

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board Meeting Minutes

April 21, 2022

Dyer Hall – 6770 Sluice Street, Placerville, CA

I. **Call to Order:** Karen Pullin called the meeting to order at 5:21 p.m.

A. **Roll Call:**

Karen Pullin	President
Paul Beacham	Vice President
David Strick	Treasurer
Robert Kirkpatrick	Member At-large
Megan Lattanner	Member At-large

Directors Absent:

Luz Brown	Secretary
Derek Trimble	Member At-large

Management:

Kelly Kozicki, CCAM Community Association Manager

II. **Approval of Minutes:**

A. Review of Minutes of Board Meeting Minutes of March 17, 2022.

There was a motion made to approve the Board Meeting minutes of March 17, 2022 as submitted. (M/ Pullin, S/Beacham, Carried Unanimously).

III. **Executive Session Report:**

A. The Board met in Executive Session prior to the open session meeting on 4/17/22 to discuss a legal collections and personnel matter.

IV. **Homeowners Forum:** 7 Homeowners were present.

No Homeowner comments during this time.

V. **Financial Report:**

A. The Board received the financials through March 2022 as prepared by The Management Trust. *There was a motion made to acknowledging receipt and review of the financials as of March 2022. (M/Pullin, S/Lattanner, Carried Unanimously).*

1. David reported that him and Karen, along with Management attended a meeting on 4/20/22 with the collection agency Allied trustee services to discuss legal collections questions, and accounts currently at Allied. No action was taken.
2. David reported that he is working with Paul from UBS on the reinvestment of the CD accounts that have matured.

B. **LIEN LANGUAGE FOR BOARD MINUTES**

In accordance to Civil Code 5673, the Board of Directors hereby authorized and instructed the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest, and collection fees and costs against that property owned by the member(s) listed on the association's delinquency report dated March 2022, who are, or become, delinquent in their assessments by 2 years. This authorization shall only apply to those members who have been properly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code 5660. **Account #36432935691, 36432848273.**

C. Bad Debt Write Off Authorizations – None for this meeting

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VI. Management Report

- A. The board reviewed the 2022 Association Calendar, it was requested to add in Committee meeting dates, and email a copy to the board after changes are made.
- B. Manager discussed current Action Items.
- C. Home based - resident pilots' proof of insurance submission was discussed, Management reported that there is only one pilot that has not submitted a current policy, all other pilots have complied.

VII. Maintenance Report Kevin Birks reported on recent Maintenance activities and duties.

VIII. Committee Reports:

- A. **ARC**- Robert Kirkpatrick reported that he continues to check permit status, there was a permit issued for one property, foundation poured at another home where Rob will perform a visual inspection. There has not been much permit activity in the recent weeks.
- B. **Common Area** –
 - 1. A new request form for use of Dyer after dusk was discussed, this will not be a rule change, this will be a resolution, this item was tabled until the May board meeting.
 - 2. There was discussion for a new maintenance building, approximately a 40x60 building inclusive of a concrete pad. *There was a motion made with a not to exceed of \$50,000 for the new building and concrete. (M/ Pullin, S/Strick, Carried Unanimously)*
- C. **Communications** – The committee will set a meeting and discuss Association Newsletter Article Suggestions and Welcome Packets
- D. **Finance** –No report at this time, items were covered during the financial report.
- E. **Roads** – Road bid package has been distributed to 5 bidders by management, bids are due by the May board meeting.

IX. Unfinished/Old Business:

- A. Airport Insurance Renewal was discussed, management has not received the renewal yet. *There was a motion made to approve the Insurance renewal and authorizing David Strick to sign the renewal if needed. (M/Pullin, S/Lattanner, Carried Unanimously).*
- B. Airport Survey has been completed, results will be sent to the board once received by management.
- C. Update on airport inspection – No Discussion
- D. Home based - resident pilots' proof of insurance submission was discussed, Management reported that there is only one pilot that has not submitted a current policy, all other pilots have complied.
- E. Wifi service and meeting audio equipment at Dyer Hall was discussed, Rob presented some costs for equipment. There was a motion made to approve the purchase of the meeting equipment as presented by Rob with a not to exceed of \$500.00 (M/ Kirkpatrick, S/ Lattanner, Carried Unanimously).

X. New Business:

- A. No new business at this time

XI. Presidents Report: No Report

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XII. Announcements:

A. The next meeting will be May 17, 2022 at Dyer Hall.

XIII. Adjourn: 5:49p.m. *A motion was made to adjourn the meeting at 5:49p.m.* **VOTE: 5 in favor, 0 opposed. –RESOLVED: Meeting Adjourned.**

Prepared by: Kelly Kozicki-Association Manager, CCAM

Approved: _____, 2022

Attest: _____

Unofficial until approved and Signed



The Management Trust