-Laws. This includes easements.

1.1 Executive Session Summary-TMcK (see above.)

1.2 New Website update: Website is up and running and looks nice. It is much more user-friendly. SL has been successful in loading information. There will be a separate tab for the Town Hall meeting summaries. ST does keep Facebook page up to date, but it doesn't seem receptive to comment. At Town Hall it was suggested we use blogspot.com but we need to have someone oversee this. ST will ask for help on Facebook. SE suggested we combine the blog with the website. SE asked about the logo: Clemens used it originally. Thanks to Hannah Clayborn for assistance setting up the web page (timbercovehomes.org).

1.3 Town Hall Meeting –a summary review will be published soon. Strategic Plan needs to be adopted by the Board. Some helpful comments will be included. We can assign a board member to cover a specific area, create a committee. Identify our priorities for the year? Know we have road maintenance, fire abatement, management consultant, plan priorities. Do a survey relatively quickly. SEMcC will investigate consultants who can help us develop good questions. Will have a tentative Town Hall Meeting in September after the Annual Meeting. SEMcC will clean up the SP and present it at the next meeting. Facilitators and participants worked well together and everyone in attendance was unanimous in their appreciation for the process and work by facilitators.

1.4 Mailboxes: Discussion of where to locate additional 16 boxes. JP reported there is plenty of room to accommodate more at the Weir location; some can go at Boat Landing location. SL will contact property owners who are interested in having a mailbox and start a "Wait List". We will calculate the costs to be passed on to property owners. C. Holmes generously paid for the installation of the bank of boxes on HWY 1.

2. Administrative Assistant (S. Lynn)

2.1 Correspondence: SL reported we had received a communication from Anne Vernon, from Burkhard Schipper, and Roger Simpson which were reviewed in Executive Session. Cathy Schezer has requested an updated architectural packet as well as current Fire Abatement information. The County of Sonoma asked us to update our W-9 form. SL will purchase a locking mailbox for drop off of materials at the Lyon's Court office. Merin McCabe is still waiting to lot line adjustment. Letter from Michael Parker regarding the Town Hall.

2.2 Escrow reports: nothing right now. Dick Sturm's house sold to his tenants.

3. Architectural: A couple of projects off of Umland are in circulation. JH and SL are working on updating the architectural package to clarify the requirements for art studios.

4. Security/Fire Abatement Report: (Nicholas Lee): We need the access codes to Kelly Ct., and Ninive for security, police and fire safety response. There was a car accident at the bottom of Lee Drive and Hwy 1. The car was totaled and has been abandoned. It belonged to a tenant; the property owner is responsible for abating the vehicle. SL will consult with Mark Provost about removing the car. NL wants clarity on the current Board policy on cutting redwood trees; illegal RVs, trailers should be noticed and need removal; clarification of metal construction containers. The Speed Limit is 15 mph throughout the subdivision and there have been numerous close calls due to speeding vehicles; notify membership of speed limit and that property owners should contact their tenants and guests to notify them of the speed limit. Speeding has become a problem when we have rentals. Also notify membership now is the time to cut long grass which is urgent given the very high fire danger. The HOA can notice the county that our county roads need maintenance, including repair of potholes and removal of fire dangers, particularly along HWY1 and Timber Cove Road. Tim will write a letter to the County. Joe Pearson and Tim McKusick will routinely follow up on the road issues raised. Fire Abatement: The Forest Management Plan was done by Prinsky and Chatham. SL has scanned the report and will send them a pdf of the plan and put it on the website. Matt Green has taken over for Ed Tunheim as forester for our area. TMcK will provide Matt Green with our plan. Daryl Rogers will come speak about Tan Oak removal. There are grant monies to help underwrite this removal. These are non-native trees that contribute to our high fire danger. We will notify residents and get Timber Cove on the county free roadside chipping list.

5. Treasurer's Report: SEMcC reported we have a surplus generated mainly because much of the road maintenance was not performed last year. We will need to prioritize the roads for this year. We have about \$6000 for outstanding membership dues some from people who perpetually don't pay their dues. SL noted we have used Pro-Solutions in the past. She will investigate how to best recover these unpaid dues.

5.1 Budget Update: Last fiscal year we expected about \$6000 year expense for Trail survey; it will appear on this year's budget due to date on invoice (it is about \$7,000 and currently isn't in the budget). Discussion of use of Reserve funds which normally is applied to roads. This year there is about \$40,000. Currently, \$25,000 total is budgeted for roads for this year. Joe Pearson and Tim McKusick were directed to consult with our manager and start the road work for this year.

5.2 Payment of the Bills: SM, JP 2nd. SC no; rest ayes. Motion to pay bills passes.

6. Trail Report: The Survey still needs to be completed on Smith Court. Adobe cut \$1000 off the bill to lower it. TMK will follow up on contacting Adobe regarding the remaining survey needs that were refused by property owners. Discussion of who should pay for additional costs associated with the additional site visit to complete the survey.

7. **Roads and Signage Report:** Report from B. Todd: Safety and fire are our highest priorities. JP and TMcK will work with Road Manager to identify best locations for fire turnouts and widened streets so that emergency vehicles coming in and residents trying to leave can navigate the roads safely; do culverts, ditches and potholes next. JP moved we direct the Road Manager to proceed identifying costs and time line for turn outs, widening Signaigo, and repairing culverts, ditches and pot holes. TMck 2nd; all ayes; SC abstain.

8. **Water District Report**-deferred

9. **Communication: Newsletter/Facebook/Website status:** discussed earlier. SM will begin the next Newsletter which was deferred until after the Town Hall and this meeting. If you have photographs you would like to include, please send them to her.

PUBLIC COMMENT (Please limit comments to 2 minutes on agendized topics). Lloma asked about trades-people for referral. SL will ask Coastal Hills Bulletin to put out a note requesting resumes and information. People interested in working here or people who have references should contact SL. Katie Seymour was concerned about green water in a hot tub. Lloma Paloma wants the names of local contractors (plumbers, electricians, carpenters, etc.) since new residents don't know any of the locals.

OLD BUSINESS

1. **Lyon's Court Office Update:** ST what came up at Town Hall was a report on what still needs to be done. Money was invested before this board came on. We are investigating the possibilities of additional uses for space and facilities at the behest of the people in the Town Hall. We will check with the Water Board who is now responsible for the building to see what is being done.

2. **Camping and Trailer Policy Update:** ST reported that at Town Hall we discussed this and will wait for additional feedback after posting this on the blog.

3. Town Hall Summary Report and Findings (ST, SEMcC, SM)

4. **Strategic Plan Update:** discussed earlier

5. **New Property Owner's Welcome Packet:** Add the local "blue book" which includes names and information about local businesses to it.

6. **CC&R issues:** Prior boards have tried to update and change these. It was recommended at the Town Hall that we look at parts of them. We should have hard copies for new owners as part of the Welcome Package to make sure these are in people's hands.

7. **Time and place for Annual Meeting:** Tentatively, August 27, 2016. SL will check with the Timber Cove Inn and Fort Ross to see what is available that day. We will mail notice of the meeting 30-45 days prior—i.e., in June we need notices to call for candidates for election to 2 positions.

8. **Annual Dues**-deferred

NEW BUSINESS

1. **Policy statement for the Board** and community regarding decorum and compliance with Civil Codes governing behavior at meetings and in public
2. **Removal of damaged vehicle** – Hwy 1 and Lee Drive
3. **Agenda, date and location of next meeting:** Tentatively: June 18, 2016 meeting; July 23, 2016—meeting and Candidate presentations.



AGENDA FOR JUNE 18, 2016 MEETING:

Executive Session (9:00):

1. Status of trail litigation
2. Status of Dispute Resolution Requests
3. Contracts and personnel.

CALL TO ORDER (10:00)

Approval of Agenda

Approval of Minutes from May 17, 2016 meeting

1. President's Report (T. McKusick)
 - 1.1. Executive Session Summary
 - 1.2. Forest Management Report Update
 - 1.3. Decorum during meetings
2. Administrative Assistant Report (S. Lynn)
 - 2.1. Correspondence
 - 2.2. Escrow Reports
3. Architectural
4. Security/Fire Abatement (N. Lee)
5. Treasurer's Report
 - 5.1 Budget Update
 - 5.2 Payment of the Bills
6. Trail Report
7. Roads and Signage Report
8. Mailboxes update
9. Water District Report
10. Communication: Newsletter/Facebook/Website status

PUBLIC COMMENT (Please limit comments to 2 minutes on agenda items)

OLD BUSINESS

1. Lyon's Court Office Update
2. Camping and Trailer Policy Update
3. CC&R issues
4. Time and place for Annual Meeting; Agenda for Annual meeting and Election "meet the candidates" opportunity.
5. Annual Dues

NEW BUSINESS

1. Policy statement for the Board an community regarding decorum and compliance with Civil Codes governing behavior at meetings and in public
2. Strategic Plan Presentation for possible approval.
3. Agenda, date and location of July 2016 meeting

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.

American Disability Act (ADA)

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], Executive Assistant.