

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board Meeting Minutes

November 11, 2021

Dyer Hall – 6770 Sluice Street, Placerville, CA

I. **Call to Order:** President Karen Pullin called the meeting to order at 6:31 p.m.

II. **Roll Call:**

A. **Directors Present:**

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

B. **Directors Absent:** None

C. **Management:**

- | | |
|------------------------|-------------------------------|
| a) Kelly Kozicki, CCAM | Community Association Manager |
| b) Andrea Dunifon | VP of Community Management |

III. **Approval of Minutes:**

A. Review of Minutes of Board Meeting Minutes of October 21, 2021

There was a motion made to approve the Board Meeting minutes of October 21, 2021 as corrected. (M/ Pullin, S/Strick, Carried Unanimously).

IV. **Executive Session Report:**

A. The Board did not Executive Session prior to the open session meeting on 10/21/2021

V. **Homeowners Forum:** Items of discussion were brought before the board

A. Moving the open forum to the end of the Agenda. There was discussion amongst the board, a straw pole vote was taken of the board, 3 board members voted to have open forum at the beginning and end of the Agenda, 4 board members voted to keep open forum at the beginning. At this time the open forum will remain at the beginning portion of the Agenda.

VI. **Financial Report:**

A. The Board received the financials through October 31, 2021 as prepared by The Management Trust. *There was a motion made to acknowledging review of the financials as of October 31, 2021. (M/Pullin, S/Beacham, Carried Unanimously).*

- There was concern raised on the reserve account at UBS that is over the \$250,000 FDIC limit. Management reported that per the conversation with Paul Cutter from UBS, Paul will only discuss investment options with the signers on the account (David Strick, Paul Beacham, Karen Pullin, Megan Lattanner) Karen Pullin reported that she has a call into Paul Cutter.
- Question from the Board to The Management Trust on the process of late fee's.

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

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board Meeting Minutes

November 11, 2021

Dyer Hall – 6770 Sluice Street, Placerville, CA

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 October 31, 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.**

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

VIII. 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** – No report at this time.
- C. Communications** – It was asked what the costs are for the website, as this will impact the 2022/2023 budget.
- D. Finance** – There will be a meeting in December to approve the budget, this will be an open meeting for the membership.
- E. Roads** – There are 6-8 roads that may need crack fill and seal, Kevin will evaluate in January/February.
- 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.

IX. Management Report:

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

X. Unfinished/Old Business:

- A.** 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, Dennis reported that he has a call into a local real-estate agent Sally Long Johns. The end goal is to get the property listed and sold.
- B.** Update on airport inspection was discussed, it has been 3 years since the last inspection was done, Caltrans does not have written documentation on what work has been completed since the last inspection. It was requested that Robert Kirkpatrick compose a letter to DOT once items are completed and submit it to the common area committee for review and recommendation to the board for approval.
- C.** 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. 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. The deadline for submission of proof of Insurance was extended again to November 30,2021 from the original submission date of 7/5/21.

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board Meeting Minutes

November 11, 2021

Dyer Hall – 6770 Sluice Street, Placerville, CA

XI. New Business:

- A. Draft 2022/2023 Operating Budget was discussed, the budget will be reviewed further and discussed at the finance meeting in December.

XII. Presidents Report:

- A. Year is coming to an end; positive changes were mentioned and accomplishments since 2014.
- B. Thanks were given to all board members, past and present for the positive changes, and thanks were given to The Management Trust.
- C. A special thank you was also given to Kevin Birks for his contribution to the SCPOA community.

XIII. Announcements:

- A. The next meeting will be January 20, 2022 at Dyer Hall.

XIV. Adjourn: 7:29 p.m. A motion was made to adjourn the meeting at 7:29 p.m. VOTE: 7 in favor, 0 opposed. –RESOLVED: Meeting Adjourned.

Prepared by: Kelly Kozicki-Association Manager, CCAM

Approved: _____, 2021

Attest: _____

Unofficial until approved and Signed

