

**MINUTES of the MEETING OF THE BOARD OF DIRECTORS
PLUMAS EUREKA VILLAS HOME OWNERS ASSOCIATION**

Tuesday, March 27, 2018 (approved 04-24-18)

1. Call to Order

A regular meeting of the board was held on Tuesday, March 27, 2018 at Plumas Bank at 120 N Pine Street in Portola, CA. Jan Bleachner, Cheri Johnson and Laryl Smith were present. Laurie Humphries participated via phone. Joleen Cline, Administrative Assistant, served as recording secretary. Cheri Johnson called the meeting to order at 11:00 a.m.

2. Public Comment

none

3. Approve Minutes from the November 14, 2017 Board Meeting

After review, upon motion duly made, seconded and carried, the Board approved the minutes of the November 14, 2017 Board with one change. 6.c. changed to "located at the top of Ponderosa between 100 and 101."

4. Report

a. Maintenance Report

Tom Williams reported Trevor finished removing the large rock from all units along the river and replaced it with crushed granite. Plants will be added later. Tom reported he has had a few issues with the snow blowers, He is going to replace the cutting edge on the snow plow.

The deck at 19/20 is almost complete and we expect the contractor will be working on the railing this week. There was a sink hole filled at 64 and another has appeared at 61. The Board discussed seeing muskrat and beaver in the area. The muskrats have dug tunnels and are causing some of the erosion issues. Tom reported he is currently finishing up with the deck replacement at #10.

A new temperature control system was installed at #24. The homeowner did not submit a change request from the Board prior to installation. A letter will be drafted noting that he has installed a permanent fixture without prior approval, which is a violation subject to a fine. The owner is invited to attend a hearing, and that modifications may need to be made to the installation.

Laurie and Jan will draft guidelines for future heater installations.

b. Financial Review

1) . Financial Reports for 02/28/18

After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports for the period ending 02/28/18 as presented.

2). Staffing plan

Joleen reported our most recent employee gave notice and is no longer on staff. She will post a notice of employment opportunity. Cheri volunteered to host a meeting with the rental managers to discuss issues relating to garbage storage and pick up.

3). Funding plan for Reserve Projects (Consider loan options and special assessment)

The Board discussed the possibility that many facia boards may need to be replaced during the re-roofing project.

The meeting was adjourned at 12:14 and moved into executive session to review and award roofing bids. The Regular Board meeting reconvened at 12:50 p.m.

After review, upon motion duly made, seconded and unanimously carried, the Board directed Joleen to submit application with Plumas Bank for Roofing, Facia, Siding and Decks. Application with Plumas Bank in the amount of \$600,000.00

During executive session, the Board moved to award roofing contracts to Curtis Edward's Roofing and Leal Construction. A total of 19 roofs will be scheduled for replacement this year.

The Board directed Joleen to obtain bids to replace the bottom deck at 29/30.

5. New Business

a. Official Specifications for roof replacement, deck replacement and painting.

The Board discussed the need to have uniform expectations from both roofing contractors. The Board directed Joleen to draft roofing contracts and request a review of the contract by another licensed contractor.

b. Maintenance and Reserve projects planning

1) Roof Replacement

See item 4 b. (3) above.

2) Painting – get bids for painting.

Joleen reported she has identified one painting contractor interested in bidding on the project this year. She will provide additional information at the April Board meeting.

3) Deck replacement

See item 4.a. above.

4) Sidewalk solutions

Joleen reported she received an email from the owner of 75 Ponderosa explaining the potential hazard where snow melt accumulates on their walkway and then freezes overnight. The Board discussed possibly remedies for this issue that also occurs on other sidewalks to some degree.

The Board directed Joleen to obtain a bid to replace the cement walkways with pavers at 24/25 and 75. The Board will consider the bids at a future Board meeting.

5) Driveway Medians

Tom reported the rock has been removed and replaced with crushed granite in all areas except for the 4-plex units.

6) Reinforce areas of wash out

Tom reported he has rock left over that can be used to reinforce the bank of the pond.

The Board directed Joleen to contact Flores Landscape Maintenance to ask that they begin next week, April 4 with Spring Cleanup.

7) Drainage improvement

Joleen reported she has been in contact with Erik at Shaw Engineering and informed him that the Association plans to move forward with the drainage improvement plan in the Fall. Erik will obtain the needed approvals and permits so that work can begin as soon as the Golf Course closes in the Fall.

8) Light fixtures

Cheri reported she will complete a survey in April to see what addresses have not yet replaced the old light fixtures. At last count 45 garages and 41 walk ways did not have the new dark sky fixtures installed. Tom reported we currently have 80 light fixtures left.

c. Annual Meeting Planning

The Board approved setting the Annual Member's meeting for October 6th. They directed Joleen to set a reservation with the Grizzly Grill to once again host and provide appetizers. The overall impression was that last year's Annual Meeting was enjoyed and appreciated by all who attended.

d. Schedule meetings for balance of the year

The Board set the following schedule of meetings for 2018

April 24: Regular Board meeting

July 3: Regular Board Meeting (call for candidates)

Sept 13: Regular Board meeting (Prelim Budget)

October 6: Annual Meeting & Regular Board Meeting (Approve Final 2019 Budget)

6. Old Business

a. none

7. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the board meeting was adjourned at 2:02 p.m. to closed session.