

April 27, 2022, Board Meeting Minutes

Meeting called to order by President, Kevin Monsma @ 7:11pm.

Directors present: Kevin Monsma, Marie Zandona-Harger, Rose Smith, Jeremy Sundby, Dominique Smith via phone.

Jeremy Sundby-motion to approve agenda, second-Rose Smith, all approved.

Kevin Monsma introduced Carol and Steve Steinbrecher to present project status report regarding GRF office software and office procedures upgrades, upcoming training with board members.

See the GRF website under Board Meeting Minutes for FULL presentation of background and project progress.

Summary-Steve Steinbrecher-We began looking for a bookkeeper to meet the requirements of splitting A/R and A/P according to Davis Sterling and Fidelity Bond, the tasks must be bifurcated, and split the A/R and A/P duties from the office manager.

We found a person that also lived in GR that recently moved and will be working with us remotely, Wendy Wickwire.

We have upgraded the computer, software to streamline office procedures, creating new policies, we no longer accept cash or PayPal, no longer will issue same day checks to contractors.

We need to provide clear written procedures for employees and the board.

The GR website needed updating.

Due to lack of internal security measures, GR was hacked by ransomware, the computers were down for two weeks while going thru the process of taking the machines to the sheriff's office, and then to computer specialists to wipe our hard drives, reinstall all programs, install up to date security programs.

We have been researching finding a new CPA. We learned CPA's that work for HOA's in California are required to have a special certification that is very expensive to obtain.

Phase 1- Take less tasks off the office manager's plate, allow time to learn new procedures and software, must allow one business cycle of one month for transition.

Our Income tax and annual year end report must be done by licensed CPA- per Davis-Sterling.

We have added 3 levels of security:

VPN, Nord password program and streamlined back-ups with google drives.

Phase 2- Financial/Payroll

Mailing newsletters should be discontinued to save on mailing, postage costs, they should be located on our website. Members request options to pay via credit card.

Phase 2, support maintenance-up to outgoing board and incoming board.

The current board recently had 90 minutes plus training, will keep training materials for future board members.

Thank you, Karen, for your tremendous patience during the entire process.

Introduce Wendy Wickwire, our new Bookkeeper, I had lived in GR for 8 years, even though I no longer live there. We have been cleaning up things left by CPA.

I suggest combining our two QB files, operating and reserves to make it easier and less expensive for reports.

Financial Reports provided on Zoom screen share and handouts to those in person.
Review from January thru April YTD.
Reviewed Balance Sheets, Profit and Loss, accrual basis and cash-actually receive and pay.
We bill quarterly, will clear any old items needed.
As of March 31, operating balances, and reserve.
We will now have payroll done in house in Quick Books rather than the CPA processing.
I hope to help get delinquent accounts current.
This report looks different by comparison to last year at this time.
Some things are in our control, some not, I look for variances and explanation to support.
Example: office expenses- virus clean up, etc.
Reserve fund expenses are in the lower part of report now.
Quarterly reserve contributions.
We are using classed to clearly identify operating and reserves.
Thank you, Wendy.
Kevin-thank you for the thoroughness.

Jeremy Sundby-Motion to approve March 23, board meeting minutes, second from Dominique Smith,
Jeremy approves with typo changes noted, all approved.

April 15, 2022-Special Board meeting - contract with Wendy Wickwire approved.

Director Reports

Greenbelt

Dominique Smith-We have some bad trees in the recreation area near lodge, removed 14 trees. We are finishing 100-foot defensible space, C-1 corner, small section on C-16, and again C-20-manzanita and will stop there. USDA will do C-5 and C-1 as greenbelts for the grants.

There are new forms on the website that you can click on to report GB tree issues directly to the office and copies to the greenbelt director. Happy Birthday Dominique.

Bocce Ball court is finished thanks to Tony and Bob, and I helped.

Rose Smith – I was tasked with a chore to go around Pollock Pines to put up flyers to hire pool staff, we had 16 local vendors that agreed to put them up.

Discussion of delinquent owners and collections and research.

Recreation

Jeremy Sundby- Bear donations we are currently at \$2440, please donate and send check to office.
Pool update- we are back to work, after rain and ground dries, small delay with county.
ADA consultant will give us recommendations for the future. We paid Atlantic pools for equipment orders and other items.
We are moving to saltwater pools and should reduce our chlorine and chemical costs.
We will have stamped concrete decking.

Please be careful and do not get close to construction.

Fire Safe Council

Sherry Hawk-FSC-Free chipping still available on website, click tab, do not fill out until work is completed.

Senior program sold out in one week for 180 residents, about \$1000 per property.

Grants- USDA- we are required to finish 12.4 acres by the end of the year for C-1 and C-5. They give us so much per acre and POA has to pay difference to contractor. We are waiting for inspections looking for any artifacts, waiting on the report. If the weather is inclement, or fire issues, we will not be penalized.

Steven's authority fund \$105,000, meeting to plan activities. Heather Campbell will help advise.

Saturday-presentation on Forest Service, and Amateur Radio Club updates also. License cost reduced to \$35, can purchase refurbished radios during emergencies, not only fire, also snowstorms.

SB38-regarding sale of homes and defensible space- those buyers can assume getting in compliance within one year. Set up for monitoring to be continued.

CC&R

Marie Zandona-Harger- Our CC&Rs are being revised by the attorney, and Election Rules, the board will consider election rule adoption in July, Bylaws are with the attorneys.

We should have some sections of CC&Rs returned for review.

For those selling homes, starting in July, if the house is in high fire area, the owner is required to get an inspection, to be enforced by Cal Fire or some other agency, not to be enforced by Gold Ridge.

Kevin-Question to the Board regarding fees charged to use Lodge-The board is looking at further discussions of factors for members using lodge.

Discussion, use, is it GR sponsored or not? There is a cost to have it available to members, guidelines, added to agenda for discussion, open for further feedback.

Kevin Monsma-Swim Instructor-discussed, all board members in favor of continuing approval.

Jeremy Sundby-Easter Egg Hunt was a success, spent \$155.08, all had a good time, we have Easter decorations saved for next year. One member sponsored prizes.

Jeremy Sundby-Insurance- many people are working to get quotes for Gold Ridge, we are researching options and the moratorium's effect. With board's authority I will file a complaint with Insurance Commissioner, board agreed.

Meeting adjourned 9:16pm

