

**PLA-VADA COMMUNITY ASSOCIATIONPVCA BOARD OF DIRECTORS MEETING**  
**Approved Minutes – July 31, 2010, 9:00 AM Donner Summit PUD**

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**Board of Directors:**

Chik Brenneman – CB

Mike Anderson – MA

Jim MaGee – JM

Brian Gebhart - BG

Eric Lombardi - EL

Jerry Keen – JK

Steve Headen – SH

Sunnie Skiles – SS

**Absent:**

Bob Wagenman – BW

**Staff**

Terri McGuigan - TM

Brian Silsby - BS

Call to Order: Meeting was called to order at 9:04 am

Review of the Minutes from June 26, 2010 –

Motion to approve, JK 2<sup>nd</sup> MA, Motion Passes 7-1

**Additional Agenda Items:**

*Except as described in paragraphs (2) to (4), inclusive, the board of directors of the association may not discuss or take action on any nonemergency item at a nonemergency meeting unless the item (s) were placed on the agenda included in the notice that was posted and distributed pursuant to subdivision. CC 1363.05 (h) (i) (1). Emergency items may be considered.*

**Closed Session**

**Election of the Board of Directors**

**Lot 59**

## Report out of Close Session

Elections - The Board discussed the whether to accept write in candidates as it is a subject not specifically addressed as part of the Davis Stirling Act. For the current election, the Board will accept the write in candidate with the most votes to a three year term. (BG/MA 7-1)

Lot 59 – The Board discussed the previous agreement with the owner. The board will clarify that the previous agreement is for one hook-up (Sewer and Water) to parcel APN 47-430-11. As part of the agreement the Board would like protections pertaining to land use and access across PV property.

## INFORMATION/VISITOR PRESENTATIONS:

*The board of directors of the association shall permit any member of the association to speak at any meeting of the association or the board of directors, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board of directors or before a meeting of the association shall be established by the board of directors. Members have 5 minutes to present information. Additional time may be granted by the Board. CC 1363.05 (h)*

*This subdivision does not prohibit a resident who is not a member of the Board from speaking on issues not on the agenda. The board may not take action, unless an emergency exists on any item presented. Time restriction may apply. If possible, please notify the Board President or Board Secretary in writing prior to the meeting if you wish to testify. CC 1363.05 (h) (i) (1).*

## Communications/Discussion:

ATV use on access road to well. The Board discussed placement of a gate to limit use, however the property is not PV and therefore the responsibility to limit access is the property owners.

Winter Maintenance of Roads/Cul de sacs A discussion of snow removal and right of way clearance was held. PlaVada should consider clearing the right of ways (60' on roads, 75' in culdesacs) so that berms across driveways can be minimized.

Finance Committee (Claudia Hatfield, Connie Allison, Mike Downs, Art Newman)  
3/13/10 – No report 5/1/10 – Will want to reconvene via conference call or in person meeting prior to June general meeting. CB to facilitate communication 6/24/10 – CB requested that the committee convene to review expenditure reports and discuss a payback schedule scenario, and report back to the Board. **7/31/10 See meeting summary prepared by the committee which will be included in the next Timber Trumpet. The Committee was also asked to meet again before November to discuss dues equity. The timing of the upcoming special assessment was discussed to make sure there is money to begin paying loan installments after the loan is converted.**

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**Staff Reports:**

General Manager (10 Minutes) – Terri McGuigan. **TERRI – Insert yours and Brian’s report here.**

Caretaker – (10 Minutes) - Brian’s Silsby –

Water Usage –

June            Well 3  
                    Well 4

July     –       Well 3  
                    Well 4

Sewer Inflows –

June            Daily Average

July     –       Daily Average

**Director’s Report (40 minutes total)**

*President – CB-* 6/26/10 PV has received communication that the owners/operators of the ‘chalet’, the building adjacent to the shell gas station are requesting permission from the county to open a restaurant. This property is subject to the provisions of a lawsuit against the Association in 1985. The owner must approach PV if they want to receive additional sewer services per the judgment. **7/31/10 A will serve letter was issued based on information received from Association Attorney.**

*Vice President – JK.* JK informed the Board that an individual owner cannot grant access across PV common areas. JK to work with counsel and the property owner to resolve. The access road up the powerlines to well 5 crosses a members property which may result in another easement. The Board recommended that the road be re-aligned off the members property. Gating the road – Placement of the gate should involve the property owner. **7/31/10 JK to work on options which include realignment of the road.**

*Secretary – SS* **No report**

*Treasurer – EL* **Report given by TM. The Board transferred \$38000 to reserves. These were monies collected from the regular annual assessment which are budgeted in to the reserves automatically.**

*Caretaker Supervisor – JM* **–Staff has been working on clearing weeds along roadways. There was a significant water line break on Tamarack Cresnet. It is now repaired. JM discussed that Brian doesn’t have all the information on the ongoing projects. It was requested that the submittals be forwarded to Brian.**

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*Heavy Equipment – BW* **Report given by JM. Snoquip will come to pick up the trackless for repairs authorized by the Board. The Association will re-visit whether to seal the Tucker snowcat which has seen little use since the roads were opened.**

*Roads – BG.* –6/26/10 JK requested that a review of the Cul-de-Sac be carried out this summer **7/31/10 Roads are in pretty good shape. BG will look at some areas needing attention and work to get a paving contractor.**

*Architecture/Compliance* –6/26/10 Lot 182 was discussed. There is a potential buyer **7/31/10 Lk has been discussing with the owner that he is in a potential low pressure area.**

*Sewer – SH* - **No Report**

**New Business:**

**Organizational Meeting for the incoming Board of Directors. Sunnie Skiles and Brian Gephart were reelected to the Board of Directors. Tom Santos was elected as a write in candidate. Tom will take over as Secretary. Sunnie will take over as chair of Architecture. Mike Anderson will be Compliance. Heavy Equipment was folded back in to the Caretaker Supervisor position. There were no other changes in Board Structure.**

**Old Business:**

**Well 3/Easements on 15 ac parcel.** The adjoining land owner, (and PV member) proposing to give the legal access and rights to own well 3, extend the easements to actually encompass the well, and resolve some wording for easements to the sewer line that crosses his property in exchange one sewer and water hookup to the 15 acres. . The zoning on the property is currently ‘forest’. Currently the association has vested rights to the well per association counsel. The issues behind the original proposal in 2004 have now changed. Both parties wish to resolve the wording. CB will work with counsel to determine current ownership rights to the well. The owner mentioned that lack of a legal document could be an issue in that if permission to use the well is not granted, the owner of the property can ask for the well to be removed. Counsel has opined on this in the past. The owner does not have that letter any longer. 11/14/10 - CB to send a copy of the letter to owner and work with counsel on ownership. .1/23/10 CB received communication from Counsel regarding possible course of action. Some clarification needed. CB to contact property owner when clarification received. 3/13/10 move to closed session. Report out of closed session. The Board recommends offering the property owner a sewer and water hookup for the sum total of \$10000 in exchange for clarification of the easement language. The property owner will pay the fee at the time of hookup The Board will go to council on the legalities of clearing the existing easement language. 5/1/10 – Property owner has accepted. Association counsel to draft agreement. Board discussed annexation of properties that the association is providing

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services to in order to ensure water /and or sewer provided is for residential use only. 6/24/10 – An unrelated investigation into area property values found that the current owner has listed the property. The listing shows the property as 15+ acres. Property owner feels that access to property is granted through the existing road easement. The Association disagrees. Action JK. **7/31/10 See report out of closed session**

**Water Project update & Phase 2.** CB Contractor has missed the 12/5/10 completion deadlines and is subject to fines. A letter will be drafted to the contractor to urge the completion of the project in a reasonable timeframe once the weather permits. The board will consider the response of the contractor in its decision as to whether to levy fines at a later date. 3/13/10 – Phase 2 plans were submitted to the county. We are awaiting comments back from California Department of Public Health so that design plans can be finished and we can submit for a building permit. Will be going out to bid for project soon. Pre-bid meeting scheduled for 4/1/10, bids will be opened at 3 pm, 4/16/10. The board reviewed and approved (BG/SH) the Kennedy Jenks addendum for consulting and engineering services for phase 2. The board generally questioned why the increase was necessary and it was explained that much of the increases in engineering costs were the result of additional county and state requirements. The amendment covers additional permitting support, design and construction management services. The board approved the amendment increasing the engineering costs by \$143,290. The current not-to exceed budget of engineering costs is now \$697,015. We are still on schedule to comply with the EPA administrative order on arsenic treatment. Association counsel has reviewed easement agreement for the new tank site and appurtenant pipelines. CB and the property owner have agreed to general terms. After discussion, the board approved the easement agreement. (BG, SH) 5/1/10 – Use permit for lot where arsenic treatment plant has been granted. The State has reviewed the plans submitted by engineering as has the county. Plans have been submitted to the County for our building permit. Contractors bid have been submitted. A total of 5 bids were received. Bid range was \$461,874 to \$619,000. Bid was awarded to Hansen Brothers for the lower bid. (MA/BG) 6/24/10 – Tank leaks have been fixed. The vent on the tank sustained some snow load damage over the winter. Tank vendor has been notified. Aspen is onsite to finish Phase I. PG&E will hook up power to well on 6/29/10. If water some comes back clean, then we will switch over to the new tank on Monday 6/26. The telemetry can then be hooked up. Hansen Brothers was given an extension to their contract. Construction will now begin 7/1/2010 because of the wet condition in the areas affected. **7/31/10 The site for the water treatment plant continues to be too wet to meet compaction standards. The Board decided to have Brian dig a trench to drain water off the site so that construction can begin. Moving the Unit six pump house out of the Jeffery pine right away was discussed. The Board felt the move was too expensive and chose not to have the house moved at this time. Aspen Brothers (phase I) is supposed to be on site this upcoming week to complete punchlist. Hansen borthers has begun trenching the new water pipeline on Conifer.**

**Low Pressure Area** – Carry per JK 1/23/10 – Carry until well and water tank are on-line 3/13/10 General discussion. No significant resolution. The board should look at potential causes. 5/1/10 – JK states wait for new tank to come on line to see if there are any

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changes. Would like to repeat the pressure tests in summer. 6/24/10 – JK would like to coordinate with other residents on Aspen and Hemlock. **7/31/10 Pressure testing to be completed in the Aspen Court area.**

**Pla-Vada Office** – 3/13/10 A letter was received from the County that a building permit was for work that was done 2 years ago. If PV goes for a permit for the office we will be required to be compliant with the American Disabilities Act (ADA). PV staff looked into potential solutions – The current location of the office would be very difficult to make ADA compliant. Our options are; a) build a new office on the lot next door to the caretaker's cabin - cost estimate of \$160,000. b) Mobile Trailer on the lot next door \$35,000.00. c) GM will working home office. At a minimum, we will be required by the county to get a permit for storage space in the re-fitted area, but we cannot use the site as an office. After discussion the board moved that the current 'office' would be made into storage area and the general manager would work from home in Colfax. (BW/BG) PV office hours would remain the same. For a personal appointment with the GM, an appointment would be needed. 5/1/10 – Plans for the storage space will be submitted to the county. MA feels an office is necessary for PV. 6/24/10 – CARRY **7/31/10 Carry until we get a sheetrock permit.**

**Trackless Repairs** – 5/1/10 The Board moved that the trackless repairs be completed, but also that other equipment options should be explored. (JK/BG) 6/24/10 Seasonal equipment rentals were discussed. **7/31/10 See Caretakers/Hvy Equipment report.**

**CC&Rs/Bylaws Revisions** - 5/1/10 A general discussion was held. Board will request formation of a policy committee that will meet periodically to review and recommend revisions of association policies. Will be introduced at the general membership meeting. 6/24/10 - JK volunteered to chair such committee. Will introduce at the afternoon meeting of members. **7/31/10 JK wating for new Board to seat. BG gave JK a copy of elections rules for JK to review and consider for PV**

**Drop Box for member communication** – 6/24/10 EL Suggested the installation of a drop box for PV business in the area of the caretaker's house. EL will price and bring back to the Board a formal proposal. CARRY **7/31/10 The cost for a drop box is about \$300. The Board moved that a slot be made for the door of the shop. PV related business can be dropped off there. Brain will have to coordinate with Terri for mail pickup. (JK/EL 7-1)**

**Cul-de-Sac conditions** (an issue or parking and snow removal) pending report form BS & BG. 1/23/10 – 3/13/10 Carry 5/1/10 – BG and BS to look at cul-de-sacs and potential for parking/turnaround problems this summer and report. 6/24/10 See Above **7/31/10 BG to review**

**Directors Duties** At the organizational meeting the duties of the directors. 11/14/10 Action draft of director's handbook by next meeting. 1/23/10 Carry 3/13/10 Progress made. Should have draft for general review for next meeting. 5/1/10 – Draft briefly presented and discussed. 6/24/10 – Carry **7/31/10 Carry**

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**Project Update: CB**

Project Update is now covered in Old Business

**Pending Items:**

Pending Items has been moved to Old Business

*The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any meeting of the board of directors of an association executive session, shall be available to members within 30 days of the meeting. The minutes, proposed minutes shall be distributed to any member, who request and upon reimbursement of the association's costs for making that distribution. CC 1363.05. We try to make these available on the website. They are posted on the maintenance-building bulletin board.*

**Adjourn: Motion to adjourn ( BG 2<sup>nd</sup> EL) Meeting was adjourned at 11:45am**  
**Next Meeting – August 28<sup>th</sup>, 2010**

**Additional Meeting dates for this years Board. All meetings begin at 9:00am.**

**October 9<sup>th</sup>, 2010**

**December 11<sup>th</sup>, 2010**

**February 5<sup>th</sup>, 2011**

**April 9<sup>th</sup>, 2011**

**June 25, 2011**

**General membership meeting will be June 25, 2011 at 1:00 pm.**

**Locations will be announced.**