

## SCPOA Board Directors

### Contact Us

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Megan Lattanner, Director

Your SCPOA Board of Directors are here for you. Reach out with questions, comments, and concerns.

# SCPOA

## Swansboro Country Property Owners Association Newsletter

January 2024



*Trout Lake*

The 2023 SCPOA Board of Directors began its term in March with three of its directors elected in 2022, and four new directors elected in 2023. The new board hit the ground running! One of the first tasks the board completed was creating committees. The committees were chartered this year and met to analyze community issues and plan projects. Almost every issue tackled by the board started within committees after each prepared options with cost data. The committees then presented recommendations to the board. The board then asked for more information, agreed with the recommendation, and approved or rejected the recommendation.

Create a SCPOA login and you gain instant access to information, future newsletters, meeting agendas, minutes and much, much more!

Email [Kpaulscpoa@gmail.com](mailto:Kpaulscpoa@gmail.com)

## Member Information

The Management Trust. TMT grants SCPOA homeowners access to their account and communication profile through their member portal. Go to [managementtrust.com](http://managementtrust.com) and create an account. At the TMT portal, members can update contact information, manage communications, see SCPOA financials, and pay annual assessments.

[SCPOA.INFO](http://SCPOA.INFO) is the official website for SCPOA members providing information available only to SCPOA members such as meeting agendas and minutes, committee reports and calendars. For a login, reach out to [Kpaulscpoa@gmail.com](mailto:Kpaulscpoa@gmail.com). For those without internet, contact any SCPOA Board Director.

Melissa Bell, Community Association Manager, The Management Trust. Melissa is SCPOA's management company contact and can be reached at (916) 932-5103 or email at

[Melissa.bell@managementtrust.com](mailto:Melissa.bell@managementtrust.com)

## The Year In Review!

The SCPOA Directors identified areas of concern and its committees created ambitious goals with great results! Here is a list of many of the tasks tackled by SCPOA directors since March 2023:

### Increased Communication and Transparency

- ✓ Successfully enlisted a new Manager with TMT, Melissa Bell, to ensure members receive replies and the information they request or require.
- ✓ Cleaned up the SCPOA website and removed unnecessary information making it easier to use and ensure our insurance is not being negatively impacted.
- ✓ Established working committees with charters to encourage more community input and involvement.
- ✓ Committee minutes are published on SCPOA's website, so all members have access to information about what has been discussed.
- ✓ Holding community forums to receive input from members about their wants and concerns! The first forum was held in October.
- ✓ Updated the new member packet sent to new homeowners, informing them about SCPOA and TMT, and where to find important information.
- ✓ Began a newsletter to get information out to more homeowners.
- ✓ Placing notices of upcoming SCPOA board meetings on social media, the fire department electronic sign, as well existing communication signs and website.
- ✓ Indexing of the Resolutions and CCR's has begun.
- ✓ Documented a snow plowing procedure that can be found on SCPOA's website.
- ✓ Updated and simplified SCPOA forms and posted them on SCPOA's website.
- ✓ Documented an airport closure procedure by working with MFPD and the Swansboro Pilots Association.

### Respect for all Members

- ✓ Aided members who sought assistance.
- ✓ Placed an open forum at both the beginning and end of the board meetings to accommodate member preferences.
- ✓ Allowing comments from meeting attendees during the meeting to be more interactive with SCPOA directors and members.
- ✓ Created rules of decorum to allow all members to voice their opinions without retribution at public meetings.

### Lower Spending

- ✓ Conducted thorough reviews of all insurance policies and adjusted inaccuracies in the listing of association assets.
- ✓ Obtained airport insurance for less cost than the previous year.
- ✓ Hired a lake maintenance vendor who provides more service at a significantly less cost.
- ✓ Refilled the wood chips in the playground at a reduced cost compared to the original chips and installed a French drain to help keep the chips in place.
- ✓ Cut the cost of road maintenance by seeking more vendors to bid.
- ✓ Work with the maintenance team to get large items from the lowest cost vendors.
- ✓ Continue auditing payment of SCPOA expenses for accounting errors, overpayments, and late fees, and securing refunds when found.
- ✓ Worked with TMT to save members costs by utilizing email, when possible, rather than US Mail.
- ✓ Aggressively worked to get accounts payable current and bills paid on time avoiding late fees.

## Community Information

The El Dorado Department of Transportation has a website with frequent updates on the new Mosquito Bridge project. Go to:

[Mosquito Bridge Project-Construction \(edcgov.us\)](https://edcgov.us/Mosquito-Bridge-Project-Construction)

Roadside spraying information is posted on the SCPOA.info website as well as posted throughout Swansboro. Opt-out forms can be found on the SCPOA.info website.

Maintenance Requests can be made using the form found on SCPOA.info. Look under the tab for Maintenance.

The National Firewise USA Program Certificate for 2024 can be found on the home page at SCPOA.info.

- ✓ Identified and corrected a TMT management fee increase that was not approved by the Board, nor by the rules of the contract and secured a refund for the association.
- ✓ Started research on management companies and legal options to see if there are better service options for the community.

### Tackling Known Issues

- ✓ Worked on Collections to ensure we are reducing our outstanding member assessment balances according to our documented processes and the laws of California. Actions were not taken in a timely manner by the prior board.
- ✓ Managed money held in low interest accounts, moving funds to safe, higher interest-bearing accounts.
- ✓ Updated the bylaws to adhere to all current laws for future board election process.
- ✓ Researched and contacted many government agencies for guidance and regulations pertaining to Dogwood erosion issue thus, reducing SCPOA's liability.
- ✓ Conducted an onsite Reserve Study to ensure we are compliant with regulations and protection of our financial assets.
- ✓ Evaluated the use of Zoom for board meetings and determined that we do not have funds currently for the equipment needed for a proper electronic meeting.
- ✓ Worked to document an Architectural review process that can be used going forward to address standards in our DC&R/CC&Rs.
- ✓ Adopted a social media policy for the Board.
- ✓ Worked in cooperation with other organizations on community projects.

### Community Building Transparency

- ✓ Completed a detailed audit of the community building project initiated by the previous board.
- ✓ Determined TMT had charged SCPOA twice for the down payment for the building. The overpayment has been returned.
- ✓ Determined the sprinkler plans and parts the previous board designated as purchased were, in fact, not purchased and have closed the item with the vendor at no cost.
- ✓ Determined the building ordered to serve as a community center was not engineered to hold people.
- ✓ Determined SCPOA permit fees were overpaid and obtained a refund.
- ✓ Determined the estimated cost of the building communicated by the previous board was significantly understated.
- ✓ Determined SCPOA does not have the necessary funding to proceed with the project without significantly increasing membership dues.

### Social Media Corner

The SCPOA Board of Directors are committed to providing accurate information to all SCPOA members. We accomplish this by posting meeting agendas, minutes, and other information on the SCPOA.info website. We also welcome direct contact from all SCPOA members. With keeping accurate and pertinent information in mind, the SCPOA board is committed to not engage on social media as a means to provide information to **all** of SCPOA members. This policy is typical of other boards and is aligned with recommendations from SCPOA's attorney.

## New Board Directors

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A big THANK YOU to exiting Director, Megan Lattanner, for her many years serving our community as a SCPOA Board Director and Secretary.

Three candidates applied for three open Director positions for the 2024-2025 term. As a result, they will be appointed rather than requiring a costly election.

Welcome:

Devon Beesley  
Dennis Janca  
Rob Kirkpatrick

Thank you to our new volunteers for SCPOA director positions and those who volunteered as inspector of elections positions.

### Reserve Study

The Reserve Study is a report prepared every three years and helps the SCPOA Board of Directors plan for long term replacement of SCPOA's assets. It also provides recommendations for future funds to be maintained in SCPOA's reserve accounts. Association assets are inspected, and the report provides an analysis of the life of the assets and replacement costs. SCPOA assets include the Dyer Lake buildings and playground, association-maintained roads and fences, with roads being the highest valued asset. It is recommended the report be reviewed annually for changes and updates to the condition of assets that may have occurred during the last year. The latest inspection was conducted in December of 2023 and Directors are currently reviewing and will discuss adjustments at a future board meeting.

### Member Forums

The first SCPOA Community Forum was held in October to gain more input from the community. The turnout was less than what was hoped for but was good for a first meeting. The board will be holding more forums and use the feedback to better processes and to better address and serve the needs of the community.

### Ad Hoc Building Committee

The Building Committee reviewed the new building project. Its findings can be found in a report on SCPOA.info. The board voted to end the project for a community building and investigated costs to use the building as a garage. The estimated costs for the garage came in just over \$25,000 and the board voted to cancel the project in its entirety. A refund from El Dorado County was requested and has been received in the amount of \$4,999.52 which will help balance the FY 23/24 budget. The overall funds spent on the building project by the previous board was \$23,081.23. The current board was able to recoup \$8,238.27 (duplicate payments and County refund) making the total expenditures on the project \$14,842.96.

## SCPOA COMMITTEES

There are five Committees:

Common Area which includes  
roads and the airport  
Karen Paul, Chair

Architectural Review  
Committee (ARC)  
David Dudley, Chair

Communications Committee  
Meredith Blain, Chair

Ad Hoc Building Committee  
Meredith Blain, Chair

Finance Committee  
Melissa Stever, Chair

All SCPOA members are encouraged to attend committee meetings as it is a great way to bring member's concerns and learn about the work of the committees.

### Common Area/Roads/Airport Committee

The current members of the committee are Karen Paul, Chair, Rob Kirkpatrick, Kevin Birks, Tom Harris, Dennis Janca, Kim Purcell, and Julee Hunt. Many issues have been brought to the committee and the committee tries to address them all. Members may also send comments or suggestions to anyone who is on the committee to be brought to the meetings, but we encourage everyone to come and participate. We have had several community members come and discuss issues at the meeting.

When the new board toured the association with Kevin Birks, he brought to our attention several problems that have been going on for a while and were known to the prior board. These are items like the Dogwood erosion issue, the airport erosion issue, culverts that needed replacement, and the playground chip and drainage problem.

The first issues addressed were road problems that were beginning, as well as some that had been around for a while. A Request for Proposal for road maintenance was prepared and sent to many potential vendors. Three vendors responded. Culverts were replaced on Swansboro Road, a gravel road was paved, an additional culvert was installed on Adams Lane, and several other road issues were completed.

The Dogwood erosion problem has been discussed at every committee meeting and members of the committee got busy immediately and reached out to several agencies to see if there were any grants or funding, or what rules/regulations would apply to the problem. Several El Dorado County departments such as fish and wildlife, department of transportation, and the water agency each said they were not able to help and were not regulating our project, but that we may need a permit. The agencies advised to get bids from contractors. The committee also reached out to the EPA, and they have not replied. The committee recently contacted the El Dorado County Resource Conservation District and they have agreed to send someone to come and look at the problem and render an opinion. There will be more information available in the next months.

The committee also found a new, more cost-effective vendor for our lake maintenance. The new vendor is treating all our lakes and is more in tune with the need to communicate with the community on the work that is performed.

The committee has also worked to ensure the playground is maintained by purchasing playground chips and then the maintenance team installed drainage to help ensure they do not wash out. There will be new benches installed near the playground as well for seating for parents and caregivers.

The committee will continue to partner with the maintenance team to ensure SCPOA gets the best value and most effective maintenance solutions for our community.

### ARC – Architectural Review Committee

The Architectural Review Committee reviews property owner's plans prior to construction for compliance with the DC&R/CC&Rs. The committee members are David Dudley, Chair, Rob Kirkpatrick, and Kevin Birks. The committee meets as needed. The Architectural Request Form can be found at [SCPOA.info](http://SCPOA.info) under Essential Information.



## Committee Meetings

All SCPOA members are invited and encouraged to attend committee meetings.

Meeting agendas are posted on SCPOA.info and meeting minutes replace agendas when ready.

In fair weather, committee meetings may be held at the Dyer Lake Pavilion or outside of the fire house, otherwise meetings are held indoors at the fire house according to SCPOA Bylaws.

SCPOA members can reach out to any board director for information about committees or inquire about any issue before the board.

## Communications Committee

The Communications Committee meets just prior to the SCPOA board meetings. Committee members include Meredith Blain, Chair, David Dudley, Karen Jensen, Dennis Janca, and Kim Purcell. Occasionally, other SCPOA members and directors attend the meetings. The committee has been busy from the start, brainstorming and discussing many aspects of communications with members. Some of the items addressed & work completed include:

- Zoom to broadcast board meetings.
- Using email and US Mail to contact property owners.
- Using social media.
- Review, recommended content, and other changes, and tested links on the SCPOA.info website.
- Planned the event and produced a PowerPoint presentation for the Member Forum
- Implemented use of the MFPD Marquis for SCPOA events
- Made recommendations to other committees about posting of meetings.
- Gathered content and produced this Newsletter.
- Posted information and meeting reminders on social media.
- Updated TMT's welcome letter including updated information about SCPOA.
- Recommended a social media Policy for the Board.

The committee's work has been accomplished with hands-on help and input from members of the association. If there is something YOU think should be on the committee's agenda, please let any board director know. This Newsletter is mailed to you because it is included with the required Annual Budget mailing. Future Newsletters will be posted on the SCPOA.info website.

Remember, the best way to stay informed is to attend board and committee meetings. If you can't attend, contact a director for information, or register and check the SCPOA.info website for meeting minutes. Also, provide permission to TMT to use email to send member updates and notices, saving the association money. For help, reach out to any director or call Meredith at (530) 621-9516 to ask for assistance registering for the TMT Portal or SCPOA.info website.

## Finance Committee

The Finance Committee has worked diligently to find accounting and other errors, pursued insurance sufficient to protect SCPOA, and monitors expenditures to ensure a balanced budget. The committee conducted several meetings and worked with SCPOA members to propose a balanced budget for 2024. The board approved the recommended budget which will not increase dues.

## 2024 Annual Assessment: \$525 due 3/1/24

Assessments can be mailed to:

The Management Trust  
PO Box 97942  
Las Vegas, NV 89193

Assessments can be paid online at:

Managementtrust.com