

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

Thursday, Sept 13, 2018 (approved 10-05-18)

1. Call to Order

A regular meeting of the Board of Directors was held at the Mohawk Community Resource Center on Thursday, Sept 13, 2018. Cheri Johnson, Laryl Smith, Laurie Humphries, and Mike Paradis were present. Bill Archibald was absent. Joleen Cline, Administrative Assistant, served as recording secretary. Cheri Johnson called the meeting to order at 1:12 p.m.

2. Open Forum (opportunity for property owners address the board)

(Items for discussion which are not otherwise listed on the agenda) (10 minutes per item)

Don and Natalie Dees (new owners of #9) introduced themselves. Mr. Dees volunteered to work with Laurie Humphries to develop a policy regarding HVAC installation. He also reported he received the registered letter to the membership regarding inadequate ventilation in attic space. They discovered mold issues in their attic and have hired a contractor to complete the remediation for approximately \$6,100.00. He also reported he has noticed that many owners have their foundation vents closed and may have moisture issues in their crawl space as well because of this.

3. Approve of the Minutes of the July 3, 2018 Board Meeting

After review upon motion duly made, seconded and unanimously carried, the board approved the minutes of the July 3, 2018 Board meeting as presented.

4. Approve Minutes from the July 26, 2018 Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the July 26, 2018 Board meeting as presented.

5. Reports

a. Maintenance Report

Tom Williams suggested the Board consider selling one of the large walker mowers and continuing to contract with Flores Lawn Maintenance for mowing services next year. He further suggested the association purchase a large walk behind snow blower. Tom reported the new employee is doing a great job.

b. Financial Review

1) Financial reports for 08/31/2018

Joleen reviewed the reports for the period ending 08/31/18 which were provided to the board members earlier via email. Joleen gave an overview of the recent reserve expenses.

After review, upon motion duly made, seconded and unanimously carried, the board approved the financial reports for the period ending 08/31/2018 as submitted.

2) Status of loan application

Joleen reported one application has been submitted and the association is waiting on underwriting for an offer.

3) Intent to file lien for Delinquent Account

Joleen Cline reported all legal notices have been sent via certified mail.

After review, upon motion duly made, seconded and unanimously carried, the Board moved to file a lien against Delinquent account #0000.

4) Delinquent Account Report

Joleen reported a dozen statements were mailed to delinquent account holders this week. There is no further action to be taken at this time.

6. New Business

a. Annual Meeting Planning: October 6

Joleen reported Grizzly Grill is set to host the annual membership meeting and will provide appetizers. A no host bar will also be available for members who would like to purchase adult beverages.

b. Approve Training Program for Employee

After review, upon motion duly made, seconded and unanimously carried, the Board approved a skills improvement training program for employee, BJ Morris at a cost not to exceed \$2,500.00.

c. Preliminary Budget for 2019

Joleen gave an overview of the first draft of a 2019 budget. She described the projected cost for Flood insurance and loan repayment.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the flood renewal for covered buildings on Aspen and Ponderosa at a cost not to exceed (\$8,442.00). (Buildings on S. Meadow renew in January).

Approval of the 2019 Budget will be slated for the October 5, 2018 Board meeting.

d. On-site rules enforcement

Cheri asked Mike if he would be willing to distribute notices when violations are observed, such as parking on the grass, trash put out prior to the pick-up date, etc. Joleen will print up notices that include check boxes and contact info.

Tom reported it appears we are having a higher rate of compliance this year relating to the trash pickup policy.

7. Old Business

a. Annual Meeting Planning Update

See item 6.a. above.

b. Reserve Study Update

Joleen reported Browning Reserve Group is planning to conduct an onsite inspection later this year.

c. Roof replacement progress

Cheri reported Leal Construction is completing a roof today and has one more roof left to replace at the Villas this year. Curtis Edwards is planning to replace two additional roofs in October.

d. Results of Painting Program

Joleen reported she received several positive comments on the painting program this year.

e. Deck replacement update

Tom reported he is currently replacing the deck at 79. He is planning to replace one additional deck this season before the wet weather returns.

f. Sidewalk replacement plan

Joleen reported the concrete contractor has backed out of the agreement to replace two sidewalks. The Board discussed alternatives and will suggest our own staff replace two cement sidewalks with a cement paver mold and install drains where possible.

g. Drainage improvement plan

Joleen reported Shaw Engineering has completed the job specifications for the drainage improvement and are currently seeking bids. Joleen reported she will have additional information to report at the next Board meeting.

h. Architectural Control Committee

Cheri reported our new owners of #9 have volunteered to work with Laurie on the HVAC policy. We also have a request regarding window replacement.

i. Annual Newsletter and Member Directory

Cheri reported she is working on the Annual Newsletter. Joleen will be working on a new directory in the late fall for publication in the winter.

j. Annual Property Review by Staff

Cheri asked Tom and his staff to complete a review of each unit prior to the October Board meeting.

8. Adjournment to closed session

After review, upon motion duly made, seconded and unanimously carried, the board meeting was adjourned at 3:42 p.m.