

PLA-VADA COMMUNITY ASSOCIATION/PVCA BOARD OF DIRECTORS MEETING
Approved Minutes - March 13, 2010 - 9:00 AM Donner Summit PUD

Board of Director Present

Chik Brenneman – CB
Mike Anderson – MA
Bob Wagenman – BW
Jim MaGee – JM
Brian Gebhart - BG

Board Members Absent

Eric Lombardi - EL
Sunnie Skiles – SS
Jerry Keen – JK

Staff Present: Terri McGuigan - TM

Call to Order: 9:08 AM – CB

Review of the Minutes from January 23, 2010 – Motion to approve BW/MA , 2nd
Motion Passes

Review of Minutes from February 6, 2010 – Motion to approve MA/BW 2nd –
Motion passes

Additional Agenda Items:

Advertising on the Wed-Site – Under New Business

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.

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)

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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:

Sierra Pacific Letter – PV received a letter from SPI in reference to members have been misusing/trespassing on their property. The Board discussed that enforcement should fall to the responsibility of the individual property owner. JK to draft a response. 11/14/09 JK provided update; JK will have a draft of the letter ready for the next meeting. 1/23/10 Draft Pending, **3/13/10 In the May TT we will put an article advising the members the SPI property is private.**

Timber Trumpet – JM requests to address TT mailings/money saving measures. Minor savings compared to the water project. But we should encourage members to submit their emails to the office for TT distribution when possible. It should investigate as to the feasibility of this request and should be presented at the next meeting. 1/23/10 the board will post in the February TT asking more members to take the on-line version. **3/13/10 some members have responded to receiving the TT electronically**

Finance Committee (Claudia Hatfield, Connie Allison, Mike Downs, Art Newman)
3/13/10 – No report

Access road to well - Carry over from 9/12/09 – Some property owners are concerned about increased OHV traffic along the road on the power lines. Dust and noise being the most notable concerns as well as unintended access to member's properties from the road. This will be addressed in the spring after snow melt, and all agreed that is was a valid discussion item, but no action could be taken as yet. **CARRY till snow melt spring of 2010.**

Staff Reports:

General Manager (10 Minutes) – Terri McGuigan.

The TT was published and sent out the end of February. The cost to print and mail was \$234.16. The TT out second class. We did receive several new requests to get the TT on line. Some mailings will require standard US Mail to all members, such as the election package. Email recipients of the TT now number 118. We now e-mail 118.

We have approximately \$36,000 left in the general fund.

Our reserves as at just under \$559,000, which we have \$186,776 in cash. The balance is in the CD's and asset back securities.

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I am currently working on the quarterly report for the EPA, and at the end of the month I will be preparing the information to the accountant for our year end report to the membership.

The postage meter has been returned to Pitney Bowes and we are using regular stamps in order to save the lease fee on the postage meter. Pitney Bowes would not longer support the old machine and a new machine would cost a lot more in lease fees.

Caretaker - Given by TM in Brian's absence – Spent a lot of time working on the trackless snow blower. We have spent \$1921.00 since January to fix blower gear box, universal joints, and to re-align the auger. We are requesting a quote from SnowQuip to look at upgrading the unit for more durability. It will be discussed at the May 1, 2010 meeting

Water Usage –

January - Well 3	918,300
Well 4	85,300
February – Well 3	702,900
Well 4	86,700

Sewer Inflows –

January - 576,000 - Average Daily	18,581
February – 735,400 – Average Daily	26,264

Directors Reports: (40 minutes total)

President – CB- No report

Vice President – JK No Report

Secretary – SS No Report

Treasurer – EL No Report

Caretaker Supervisor – JM – Brian and Doug are keeping up on winter storms and everything is going well.

Heavy Equipment – BW - No report

Roads – BG. – Roads look good.- Northeast corner of the bridge needs to be looked at in the spring. Some engineering may be required due to its location. Permit issues may require CEQA study.

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Architecture/Compliance – MA A discussion on compliance issues was held. Action item MA to work with committee on Lots 62 and 312. MA to research how best to tie in permits taken out by members for remodel work, for proper notification and approval of the ARC and Board. Currently there is no system in place. This does not apply to new construction, which is already covered with the builder's handbook. 1/23/10 – Carry. There are cars that have been parked and are impeding snow removal. MA to draft a letter to be sent to the owners, or determine another method of parking enforcement. Wants to make sure we do the parking enforcement correctly. Nyack will set their signs. Parking is going to be addressed or let it go.

Sewer – SH - No Report

New Business:

Parking/Towing Policy – 3/13/10 No draft policy for Board to review; not enough information to proceed. Issues are how do we accommodate members who park for a reasonable period of time and don't impede normal association business versus members who apparently leave their vehicles in vulnerable situations that impede association business. Carry CB

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 caretakers 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 a 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.

Advertising on the PlaVada web-site : 3/13/10 The Board decided against any advertising on the the website as it would incur additional costs.

Old Business:

Reserve Discussion – 1/23/10 – The Board will consider a review of the reserves as part of the budget process. Move till next year budget process

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

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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,**

Architectural Review Committee -MA – See the discussion in the committee reports. Clarify role of the ARC with respect to compliance and ability to levy fines. Carry item to next spring for dust control. 1/23/10 Carry, **3/13/10 Carry**

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)**

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.**

Project Update: CB

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Aspen letter has been drafted and will go out to the board for review. SH recommends that Association call a meeting with Aspen to set reasonable timeframes for Phase 1 project completion.

Pending Items:

- **Cul-de-Sac conditions (an issue or parking and snow removal) pending report form BS & BG. 1/23/10 – 3/13/10 Carry**
- **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.**

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 (BW, BG)
Next Meeting – May 1, 2010