

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board Meeting Minutes

October 21, 2021

Dyer Hall – 6770 Sluice Street, Placerville, CA

I. **Call to Order:** President Karen Pullin called the meeting to order at 6:32 p.m.

II. **Roll Call:**

A. **Directors Present:**

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| a) Karen Pullin | President |
| b) Paul Beacham | Vice President* <i>attended via phone*</i> |
| c) David Strick | Treasurer |
| d) Robert Kirkpatrick | Member At-large |
| e) Dan Van Dusen | Member At-large |
| f) Dennis Janca | Member At-large |

B. **Directors Absent:** None

- | | |
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| a) Megan Lattanner | Secretary |
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C. **Management:**

- | | |
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| a) Kelly Kozicki, CCAM | Community Association Manager |
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III. **Approval of Minutes:**

A. Review of Minutes of Board Meeting Minutes of September 20, 2021

There was a motion made to approve the Board Meeting minutes of September 20, 2021 as corrected. (M/ Pullin, S/Strick, Carried Unanimously).

IV. **Executive Session Report:**

- A. The Board met in Executive Session prior to the open session meeting on 10/21/2021 to discuss the following matters; legal, compliance and personnel.

V. **Homeowners Forum:** No items of discussion were brought before the board

VI. **Financial Report:**

- A. The Board received the financials through September 2021 as prepared by The Management Trust. *There was a motion made to acknowledging review of the financials as of September 30, 2021. (M/Pullin, S/Beacham, Carried Unanimously).*

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| a) | There was concern raised on the reserve account at UBS that is over the \$250,000 FDIC limit. Management will invest options for this account. |
| b) | Question was raised on the Aging report, there are notes included in the Collection Status line, management will research. |

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 September 30, 2021, 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. **No Action Taken.**

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VII. Presidents Report:

- A. Thanks, were given to the homeowners present for their attendance.
- B. It was requested that there are appropriate comments during the open forum time on the agenda.
- C. There was recent activity of Measure C signage that was placed in the Common areas and on common area fence of the community. Signage placed was 4' x 4' which is over the allowable signage size, signage is not allowed to be attached to the common area fencing. Board Members cannot sign oppositions or sign endorsements to any tax measures as board members representing the Association or giving that perception.

VIII. Maintenance Report Kevin reported on recent Maintenance activities and duties.

IX. Committee Reports:

- A. **ARC**- Robert Kirkpatrick reported that he continues to check permit status, and there are no new building permits in our area.
- B. **Common Area** – Karen Pullin reported that ducks are overtaking Trout Lake. Per Fish and Wildlife all waterfowl are protected, a permit is needed to destroy the ducks, there are also issues with individuals dumping ducks and feeding the ducks. A notice will be posted on the membership website and signage posted to stop feeding the ducks. It was also noted that the new driveway and parking lot is getting good use by the Fire Dept. for medical emergencies and by the community in general.
- C. **Communications** – It was requested to have a place holder in the meeting minutes section on the website where the Association did not have a meeting, stating “no meeting”.
- D. **Finance** – No Report at this time.
- E. **Roads** – No Report at this time.
- F. **Social** - Dennis Janca reported that they would like to plan a spring time Picnic/Event/Appreciation event for the SCPOA members, and possibly include a plane and car show.

X. Management Report:

- A. Discussion of the upcoming Annual Meeting, and the responsibilities of the Inspector(s) of Elections was discussed.

XI. Unfinished/Old Business:

- A. Association Insurance Policy with Socher Insurance was discussed, the Association was able to bind coverage now that the Caldor Fire is 100% contained.
- B. Update was given on the Compliance Violation (Excess animals on Property), it was reported that the animals were evacuated due to the Caldor Fire and have not been returned to the property. The resident(renter) has moved from the community, the property management was notified of the rules on animals within the community. This item will be removed from the Agenda.
- C. Sale of Property at 2518 Swansboro was discussed, board member Robert Kirkpatrick is in contact with the previous owner to remove vehicles from the property. It was also reported that there is also of downed tree material, it was asked that management send a copy of the deed to Kevin so that he can enter the property and begin any clean up of fallen limbs. The end goal is to get the property listed and sold.

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- D. Update on home based pilots proof of insurance submission was discussed, Management reported that one pilot has submitted insurance. Pilots may submit proof of Insurance to Management for tracking purposes only. There was discussion on the rule verbiage, and changing “home based pilots” to “residential pilots”, management will investigate. It was also asked for Management to send a letter to pilots upon receipts of the Insurance policy that the information will not be distributed to the membership.

XII. New Business:

- A. There was a recent incident at Dyer Lake, a resident, while stepping over the chain that blocks vehicle access, tripped over the chain. Kevin addressed the situation upon it being reported and make walkthrough areas.
- B. November Meeting date was changed to November 11th
- C. Update on airport inspection was discussed, it has been 3 since the last inspection was done, Caltrans does not have written documentation on what work has been completed since the last inspection. Rob reported that they are making progress.

XIII. Announcements:

- A. The next meeting will be on November 11 at Dyer Hall.

- XIV. Adjourn: 8:08 p.m. A motion was made to adjourn the meeting at 8:09 p.m. VOTE: 6 in favor, 0 opposed. –RESOLVED: Meeting Adjourned.**

Prepared by: Kelly Kozicki-Association Manager, CCAM

Approved: _____, 2021

Attest: _____

Unofficial until approved and Signed

