

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

August 21, 2023 (approved 10-14-2023)

1. Call Board Meeting to Order

A regular meeting of the Board of Directors was held on Monday, August 21, 2023, at the Portola Rotary Hall at 390 California Street in Portola, CA. Laurie Humphries, Jim Flageolet, Ed Sermone and Carol Bender were present. Eve Nighswonger participated via Zoom. Employees BJ Morris, Joleen Cline and Dave Pitts were also present. Eve Nighswonger called the meeting to order at 1:06 p.m. Joleen Cline served as the recording secretary.

2. Approve Minutes from prior meetings.

a. 06/23/2023

After review, upon motion duly made, seconded and unanimously carried, the minutes of the 06/23/2023 Board meeting were approved as submitted.

b. 05/17/2023

After review, upon motion duly made, seconded and unanimously carried, the minutes of the 05/17/2023 Board meeting were approved as submitted.

c. 04/17/2023

After review, upon motion duly made, seconded and unanimously carried, the minutes of the 04/17/2023 Board meeting were approved as submitted.

d. 11/14/2022

After review, upon motion duly made, seconded and unanimously carried, the minutes of the 11/14/2022 Board meeting were approved as submitted.

3. Public Comment (for items not on the agenda; 3 minutes/speaker)

4. Reports

a. Summary of Actions taken during closed sessions

i. 05/12/2023

No action to report

ii. 08/21/2023

No action to report

b. Building and Landscape

i. Landscape update and irrigation plan for Meadow Way

Dave reported we had a college student on staff for 5 weeks. He was very helpful, and we are hopeful he will come back to work with us next summer.

There were shrubs that were trimmed a little too much, but he expects the plants

to grow back. Staff are mowing, edging, and blowing the sidewalks. Staff will be removing pine straw from the roofs in the late fall.

We have not made any progress regarding the irrigation system on Meadow Way. We have sprinklers and hoses set up while we wait for a resolution.

The door came off of the trailer. Dave took it to Bret McCurley who is replacing the hinges. We expect to have it back later this week.

Someone drove over the back flow preventor at 72 and broke it. Staff had to dig it up and replace several connections.

Dave reported there is a blower attachment for the lawn mower that is broken. Staff uses a backpack blower to clean up after the lawn mower is used.

Ed reported many units around him have grass growing tall right up against the foundation. He asked if staff could use a weed eater to clean up around the foundations.

The Board discussed working on a policy which would be in line with the guidance of the Fire Safe Council regarding planting within 5 feet of a foundation.

Dave reported in the fall they will be working on tree trimming. There is a tree at #85 where the trunk of the tree is very close to the fascia boards.

ii. Update on painting projects, decks, and railings

The deck and balcony at #41 Aspen Circle have been replaced and sealed. Decks at 35 and 36 have also been replaced and resealed. Staff recently started working on replacing the railing at #84. They finished painting at 31/32, 67/68, and 37/38. They are about 85% complete with the re-painting of 53/54. They plan to move to 55/56 next. Dave and BJ replaced the siding on the chimney at 31/32.

iii. Update on Maintenance requests

Joleen reported members are using the online maintenance request form. An email is delivered to Dave's email address when a maintenance request is completed.

Lorie asked for a report with details regarding each maintenance request that is submitted.

c. Financials

i. Reports for the period ending 07/31/2023.

Joleen provided financial reports for the period ending 07/31/2023 via email prior to the meeting today.

Joleen reported on several line items which are significantly over or under budget. As of 07/31/2023 the reserve account had a balance of \$154,363.00. Members have already started sending in checks for the special assessment which recently passed. Joleen reported she will transfer funds to reserves each month as special assessment payments are received.

ii. Delinquency report and actions

Joleen reported there is no action to be taken today.

5. New Business

a. Review and Approve Association Insurance Renewal Policy Proposal

Joleen reported the Board does not have the option of creating cost centers, whereby owners which meet specific criteria (such as being located in a flood plain) could be assessed according to a specific project. The Board does have the option of increasing deductibles in order to lower the insurance premium. The current renewal premium being offered is \$107,975.00 with a 20,000 deductible for Water damage and 10,000 AOP.

After review, upon motion duly made, seconded and unanimously carried, the Board moved to renew the Association insurance policy with an increased \$50,000 deductible which will reduce the renewal cost to \$92,737.00.

Joleen explained the member notification requirement. She will work with Eve to create this communication.

b. Review and Approve bid for Road and Driveway maintenance project

Joleen provided an updated bid from Sierra Nevada Construction for the Road Repair and resurfacing project. The updated bid is \$171,172.00. The amount coming in from the special assessment is \$125,416.50.

After review, upon motion duly made, seconded and unanimously carried, the Board moved to contract with Sierra Nevada Construction for road repairs and re-surfacing at a total cost of \$171,172.00. \$125,416.50 will be paid from the special assessment and the rest will be paid out of association reserves.

c. Plan for annual meeting 10/14/2023

the Board participated in a discussion regarding topics to discuss during the annual member's meeting. The Board requested that Joleen contact Longboards to make a reservation. Joleen will work with Eve on the content for the President's report.

6. Adjourn

After review, upon motion duly made, seconded and unanimously carried, the Board moved to executive session at 2:55 p.m.