

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

November 14, 2022

DRAFT

1. Call Board Meeting to Order

A regular meeting of the Board of Directors was held on Monday, November 14, 2022, at the Portola Rotary Hall. Laurie Humphries and Jim Flageollet were present. Eve Nighswonger participated via Zoom. Ed Sermone and Carol Bender were absent. Employees, BJ Morris and Dave Pitts were also present. Laurie Humphries called the meeting to order at 3:32 p.m. Joleen Cline served as the recording secretary.

2. Approve Minutes from the October 03, 2022, Board Meeting

After review, upon motion duly made, seconded and carried, the Board approved the minutes from the October 03, 2022, Board Meeting as submitted.

3. Summary of Board meeting October 03, 2022.

Joleen reported no action was taken during closed session on 10/03/2022.

4. Public Comment

none

5. Appoint Officers (President, Vice President, Treasurer, Secretary)

After review, upon motion duly made, seconded and unanimously carried, the Board appointed Eve Nighswonger to serve as President, Laurie Humphries to serve as Vice President, and James Flageollet to serve as Secretary/Treasurer for the period of 1 year.

6. Reports

a. Building and Landscape

i. General Maintenance and Landscape Reports

Dave reported he and BJ have started working on the deck replacement at unit 36. He has requested bids for the balcony replacement for #35. Dave reported a tree from the golf course fell into the Pergola and the golf course agreed to replace it.

ii. Irrigation Plan for Meadow Way

The board decided to bring this item back for discussion in the spring after additional information is available from the CSD.

iii. Maintenance Request Form and Tracker

Joleen reported a maintenance request form is live on the association's website for members to access 24 hours a day, 7 days a week. When a

member submits a maintenance request, it will be sent via email directly to Dave. Dave will report on the requests that come in and how they are resolved during regular board meetings.

b. Financials

i. Reports for the period ending 10/31/2022

Joleen provided financial reports for the period ending 10/31/2022 via email prior to the Board meeting.

Joleen reported on the reserve study and the funds currently available in the reserve accounts. The board also discussed the opportunities to plan and complete larger projects once the loan is paid in full.

After review, upon motion duly made, seconded, and unanimously carried, the Board approved the financial reports for the period ending 10/31/2022 as submitted.

ii. Delinquency report

Joleen provided a report regarding delinquent accounts and pre-lien notices that had been mailed.

7. New Business

a. Approve Budget for 2023

Joleen provided a draft budget via email for the Board to review prior to the meeting. The board discuss several individual line items and decided to remove the Well Project from the 2023 budget.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the budget for 2023 which includes an increased of 14% to 490 per month per member (attached).

b. Set Board Meeting Calendar for 2023

The board discussed goals for future quarterly meetings. The Board expects to hold the next regular meeting in the Spring, 2023.

8. Update on Well Drilling Plan

No report – This item will be removed from future agendas.

9. Closing Public Comment (3 minutes/speaker)

none

10. Adjourn

After review, upon motion duly made, seconded and unanimously carried, the Board moved to executive session at 5:17 p.m.

PLUMAS EUREKA ESTATES VILLAS #6
2023 Budget (approved 11-14-2022)

OPERATING

Income

| | | |
|-------------------------|-------------------|-------------------|
| Dues - Operating | 646,800.00 | 490/mo per member |
| Interest - Operating | 5.00 | |
| Net available from 2022 | 25,000.00 | |
| Transfer Fees | 0.00 | |
| Late Fees | 0.00 | |
| Total Income | <u>671,805.00</u> | |

Expense

ADMINISTRATIVE EXPENSE

| | |
|-------------------------------------|-------------------|
| Bad Debt - Doubtful Accounts | 5,500.00 |
| Insurance - Umbrella & Liability | 96,000.00 |
| Flood Insurance | 95,000.00 |
| Legal | 1,000.00 |
| Loan Repayment | 82,966.08 |
| Printing & Postage | 2,700.00 |
| Tax Return & Review | 2,900.00 |
| Taxes | 25.00 |
| Telephone | 1,500.00 |
| Transfer To Reserves | 105,700.00 |
| Total ADMINISTRATIVE EXPENSE | <u>393,291.08</u> |

MAINTENANCE EXPENSE

| | |
|----------------------------------|-------------------|
| Contingency | 4,500.00 |
| Equipment Purchases | 2,000.00 |
| Fuel & Maint - Equipment | 9,500.00 |
| Landscaping Maint & Repair | 5,500.00 |
| Large Tree Removal | 2,500.00 |
| Maintenance Supplies | 2,000.00 |
| Payroll Expenses | 195,410.56 |
| Employee Health Ins. | 19,216.44 |
| Insurance - Worker's Comp | 5,300.00 |
| Repairs - Non recurring | 6,100.00 |
| Total MAINTENANCE EXPENSE | <u>252,027.00</u> |

Services

| | |
|-----------------------|------------------|
| Electricity | 7,800.00 |
| Fire | 300.00 |
| Internet | 1,400.00 |
| Refuse | 3,000.00 |
| Sewer | 1,430.00 |
| Water | 12,500.00 |
| Total Services | <u>26,430.00</u> |

| | |
|----------------------|-------------------|
| Total Expense | <u>671,748.08</u> |
|----------------------|-------------------|

56.92