

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

Held Saturday, January 9, 2021 at 10:00 a.m.

Via Zoom Meeting due to COVID 19

Attendees:

Directors Present on Conference Call:

Ron Case, President

John Gray, Treasurer

Cindy Culcasi, Secretary

Bob Leichtner

Margaret Grahame

Rosemary Gorz was absent.

There is currently one open Director seat.

Call to Order

Ron Case called the meeting to order at 10:04 a.m.

Review and Approval of the Agenda

Upon motion duly made and seconded, the Agenda was approved by the Board 5-0.

Review and Approval of Previous Minutes

Upon motion duly made and seconded, the November 14, 2020 General Session Minutes were approved 5-0.

President's Report – Ron Case

The Board would like to change the Board Meeting schedule from every month to every other month. We want to look at how a meeting every other month would work, in addition to the Annual Meeting. There are not that many issues that come up that justify a meeting every month. The new schedule would be coordinated with regular legal tasks that come up, passing a budget, planning the Annual Meeting, annual dues, and other items that require Board action. If needed, a Special Meeting of the Board could be scheduled on short notice.

A member suggested that during fire season (September, October, November) we should meet every month. Ron Case mentioned in the past (more than 4 years ago), the meetings were scheduled every other month and he believes at one point the meetings were quarterly. The Board will discuss further in the February Meeting.

Ron Case announced that Russell Wells resigned from the Board. Mr. Wells has been a Board member a couple of different times over the years and has been an active member of the community. All of the Directors thank Russell and appreciate his years of service on the Board.

If anyone is interested in filling the vacant director position, please let the Board know. We won't fill the opening immediately but will wait to determine the member interest as well as the time remaining before the next regular election cycle. Per the Bylaws, the position will be up for election in the next Annual Meeting (September 2021). The Board is always interested in hearing from members who might want to run in the future or fill an open position.

Mr. Case says it is great when members of the community are willing to be active on the Board. A member does not have to live in Timber Cove full time to be on the Board.

Office Manager's Report - Melany Collett/Board

There was no report.

Public Comment (3 minutes allowed) – Ron Case

A member spoke and thanked Russell Wells for his service. She believes he has been on the Board 3 different times. She also suggested that the number of authorized Board Members could be reduced to 5.

A member spoke about a neighbor who was upset about some trees being cut on his property last year and confronted the tree cutters. The member said he will be cutting down more trees in February. Ron Case will need to come by because one of the trees is a redwood. The tree is leaning towards the neighbor's house. There are other trees that will be cut down also. The member doesn't want to put up with what happened last year when a few trees were cut down and his tree cutters were confronted. There are cameras on the property, and he will alert the sheriff if anyone trespasses on his property and ask that they be arrested. (comment was made at the end of the meeting, but posted under public comment)

Business Items

Treasurer's Report – John Gray

Mr. Gray delivered the Treasurer's Report for January (includes November, December, and January). The PowerPoint presentations of the Report will be available on the timbercovehomes.org website.

November Bills:

- Caufield Law - \$1,080.00
 - Chase Credit Card - \$872.41 (new printer, copies, postage)
 - IRS - \$123.20
 - Timber Cove Excavating - \$2,500.00
 - Walls Law - \$840.00
 - Intuit/ QuickBooks/payroll - \$35.00
 - Frontier office phones - \$135.64
 - Payroll - \$3,498.06
- Total - \$9,084.31

December Bills:

- National Partners Insurance - \$718.09 (Final payment)
 - Intuit Payroll - \$61.50
 - Intuit Payroll - \$26.50
 - Payroll - \$3,450.00
 - Payroll - \$750.00
 - Frontier office phones - \$136.12
- Total - \$5,113.04

Bills expected in January:

- 3rd quarter Payroll tax (est.) - \$3,100 (approved in previous meeting)
- Utilities. - \$136.00
- Intuit Online Payroll Service - \$61.50
- Tax and annual review prep by CPA - \$2,500.00 (not yet billed/approved previously)
- Labor - TBD on hours worked.
- Walls Law - \$210.00
- Chase credit card - \$3,010.16. Insurance policy \$2,542 and misc. office expense

Upon motion duly made and seconded, the Board approved 5-0 to pay the November and December Bills, and also ratify the bills expected in January.

Good news regarding our insurance (slide 18)

- We have been able to secure new insurance.
- Our policy is now through State Farm.
- Our insurance premium cost has been reduced to \$2,542.00 a year.
- This is a savings of over \$22,000 from previous year!
- New policy began on 12-27-20, the day our old policy expired.

In considering our application, State Farm looked favorably on our new Bylaws and policy/procedures. The loss run assessment only looked back 3 years, not 5 years as was previously required by our former insurance policy, which was also a positive.

The proposed budget for 2021 will be voted upon in the February meeting. Some of the highlights:

- Insurance budget dropped from previous \$27,000 to \$5,000.
- Legal budget dropped from previous \$12,000 to \$6,000.
- Roads maintenance budget increased from \$20,000 to \$40,000.

TCHA has a new collection agency. Our previous collection agency went out of business. Because we retained a new agency, the liens must be moved to our new agency.

A member asked about addressing the problem where Timber Cove Road ends at Hwy 1. Because of the pampas grass, the view of oncoming cars coming from the north is somewhat blocked and it is difficult to see oncoming cars unless you inch out on Hwy 1. The member suggested that TCHA call Caltrans regarding the problem. Ron Case responded that Caltrans has been called numerous times and doesn't see this as a danger. The owner of the property has been contacted and is aware. Bob Leichtner said Caltrans and the property owner should be contacted in writing (email is good) with a subject of "Notice of Dangerous Conditions". A Board member stated that contact was made in writing.

A member had concern about the logs that are tipped over the side of the property on the corner of Timber Cove Road and Hwy 1. Not only are they unsightly, but the logs are dangerous. Ron Case suggested we follow up and see what we can do. If the property is going to be sold, we can put a lien on the property until it is cleaned up. John Gray stated he is fairly sure we can hold up escrow if the property isn't cleaned up if sold. Bob Leichtner suggested that TCHA write a letter to the property owner, realtor, and escrow holder that includes a picture and ask that the logs be cleaned up. The letter would state they are legally responsible to clean up and we will hold them responsible for any injuries that might result from the issue. We will ask Peter Walls (HOA Attorney) for guidance and will follow up to address and resolve the issue.

Ron Case thanked the Timber Cove Fire Department for removing some trees that had fallen and blocked roads. It was suggested that TCHA make a donation to the Timber Cove Fire Department.

Continuing Business

Legal Updates - Legal Committee

Nothing new to report

Approval of Election Rules – Cindy Culcasi

Ms. Culcasi gave a brief overview of the issue. Some highlights:

- On January 1, 2020 Davis Stirling announced some significant changes regarding required election rules.
- One of the changes was the requirement to implement written election rules and to allow members to comment on the rules. Prior to this change, an HOA was not required to create specific election rules.
- At the time of our recent election, our Election Operating Rules were considered proposed and we did follow the rules although they had not yet been formally approved.
- The Election Rules were posted on our kiosks in Timber Cove and also sent out via email to the Community in early December. During the November General Session, it was stated that the Board would consider any comments, but ultimately the Board will vote and decide what to include. At the end of the review period, no comments were received from any members.
- The TCHA Election Operating Rules include only requirements mandated by Davis Stirling. There is nothing additional specific to TCHA included in the rules.

Upon motion duly made and seconded, the Board approved and adopted the Election Operating Rules 4-0 (Margaret Grahame had to leave early)

Roads Update – John Gray

Ron Case said we are doing an assessment of the roads. It will take a while to complete the assessment, but it is in progress. There was a Roads Committee ride about a year ago. The Board decided to hold off repairs a bit so the roads could be more lastingly repaired and not just patched.

Cindy Culcasi pointed out two areas (Ruoff and Umland), where the ditch along side of the road is blocked by wood and logs being used to drive over to get to the lots.

Ron Case suggested that a second drive around be completed by the Roads Committee and also suggested that Mark Mann and Bill Seymour be asked to come along and make comments regarding next steps. A list of future road repairs was created about a year ago and it probably should be updated.

Ron Case stated that the Architectural Guidelines will include a requirement for an apron/culvert where a driveway meets the road. Along Hwy 1, this is a county requirement, and it protects the road from being torn up where the gravel driveway ends, and the edge of the road begins.

Continuing Business

Architectural Guidelines and Proposed Changes – Architectural Oversight Committee

The Oversight Committee continues to work on the Guidelines. The Committee hopes to have the proposed changes completed within the next month or two.

Tree Cutting Policy Update – Architectural Oversight Committee

The Tree Cutting Policy is also in the process of being updated. There are no issues with cutting dead trees, but redwoods are a different issue and require advance notice and formal approval. Right now, Ron Case asks that members photograph and mark dead trees prior to cutting.

Sonoma County Coastal Plan – Cindy Culcasi

Cindy Culcasi stated that going forward she will change this agenda item to address important issues discussed during the Coast MAC Meetings and any Coastal Plan issues. Ms. Culcasi will work with Margaret Grahame to ensure that important points are shared with the TCHA community.

Ms. Culcasi also added that a new cell tower will be turned on soon. The tower is located near the entrance to the Salt Point Campground and should vastly improve the cell service in Timber Cove.

New Business


There was no new business.

Adjournment

A motion was made to adjourn the meeting. President Ron Case adjourned the meeting at 11:13 a.m.

The next meeting is February 13, 2021.

Respectfully submitted,


Cindy Culcasi,
Secretary

Sign-in/Participant List

Members who identified themselves on Zoom/Conference Call:

1. Linda Saldana
2. Sal Culcasi
3. Richard Mogford
4. Chris Feddersohn
5. Diane Feddersohn
6. Carolyn Abst
7. Anne Vernon
8. John Rea
9. John Rossen
10. Kris Kilgore