



**OPEN SESSION OF THE BOARD OF DIRECTORS
MEETING MINUTES
August 29, 2022**

Upon due notice to the membership, the Open Session was held Monday, August 29, 2022 via Zoom.

CALL TO ORDER

There being a quorum present, ***upon a motion duly made, seconded, and carried the Board called the meeting to order at 5:39 PM.*** The Chair of the Meeting introduced the Board and members present.

Board Members Present:	Joanne Fisher	President
	Janis Stevens	Vice President
	Ben Adelstein	Secretary
	Amanda Oberg	Treasurer
	Alan Lustigson	Director at Large

Board Member Absent: None

Management de Novo, Inc: Elizabeth J. Buenrostro Community Manager

Guest Speaker: Kirk Miller Insurance - Brian Kalmenson CIRMS and Bridgett Tabor
Guest Speaker: Attorney Jillian Wright – Epsten Law

Others: Numerous owners were in attendance

BOARD MEMBER RESIGNATION

Board member, Dmitry Pasternak, submitted his resignation on August 20, 2022. ***Upon a motion made, seconded, and unanimously carried, the Board accepted the resignation submitted by Dmitry Pasternak and thanked him for his service.***

APPOINTMENT OF BOARD MEMBER

Upon a motion made, seconded, and unanimously carried, the Board appointed Janis Stevens to fill the open seat and to complete the term of Mr. Pasternak.

HOMEOWNER OPEN FORUM

Owners expressed the desire for urgency to implement the solar approval program and process. Owners asked for additional information on the roof report that was provided. The Board will place the proposed roofing plan and project on the September agenda.

There were questions about the submeter experiment, and the owners look forward to seeing more details through association communications.

Guest Speaker's from Kirk Miller Insurance, Brian Kalmenson CIRMS and Bridgett Tabor talked about the Farmers renewal, it was excellent news that the cancelation of the Farmers coverage was revoked, and the insurance has been renewed for another 11 months. The premium amount is not known yet and will be provided to the Board as soon as available for approval.

They talked about the state of the insurance industry, the process to fight for the Timberlane 2 renewal and that by changing the Legal Documents (CC&R's and Bylaws) it will create a lower risk for carries and will offer more options, to save all owners on premium costs. They encourage the owners and the Board to adopt the CC&R and Bylaw amendment for the benefit of the owners.

APPROVE PRIOR MEETING MINUTES

The Board reviewed the Open Session Minutes from May 23, 2022. ***Upon a motion made, seconded, and unanimously carried the Board voted to approve the Regular Session Minutes of the meeting from May 23, 2022 as presented.***

EXECUTIVE MEETING DISCLOSURE

The Board discussed legal matters, collections and enforcement matters during the Executive Meeting.

FINANCIAL REPORTS

Financial Reports: it was noted that as of June 2022

Operating Account: \$70,000

Reserve Account: \$868,000

YTD Income: \$650,000

YTD Expenses: \$638,000

Annual Review and Tax Preparation: Gregory V. Villard, CPA provided a proposal to perform the annual third-party financial review and tax preparation in the amount of \$1,100.00. ***Upon a motion made, seconded, and unanimously carried the Board approved the proposal.***

Budget: ***Upon a motion made, seconded, and unanimously carried the Board of Directors ratified the approval of the 2022-2023 budget with no change in the assessment amount.***

Report on Water and Utility Usage: Management provided the most up to date report on the water and utility usage within the community. ***No action needed at this time.***

Collections: ***A full report was reviewed by the Board of Directors in the Executive meeting and no further action is needed at this time.***

ARCHITECTURAL

Architectural Matters: ***There were no applications to review.***

MAINTENANCE AND ACTION ITEMS

CC&R Document Update: Legal will provide a complete review in her presentation. Once the Draft is approved by the Board they will be sent to the membership for a vote.

Clubhouse Report: The Board reviewed a clubhouse and pool report listing the maintenance items needed according to the inspection performed by Cal-West Property.

- A1 Priorities:
 - Exterior Walkway Trip Hazard on the North Stair Area
 - Non-ADA Conforming Sidewalk on the West Side Entering Pool Area
 - Termite Activity or Wood Rot on Exterior North Facing Beam
 - Guardrail or Handrail Not Secure on Exterior Deck in Multiple Locations
 - Rust and Deterioration on Pool Heater Supply Line
 - Loose/Unsecure Gate Post on Pool Northwest Fencing Gate

Upon a motion duly made, seconded, and unanimously carried, the Board of Directors approved Makowski’s Maintenance to repair the above items immediately with their regular maintenance hours. Since these are safety issues, if extra hours are needed, they are to be approved.

Termite Inspections Update – Report Review: The Board reviewed and discussed the report from Hume & Co. of the completed annual termite inspections. Management will work with homeowners and Hume & Co to get the remaining homes inspected. This is an ongoing project.

Rain Gutter Proposal Approval: The Board reviewed proposals from Seamless Rain Gutters for 9754 – 9760 Caminito Doha for \$1,600.00 and for 9749 & 9745 Caminito Doha for \$2,100.00.

Upon a motion duly made, seconded, and unanimously carried, the Board of Directors approved the proposals as submitted by Seamless Rain gutters to be paid from the reserves.

Landscape Update and Report: The Board reviewed the updated report from Jessie Whitmayer, of Heritage Landscaping, regarding projects completed since last meeting. ***No action needed at this time.***

- ***Option #1:*** Remove the dead grass and reseed. They will need to bring in new topsoil and put the temporary fence back up. **Total \$1,345.00**
- ***Option #2:*** Remove the dead grass and replace with sod. They will need to put the temporary fence back up as the sod cannot be walked on until rooted and established. **Total \$5,748.00.**
- ***Option #3:*** Bid to have a tree removal company come and remove and stump grind away tree, that cost is not in this bid as we will only be doing the installment after. After tree is removed Heritage to plant a 24”-36” new tree in the center of the circle. And to remove the dead grass and to reseed with seed and topser. This cost may change if tree company damages more grass during removal. Please note that Heritage is not responsible for any installments that die due to city shutting off our water. Please note that this number may change if further methods need to be made to dig whole for new tree due to old root system of pine. **Total \$9,504.00.**
- ***Option #4:*** Bid to have tree removed (not by Heritage, tree removal price is not included in this bid) install new 24”-36” tree, remove all grass and plants, install netafim irrigation, install new plants to create a new look for the circle, add 2 types of rock and mulch. **Total \$16,235.00.**

- **Option #5:** Bid to remove all grass. Add fabric and rock. This will save on water, prevent weeds, and will be saving money in the long run as this will be out fifth time reseeding the grass. The tree roots are rooted out to the end of the concrete planter, water issues with the city have occurred multiple times, dogs continue to us the area as a bathroom, and pine needle acid prevents growth. Rock would be a fix to all of these issues and save on water and reseeding in the future. **Total \$4,890.00.**

Upon a motion duly made, seconded, and unanimously carried, the Board of Directors approved the proposal for option #5 to be paid out of the reserve account.

Inspection Reports: The Boards reviewed the current inspection reports. ***No action needed at this time.***

Other Business/ Correspondence: The Board reviewed correspondence received by Management since the last meeting.

Future Meeting Dates:

- September 26th, 2022
- October 24th, 2022
- November 28th, 2022
- December 19th, 2022 (or no meeting *tbd*)

Insurance Renewal: Management has worked tirelessly to find insurance coverage for the association. The following carriers were contacted for policy coverage proposals: ***Alera Group, Lockton, State Farm, and Sax.*** Brokers have come up with few options.

Michael Kim of LaBarre Oksnee provided one proposal, which would total approx. \$207,775.00 for coverage.

Upon a motion duly made, seconded, and unanimously carried, the Board of Directors approved the renewal with Farmers Insurance.

Guest Speaker - Attorney Jillian Wright – Epsten Law – Governing Document Update Review

The attorney walked through the modified Bylaws with the owners present. Lots of questions were had and answered.

Next Meeting Date and Adjournment

The next Open Board Meeting of the Timberlane II Property Owners Association will ***usually be held on the last Monday of the month.*** The next meeting is scheduled for September 26, 2022 at the club house.

Upon a motion duly made, seconded, and unanimously carried the meeting was adjourned at 8:05 P.M. and the Board reconvened to the Executive Meeting at this time.

Dated: 9/26/22


 Recording Secretary
for the Board.