

**MINUTES of the MEETING OF THE BOARD OF DIRECTORS  
ELKHORN RIDGE OWNERS ASSOCIATION**

**Tuesday, March 16, 2021**

**1. Call Board Meeting to Order**

A regular meeting of the Board of Directors was held via phone conference on Tuesday, March 16, 2021. Shawn Bratcher, Jane Sheppard and Kevin McKechnie participated on the call. Shawn Bratcher called the meeting to order at 4:03 p.m. Joleen Cline, Manager, served as the recording secretary.

**2. Reports**

**a. Architectural Control Committee Update**

Joleen reported we have 9 active projects currently:

Lot 39 10786 Courtenay Lane: Nearing completion  
Lot 40 10783 Courtenay Lane: Nearing completion  
Lot 43 10741 Courtenay Lane: Prelim Approval Given 02/2021  
Lot 30 10667 Winchester: Prelim Approval Given 02/2021  
Lot 22 10654 Winchester: Prelim Approval Given 02/2021  
Lot 36 10746 Courtenay: New Project under review  
Lot 45 10713 Courtenay: New Project under review  
Lot 51 16394 Lance: New Project under review  
Lot 49 16389 Lance: New Project under review

**b. Financial reports for the period ending 12/31/2020 and 02/28/2021**

Joleen provided reports to the Board for the period ending 12/31/2020 and 02/28/2021 prior to the meeting via email

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports for 12/31/2020 and 02/28/2021 as submitted.*

**c. Membership transfers update**

Joleen reported 44% of the lots at Elkhorn have changed hands since January 1, 2020.

**3. Association Business**

**a. Approve minutes from the Board meeting held 12/05/2020 and 10/29/2020**

*After review, upon motion duly made, seconded and unanimously carried, the minutes of the Board meetings from 12/05/2020 and 10/29/2020 were approved as submitted.*

**b. Update on Entry Monument Project**

Shawn reported he signed two easement agreements and they will be recorded once the two lot owners have also signed. Joleen will follow up with Porter Simon. Once easements are in place we can give YESCo the green light to begin the installation of the two entry monuments.

**c. Public Hearing: Architectural Control Guidelines**

Peter Beaupre asked about Bear Boxes. Shawn reported they have not been necessary in the neighborhood and the committee that worked on the drafts did not want to busy up the street with bear boxes.

Howard Henn: suggested that the guidelines allow for more involvement with neighboring property owners. Glenshire and Tahoe Donner communities notify neighboring property owners regarding proposed building projects.

Liza Smith asked if dirt may be moved outside of the dates published in the guidelines? The Board directed that the Towne has rules about excavation and that a variance to the ARC guidelines could be requested in cases where the Towne allows for dirt moving outside of the dates currently listed.

**d. Vote to Approve Updated Architectural Control Guidelines**

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the Updated Architectural Control Guidelines as submitted.*

**e. Approve Transfer of Bank Accounts to Plumas Bank**

*After review, upon motion duly made, seconded and unanimously carried, the Board moved to transfer all 3 Bank accounts currently held at Banner Bank to Plumas Bank. Shawn Bratcher, Jane Shepherd and Joleen Cline will be signers on all three accounts.*

**f. Board Vacancies**

Joleen reported the 1<sup>st</sup> amended bylaws read: 4.01. Number: Qualifications. The affairs of this Association shall be managed by a Board of not less than three (3), nor more than five (5), directors.

Jane Shepperd was elected to the Board in 2019 and Kevin McKechnie was appointed to finish the position vacated by Jason Belles. Both those terms expire in 2021. Shawn Bratcher's term extends until 2022.

**g. Architectural Control Committee**

Shawn reported the Architectural Control Committee currently consists of Shawn Bratcher and one contractor. With all the construction going on this summer, we would really like to have at least one additional member on this committee.

**h. Set date for Annual Meeting**

After discussion, the Board decided to set October 15, 2021 for the annual meeting.

**4. Public Comment**

Lorie thanked the Board for their service.

**5. Adjournment**

*After review, upon motion duly made, seconded and unanimously carried, the Board moved to adjourn at 5:06 p.m.*