

**SWANSBORO COUNTRY PROPERTY OWNERS ASSOCIATION**

**Board of Directors Meeting**

**January 21, 2021**

**Meeting Minutes**

**1. Call to Order / Roll Call**

The meeting was called to order at 6:00 PM by Tom Best, President, via Zoom. All Directors were present at roll call: Tom Best, Dan Van Dusen, David Blain, Dennis Janca. Jerry Pullin, Gordan Smith and Megan Lattanner. Rick LaFrance was also present from The Management Trust.

**2. Confirmation of Agenda Posting**

The meeting agenda was confirmed as having been posted in the common area and placed on the association web site at least four days prior.

**3. Approval of Minutes:** The December 3, 2020 open meeting minutes were **approved** as presented.

**4. Announcement of Actions Taken at Prior Executive Sessions**

Management announced that on December 3<sup>rd</sup> the Board had taken two actions in Executive Session:

- The Board appointed Baydaline and Jacobsen as the association attorney.
- The Board discussed an IDR from 2018.

**5. Financial Reports: October 2020**

David Blain, Treasurer, submitted a written report and reviewed the December 2020 financial report which had been emailed to all Directors. The Board voted (7/0) to accept the financial report as presented.

a. Reserve Expense Authorization: None for this meeting.

b. Authorization to Lien on accounts: None for this meeting.

c. Bad Debt write off: The Board approved (7/0) writing off an uncollectable debt from foreclosure of \$909.

**6. Maintenance Report**

There was no Maintenance report at this meeting.

**7. Management Report**

Management gave written reports which included collections, insurance and all open/closed action items.

**8. Committee Reports**

a. Ad Hoc Fire Grant Committee – No report at this meeting.

b. Airport / Runway Committee – Tom Best reported for the committee. He mentioned that he was drafting another letter as was recommended based upon the DOT findings concerning possible airport landing obstructions by non-conforming homeowners.

c. Architectural Review Committee – There were no ARC applications since the last meeting.

d. Communications/Web Site Committee –No report at this meeting.

e. Common Areas Committee – There was a common area committee meeting since the last open Board meeting, no recommendations were made at the Board meeting.

f. Road Committee –Jerry Pullin commented the committee would be recommending work on Adams Court and routine maintenance for 2021 at the March meeting.

**9. Unfinished Business:**

a. Common Area Use Form – Management and a Director submitted draft forms. Management recommended the passing of a rule if a form was adopted. The matter was Tabled and referred to the Common Area Committee for review.

**10. New Business:**

a. 2021 Lake Service Proposal

The Board reviewed a bid from Aquatic Harvesting the current vendor. Management reported that three other vendors had been contacted and reminded to bid without any firm proposals. The Board accepted the 2021 proposal from Aquatic Harvesting, (7/0).

- b. Baydaline Legal Service Agreement  
The Board voted (7/0) to accept this one-year proposal (\$2,250) which offers a discount (10%) on legal services and some special services.
- c. Levy CPA Audit Proposal for 2020/21  
The Board requested that Management obtain another bid and Tabled this item.
- d. 2021 Resolution Regarding Monthly Financial Review  
Management presented this annual resolution and reviewed the contents. The Board voted (7/0) to approve the Resolution.
- e. 2021 Resolution Regarding the Monthly Transfer of funds from Operating to Reserve Accounts  
Management presented this annual resolution and reviewed the contents. The Board voted (7/0) to approve the Resolution.
- f. 2021 Resolution for the Authorization to Reverse Late Fees  
Management presented this annual resolution and reviewed the contents. The Board voted (7/0) to approve the Resolution.
- g. 2021 TMT Business and Professions Code Disclosure  
Management read this disclosure to the Board.
- h. Opt Out of the Member Mailing List  
Management reviewed the 2020 State legislation which requires that member’s emails be included on Member lists unless the member “opts out”. Two members had questioned the access given to candidates for election campaigning via email. The Board suggested a notice be put on the web site and emailed to members regarding the email listing opt out process.
- i. Letter to members regarding airport obstructions  
President Best reported that he would be sending another letter to members who have not complied with the association request regarding obstructions (trees) as identified by the Cal Trans report.

**11. Open Forum:**

- There were no open forum comments made at this meeting.

**12. Next Meeting and Schedule –**

Board meetings will be held via Zoom until further notice. The next meeting is the Annual Members meeting held on Feb 13<sup>th</sup>. There is presently no open members meeting in February due to the Annual meeting on the second Saturday.

**12. Adjournment – 7:20PM -**

**Approval of Minutes**

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*These Minutes were prepared by R. LaFrance, The Management Trust and reviewed by your Secretary.*

Approved by: 

Secretary

3/27/21

Title

Date

*Unofficial until approved and signed.*