



Timber Cove Homes Association
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TIMBER COVE HOMES ASSOCIATION

REGULAR MEETING

February 18, 2017

Lyon's Court Office

10:00 am

MINUTES

Present: T.McKusick (President), J. Pearson (VP), SE.McCann (Treasurer), S. Moulton (Secretary/Parliamentarian), R. Wells

Absent: L.Moretto; E. McConn

Guests: Chris and Diane Fedderson; N. Lee (Security); C. Howland (interim AA); J. Rea, A. Vernon, Cleone Howard, Carmen McKay, Hannah Howland, Ron Case, Linda Saldana **PLEASE ADD ANY ADDITIONAL NAMES OF VISITORS FROM SIGN IN SHEET**

Actions Taken:

- Carmen McKay hired as HOA manager (formerly Administrative Assistant position) effective February 18, 2017. Commended Cleone Howland for her service in the interim.*
- Allocated \$1,800 from Surplus Fund to hire workers to do the difficult areas clearing the John Sperry Trail.*

Executive Session (9:05) Called to order by TMcK

1. Personnel review. Discussion of current employee contracts and job descriptions.
Review and updating of Security contract to include maintenance.

•**SEMCC moved we hire Carmen for manager position. RW second. All ayes.** Will turn the HOA books over to a CPA when they are updated and reconciled for audits for 2015 and 2016.

2. Status of insurance and IRS: Appointment only. TMcK will sign as contact person for the IRS. We have an account with California EDD for payroll taxes for the last two years and into the future. Our Worker's Comp insurance issues can be clarified on line.
3. Declaratory Relief: Can proceed once our IRS suspension is removed following clarification of IRS status. Issue deferred.

Call to Order (10:00)

Introduction of Cleone Howland and Carmen McKay

Approval of Agenda: SM moved approval, RW 2nd. All ayes. Agenda approved.

Approval of Minutes: January 21, 2017: SM moved approval, TMcK 2nd all ayes. Minutes approved.

1. President's Report (T.McKusick)

1. **Executive Session Summary**

(see above)

2. **IRS status:** our updating is being handled by T. McK and should be complete soon.
3. **Forest Management Collaboration** with CalFire and TCCWD Update: TMcK reported we are making progress. HOA representatives will meet with TCCWD at noon. T.Mck attended a meeting regarding a Fire Safe Council and recommends we adopt this for Timber Cove.
4. **. Status of Chipping Program:** Special meeting on Feb. 14; will start up by springtime when Timber Cove cleanup program has begun. Fire Depts. may be mandating chipping rather than burning this year.
5. **Insurance Coverage for vandalized sign.** We need a quote for the cost to fix it from T. Giacinto before we can submit it.
6. **Status of Gallo request:** T. McK identified some research into historical the background. Deferred until more information available.

2. **Administrative Assistant Report** (C. Howland)

2.1 **Correspondence:** CH reported correspondence from Mitchell Green regarding Brian Todd's indemnity case; SEMcC sent out a message about bookkeeping; Gens von Gerk emailed about Umland Property where properties are being held. E. Tamm reported putting a lock on the south gate of Ninive; correspondence from J. Howland about shed/artist's studio guidelines; Janet Smitheimer asked about her trailer on the side of the road. T.McK noted it needs to be covered. Her mailbox is south of TC Road in the cluster and she wants to know about a timeline for new mailboxes. We will contact her after the meeting. Lloma Alameda asked for permission to donate a lock box for outside the HOA office to drop things off after hours. Board accepted her offer. Anne Vernon wrote regarding clarification of our IRS status; Heidi Horvitz asked about volunteers for Fire Department, citing

the many postings regarding the need for volunteers.

2.2 **Escrow reports:** 22124 Koftinow escrow closed.

2.3 **Listing of merged lots:** CH will continue to look for records.

2.4 **Reorganization of Office:** storage needs; white board: Divide the room into two. The HOA and TCCWD have separated the phone lines and internet; need to get our own printer plus a new computer.

2.5 **Mailboxes:** Quote for the mailbox at the weir. Funds have been authorized to purchase clusters of boxes. Discussion of meeting the needs of all owners. Expense deferred to next fiscal year. We will research how many boxes are needed based on the number of developed lots.

2.6 **Scanning of records** should be sent out: \$125 per banker box: \$2400 total. SEMcC asked if we need original documents.

2.7 **Insurance status for vandalized signs;** and signs in general: CH is researching this.

3. **Architectural** (J.Howland): Reviewed the Carter Knapp Residence at 22206 Umland Circle.

3.1 **Definition of Shed vs. Artist's Studio:** JH sent information to SL and ST regarding definition of this. County BPC005 website has detailed information. 22171 Ruoff has a shed that is out of compliance; trailer is illegally there. Any shed, less than 120 sq. feet may not be used for staying overnight. Both sheds and artist's studios have to go through design review. SEMcC reported Coastal Commission does not need to be contacted regarding buildings under 120 square feet. ST was going to follow up on this.

3.2 **Language clarification in Architectural Guidelines:** for conforming mailboxes and costs included; when a building permit is required; when Camping policy comes into play vs. use of shed/studio; lapsed construction bonds.

We will have to update the language of our Architectural Guidelines clarifying the one time cost will be \$100 and will be included in the plans for construction. We need two more sets of boxes that conform to the ones we already have. J. Pearson is getting bids for the work to be done.

4. Security Report (N.Lee)

Jan. 21 stormy, trees and phone lines down on Ruoff; phone line still down on the ground; 1/22 more trees down on Timber Cove Rd, Amanita and Umland. Mail thefts on Sea View and outside our community, but we should be wary; 1/28 weekend campers on Bufano lot; Feb. 5 power outage; Feb. 8 HWY N. of Jenner is now closed for 40 minute intervals while they put in signals; Feb. 10 all roads in subdivision have potholes, debris, limbs, trees on the road, clean up of roads and ditches. New resident now on upper Koftinow, Sartori, who bought the Trowbridge house. 2/13 increased road litter on Timber Cove Rd. and in the subdivision. 2/13 medivac from rented house on Koftinow after occupant had an earlier car accident. S. Ninive gate is now padlocked. N. gate has electric combination lock. 1352 is the combination. Continued road work and closures on HWY 1 projected until May or June. 2/17 trees down on Ansel Ct. and Umland. Environmental/ecological problem on Umland: plastic sheeting covering subfloor is disintegrating. Plastic is going downhill into watershed. TMcK will call them; CH will notice them by mail.

5. Fire Abatement Report/Water Board Report (TMcK) deferred until next meeting.

6. Roads Report (T. McK) referenced report by BT) Timber Cove owns the 25 foot strip of land on Lee Drive. Pine trees are bad on this street. TMcK contacted Mark Mann who will bring his masticator and take care of the problem. We need to do some cloud sealing to prevent erosion on some of the roads. Discussion of dangerous intersection of HWY 1 and Timber Cove Road. RC suggested we do something formal and copy the county and CalTrans. TMcK will send a letter. This has been done many times before with no results.

7. Water Board Report: CH reported they raised the base rates of water from \$65-\$75 per month. There will be an increase in the per gallon usage of 7 cents to 9 cents.

Feb. 25 at 1 pm there will be a TCCWD meeting about increases.

8. Treasurer's Report (SE.McCann) We have done some updating on recordkeeping.

8.1 Budget Update: (handouts) We have overspent in some areas; underspent in others. We still have about 40 properties that haven't paid dues. We have hired ProSolutions to follow up. CMcK and CH will follow up. \$2000 in deposits were not identified by SL:. Need to find out what they were for. Had been discussion about spending money about maintenance for Trails. Reserve Funding: survey for trails last fiscal year, the bill was paid in this fiscal year, so transferred money from 2015-16 dues from money to pay for that. \$40,000 from Reserve identified for roads. Regarding revenues, we are \$30,000 better off than we had budgeted for. On expense side we have added in the new manager's and CH's transition position salaries. We aren't spending as much on Road Manager as we had anticipated. Contractors: didn't use as much of management consulting since BT volunteered much of his time and we transitioned Administrative Assistant position into a management position. We are considering bringing on a bookkeeper. HH reported that to complete some of the hardest work on the trails would require \$ 1600 of paid local labor for 50 hours to complete the John Sperry Trail. JH believes we are covered in our insurance policies for this. April 1-2 they want to do a major portion of the trails in steep areas, hiring 5 workers. They will try to make up cost with fundraising activities. CH will look into insurance coverage.

•SM moved we allocate \$1800 for the work; TMcK seconded; discussion: SEMcC suggested we take funds out of Surplus fund account. All ayes. Motion passed.

There were overruns in insurance and legal costs. Need to work out with TCCWD what is fair and who should pay for what. Included expenses for desktop computer and file cabinets, but not scanner. We still have about \$700 in the office category.

8.2 Payment of the Bills: •SM moved we pay the bills; TMcK seconded. All ayes. Return on deposit bond September 2006 that predates Quickbook records. Iversons who bought the property will have to put down another deposit. Unless there are mitigating circumstances we will return the Leventer deposit. The new owners

will provide a \$5000 deposit.

9. **Trail Report** (H. Clayborn) HC reported this is a very positive community building activity. We are looking for voluntary donations or offers of making a revocable easement to extend the trails. The official John Sperry Trail runs from the Section marker to Lyon's Ct. To make it extend to a road, HC happens to own that property and they will donate this so we can have a trail head and trail marker on a road. PG&E will maintain it and keep it cleared.

(Handout) Trail Sponsorship Program: Gabriella and Yarrow Drake have asked if they could pay to develop and maintain a section of trail they would adopt. This would be done under the supervision of the trail committee and the HOA board. Cleared as close to the center of the easement as possible. The TCCWD is setting up a 501 3C for the TCCWD and the entire community. They would be a fiscal sponsor for us all. Discussion of fundraising events, like a Talent Show. Could have joint fundraisers. And we can apply for grants.

10. **Communications** (S.Moulton, Sylvia Todd--Facebook): Office has taken over the Facebook account. A lot of people want road updates so they know how to travel from Timber Cove to the interior. We have been combining forces with the Timber Cove Resort and Cal Fire. The Newsletter will be coming out next month.

11. **PUBLIC COMMENT (Please limit comments to 2 minutes on agendized topics)**

JR plugged using electronic check option for paying water bills. No charge to users; and it would help the TCCWD if people would use electronic payment. SM asked how secure it is. They believe it to be secure. AV commented after talking to Mark Provost that sheds are reappearing in TC and was concerned about people following the guidelines. She wants to move the HOA meetings to the school venue. RC complimented the board on hiring Carmen. SEMcC explained the manager's job requirements; it will be 16 hours per week. We will see how the job unfolds and what the needs of the community are. CMcK said she was impressed with Strategic Plan developed by the board. One of the other reasons she was hired, was that given the vision of the community and the maintenance and needs to keep the community going, they needed one central person like her; her title is Community Manager. Comment about condolences for a community member who might die. CH noted she

did this recently in the Facebook place. She has been talking with Judy Rosalis to have roof run-off capture who has written grants to have 5000 gallon tanks put onto properties. These don't need a permit. Invite her to make a presentation at next meeting. JR acknowledged the great job Cleone Howland is doing. Discussion of issue of weed abatement and invasive non-native species. CF spoke about John Gallo who wanted to be part of the board for house protection, voting rights and he wanted to insure no one used his staircase. CF didn't believe Gallo was entitled to a return of all of the money he invested in the HOA.

OLD BUSINESS

12. IDR Policy Addendum: ST developed this. Deferred to next meeting.

13. Davis-Stirling Requirements regarding recording of meetings (S. Moulton.) SM explained that DS discourages recording because people wanting to sue the HOA are often those advocating for recording which could be taken out of context and could inhibit public comment. The issue will be brought up at the Annual Meeting. We will continue with the current policy which is to not allow it, except for the Secretary. Discussion of the pros and cons of recording meetings. CF wants to record or simulcast meetings so those who can't attend can see what is being done.

NEW BUSINESS

13. CC&R Draft Summary (Linda Saldana): has offered a first draft of making the CC&Rs easier to read. She hopes the community will be able to see this before we decide to adopt it. Carmen can help flag sections. She has done a portion of it. Wants clarification of how to use it. JP commended her for her work and suggestion to get the community involved. State law supersedes CC&Rs and there are areas where an attorney should review the language. We could call it something like "A Quick Guide to your CC&Rs" to make sure readers would understand this is not a replacement nor does it represent changes in our CC&Rs.

14. Compliance guideline proposal (R. Wells) deferred

15. Packets for annual dues need to go out next month.

16. **August election:** we should begin planning for this.

16. **Set date, time and Agenda for next meeting:** March 18, 2017 10:00; 9:00 for Executive Session at Ft. Ross School.

ADJOURNMENT: MSP unanimously: meeting adjourned (12:10)

MARCH AGENDA:

TIMBER COVE HOMES ASSOCIATION

REGULAR MEETING

March 18, 2017

Fort Ross School

10:00 am

AGENDA

Executive Session (9:00)

1. Status of Personnel contracts and review
2. Status of insurance
3. Legal representation

Call to Order (10:00)

Approval of Agenda

Approval of Minutes: February 18, 2017.

1. President's Report (T.McKusick)

1.2.Executive Session Summary

1.3.IRS status

1.4.Forest Management Collaboration with CalFire and TCCWD Update

1.5.Status of Chipping Program

1.6.Insurance Coverage for vandalized signs

2. Administrative Assistant Report (CH)

2.1 Correspondence

2.2 Escrow reports

2.3. Status of annual packets

2.4 Report on merged lots

2.4 Reorganization of Office: storage needs; white board

2.5 Mailbox status

2.6 Office storage status/digitizing records

2.7 Status of Gallo request

3. Architectural (J.Howland)

3.1 Definition of Shed vs. Artist's Studio:

3.2 **Language clarification in Architectural Guidelines:** for conforming mailboxes and costs included

4. **Security Report** (N.Lee)

5. **Fire Abatement Report** (T. McK, B.Todd); Status of fire abatement.

6. **Roads Report** (B.Todd)

7. **Water Board Report**

8. **Treasurer's Report** (SE.McCann)

8.1 **Budget Update**

8.2 **Payment of the Bills**

9. **Trail Report** (H.Clayborn)

10. **Communications** (S.Moulton, newsletter; C. Howland – website and Facebook)

PUBLIC COMMENT (Please limit comments to 2 minutes on agendized topics.

These meetings are to conduct the business of the Board. Community members can write emails or letters to the board prior to the meetings so concerns can be considered ahead of time, if necessary. As per our agreed upon Strategic Plan Core Values and California Civil Code, we require civility and decorum at our meetings. Please be respectful of those in attendance and of the Board members. Denigration of others, bad language, maligning of others, unsubstantiated accusations, “calling people out” or other disruptive behavior

may lead to the expulsion and/or exclusion from future meetings of an audience member.)

OLD BUSINESS

11. IDR Policy Addendum (Sylvia Todd)

12. CC&R Draft Summary Presentation by Linda Saldana (S. Todd)

NEW BUSINESS

14. Spring Town Hall (SEMcCann, S. Moulton, S. Todd)

15. August Election preparation

16. Set date, time and Agenda for next meeting

17. **ADJOURNMENT**