



Timber Cove Homes Association
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**Timber Cove Homeowner's Association
Board of Directors Meeting
Saturday, April 19, 2016
Lyon's Court Office
10:00 am**

Present: Tim McKusick, Joe Pearson, Lucciano Moretta, Susan Moulton, Sal Culcasi, Sharon Lynn (Administrative Assistant), Sue Ellen McCann (by phone), Sylvia Todd (by phone)

Guests: Lloma Alameda, Ruth Marshall, Ron Case, Hannah Clayborn, John Howland

Executive Session (9:00): TMcK, JP, LM, SC, SM, SEMcC (phone until 10:00)

Discussion of Davis-Stirling issues regarding a previously censured Director.

Continuing litigation threat regarding Trail Easement issue. Attorney payment discussion regarding owners who deny access, block trails and trail surveys.

Properties that have defaulted on payments.

Employee performance and contract reviews and procedures. Sylvia Todd and Sue Ellen McCann will review Administrative Assistant; Tim McKusick, Joe Pearson and someone from the Water Board will review the Security/ Fire Abatement position.

Call to Order (10:00)

Approval of Agenda: MSP, TMcK, JP, LM, SC, SEMcC, SM ayes; SC no,

Approval of Minutes of March 19, 2016: TM moved approval with corrections, LM 2nd; TMcK, JP, LM, SC, SEMcC, SM ayes; SC, no; ST abstain.

Corrections: JP Moved we add under Rust Drive that we had tabled the issue until the work is completed. (AA 2A) MSP unanimously; JP moved under NB #1: Statement about raising dues; He had commented he thought we had enough money and shouldn't be raised. TM second, MSP ST abstained. TM typo: Timber Hill Ranch not Timber Cove Ranch. LM, TMcK, JP, LM, SC, SEMcC, SM ayes; SC, ST abstain.

REPORTS:

1. President's Report

1.1. Executive Session Summary (see above)

1.2. New Look to the TCHA Website: ST has been keeping Facebook current; she sends posts to directors. Sharon Lynn has developed a new web page prototype; the hard work was done by Hannah Clayborn. The prototype will be available by Monday. It is "user friendly" and we can continue to build on it; won't have to pay anyone else. HC has put in a community gallery and bulletin board. ST noted Lisa Gimbel a new member of the community who has expertise has offered to help out with the web page. SM commended HC for the time and effort she put into

developing the new site. It is a “gateway” to the community and should have all the necessary documents, announcements, and information about the community and should be regularly updated, particularly for new and prospective property owners.

1.3. Town Hall postponed until May 14, 2016. ST commented that SM, SEMcC and she will be facilitating this: We will be noting what has been done well; how things can be changed; who will be responsible for seeing things got done. She commended an earlier meeting last summer for their work. She hoped things on the shelf could be resurrected. SM suggested we also send an email to all property owners asking for suggestions about things on the Town Hall agenda so that we don't miss good suggestions from people who might not be able to make the actual meeting; we can also put the request on Facebook and the new webpage. This is all part of our effort to increase communication, consultation and transparency and to offset any gossip or misinformation that appears to be circulating in the community.

1.4. Mailboxes: JP took this on; the keys for the boxes have been found. We need to know how to allocate them. Discussion of how to cover the costs since the ones at the entrance were donated. JP wanted to reach out to other people in the area to see how others, even those not in the subdivision, want to proceed and maybe join with us. Any new location must have safe car access. John Howland noted that now the Water District owns the location at the weir we can locate boxes there. SL will email the people in the local community and ask who wants a mailbox and where they would prefer to have it and also the CHCP contact for the local community. SM reported that about 10 years ago when we bought new mailboxes each individual box holder was going to pay for the cost of the box and installation. While the first ones were donated, the TCHA cannot afford to absorb the cost of adding new mailboxes and particularly those people not in the HOA should pay the full cost for them.

2. Administrative Assistant' Report (S. Lynn)

2.1. Correspondence: SL received email from Charles Watson regarding the Water Leak Insurance. He felt our dues were already high. **Mary Ann McCabe** sent with her dues payment a request for detailing financial information, particularly \$13,000 for a consulting manager. We got caught up in someone having an Open House and we got tagged for that. Otherwise it has been fairly quiet. TMcK asked about combining lots; how are dues and water bills determined? ST remembers from the CC&Rs a section that addresses this. JH noted the HOA doesn't have to be notified by the County when lots are merged. TMcK noted we should all be consistent and merged lots still have to pay the prior individual costs, even though a previous board erred in allowing two lots to merge and forgiving the costs of one of those. SM noted many people who wanted to merge their lots and pay for only one have been denied doing so. Consistency and conformity with the CC&Rs is important.

2.2 Escrow reports: SL reported we have one escrow going for one lot. TMcK noted biotic surveys are required which are becoming more restrictive for properties that border a creek or wetlands or waterway. JH noted these have always been required.

- 3. Architectural:** John Howland reported he reviewed and presented the screening plan for 2270 Kelly Ct. and agreed with all the recommendations with Kathy Schezer, our local arborist. Screening of carport with Mendocino Cypress (rare and endangered species, which becomes a tree 40-150' high; KS had made other recommendations but Mr. Burkhardt wanted to continue to use Mendocino Cypress. KS is concerned about the high canopy. TMcK suggested we commend Mr. Burkhardt for bringing this to us. It is outside the building area so it requires a variance. SM was concerned these trees would be very tall and would eventually block the views of neighbors, contrary to our CC&Rs.

JP noted at full growth they also would no longer screen the building. The board recommended the property owner resubmit screening that fits the guidelines and conforms with the CC&Rs. The topic of an artist studio and sheds was brought up. JH suggested it be handled like a house regarding our usual approval process. They will still require a coastal permit (there is currently a 9 month lag time for this), although not a building permit. JH will draft language to add to the existing policy and we will discuss this at the Town Hall. ST noted under provision 11 there is a clause we should reference.

4. **Security Report:** Handwritten report by Nicholas Lee: He met with TMcK to discuss Fire Abatement, burn season; road signs refurbishing; homeowner's garage door window shot with BB gun; resolved. Maggie Feldstein passed away. We will do a tribute to the Feldsteins in our next Newsletter and at the Town Hall. Discussion of a property owner's need to get permission to cut redwoods. Discussion of the need for a more detailed report on Fire Abatement status. SM noted NL had done this when the Fire Abatement Program was first put into place and the procedure is essentially the same.
5. **Fire Abatement:** SM reported that we will ask for a monthly report on the status of work being done. TMcK has been working with NL to encourage people to do the work; SL sent TMcK a list of people who have done the work on their property and names of those who still need to do the work. We are following up on the notification of those who have not yet done the work. We will be working with the Water District to get this work back on track. TMcK suggested we get Mark Mann to use his "masticator" to chew up trees to ground level which negates the need for cutting, piling and chipping. The masticator removes ladder fuels and sprays the residue as mulch across the ground.
6. **Treasurer's Report:** (SEMcCann)
 - 6.1. **Budget Update** (Hand out)
 - 6.2. **Payment of the Bills:** We will look into another company for the Office port-a-potty. SM moved, TMcK 2nd, all ayes, SC abstain.
7. **Trail Report:** TMcK reported Adobe spent a couple of days out here. There are some steep ravines where they couldn't find the pins; they were not allowed to survey the Vernon-Rea property. They will make another attempt to do this. Some discussion of who should pay for the extra expense incurred when additional visits are required. JP reminded that there is no cost whenever the Sheriff is called out. This is part of his job. SM commended HC and the Trail workers for their year-long preliminary efforts which have saved the HOA considerable money and that the Board is discussing how to get blocked trails cleared and deal with properties with trails where owners have posted "No Trespassing" signs. There is one pile of logs that have blocked the easement that is located where 3 properties meet. The Timber Cove Inn claims to have removed the debris that they produced and said it is the responsibility of the property owner. SM is concerned about the top of Koftinow where the trail/utility easement could function for fire escape. JP noted there are deep ravines that need to be crossed. They have talked about bridges or suspension bridges. Up by the fence line with Timber Hill Ranch it is not passable. TMcK suggested we coordinate with the Water Board regarding a joint effort to develop this trail. HC noted Kris Kilgore is the one working on this for the Water Board.
8. **Roads and Signage Report:** JP noted Eric Lynn has reset all the signs. We can get the names painted in reflective paint. White can be seen when it is dark in the daylight. JP noted we need to sweep the roads. EL will provide an estimate for this.
9. **Water District Report:** Deferred
10. **Communication:** Newsletter/Facebook/Website status: discussed earlier.

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

Ron Case: thanked Eric and Joe for finally leveling and moving the Ansel Ct. sign. The sign itself still needs work. He was concerned about the permits for the office building; he wants to get the mailboxes in place. The Town Hall Meeting will be at the school. Regarding recordings. He wants two recorders in place. TMcK reminded that according to Davis Stirling only the Secretary may record a meeting and that recording is used strictly for completing the minutes. RC is concerned about the cost for the trails. He wants both sides of the trail issue to speak with each other. There are diverse views in the community. He wants everyone to know there is another side to every story.

OLD BUSINESS

1. **Lyon Court Office Update:** The bathroom has been installed; there is a permit for the septic. We are working with necessary permits and up to code. The Water Board is responsible for the building itself.
2. **Camping and Trailer Policy Update:** Llama commented regarding a change to previous minutes. JP noted the "30 day cap" was clarified and that this would be discussed at the Town Hall and no changes, if any, would be made until afterwards.
3. **Strategic Plan Update:** deferred to Town Hall
4. **New Property Owner's Welcome Packet:** discussed earlier; it will be on the new web page.
5. **CC&R issues:** ST feels we need a campaign to guarantee that all owners review and be familiar with the CC&Rs and let them know they are on our website. This seems to be the sticky wicket when we veer away from our guiding documents.
6. **Agenda and Protocol for Rescheduled Town Hall Meeting** discussed before.

NEW BUSINESS

1. **Increase in Annual Dues:** ST noted SEMcC suggested we conduct a financial analysis before making any recommendation for raising the dues. We need to consider future, on-going maintenance of the community since much of our work is now volunteer and these people may leave.
2. **Agenda, date, location of May 17, 2016 Tuesday. TBD Meeting**
3. **Annual Meeting date/location/agenda:** ST and SEScC vote for an August date. Discussion at Town Hall. SM noted our By Laws require it be in August and we cannot change the By Laws without a 2/3 vote of the members.

ADJOURNMENT MSP unanimously; adjourned 12:10 pm.

Agenda for Tuesday, May 17, 2016 Meeting (Lyon's Court Office; 10 am)

Executive Session:

Litigation discussion; attorney response
Contracts and Personnel
Status of Manager Position
Davis-Stirling; Director and audience behavior at meetings; Definition of slander and civil behavior in meetings and the community

Call to Order

Approval of Agenda

Approval of the Minutes of April 16, 2016

Reports:

1. President's Report
 - 1.1. Executive Session Summary

- 1.2. Up date on New Website
- 1.3. May 14, 2016 Town Hall Meeting
- 1.4. Mailboxes

2. Administrative Assistant
 - 2.1. Correspondence
 - 2.2. Escrow Reports

3. Architectural Report
4. Security/Fire Abatement
5. Treasurer's Report
 - 5.1. Budget Update
 - 5.2. Payment of Bills
6. Trail Report/Survey Update
7. Roads/Signage Report
8. Water District Report
9. Communications: Newsletter/Facebook/Website Status

PUBLIC COMMENT (Please limit comments to 2 minutes)

OLD BUSINESS

1. Lyon's Court Office Update
2. Camping and Trailer Policy Update
3. Strategic Plan Update
4. New Property Owner's Welcome Packet
5. CC&R Issues
6. Time and place for Annual Meeting
7. Annual Dues
8. Agenda, date and location of June 2016 meeting

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.

ADJOURNMENT