

**PLA-VADA COMMUNITY ASSOCIATION
PVCA BOARD OF DIRECTOR MEETING
APPROVED**

**April 11, 2009 - 9:00 AM
Donner Summit PUD
June 27, 2009**

Board Members Present:

Chik Brenneman – CB
Jerry Keen – JK
Mike Anderson – MA, Brian Gebhart – BG
Eric Lombardi – EL, Nick Nieffenegger – NN
Bob Wagenman – BW, Jim MaGee – JM

Staff Present:

Terri McGuigan – TM
Brian Silsby –BS

Board Members Absent: Sunnie Skiles, Hugh McGuigan

Members Present:

Call to Order:

Meeting called to order @ 9:04 by Jerry Keen.

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.

JM – comment about Chik resigning.

No items were presented.

Approval of Minutes:

Motion to approve the January 31, 2009 meeting – explanation of posting – BG

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.

- Fire Safety (pending presenter) – No response
- PVCA – sign. Thanks to Mike Anderson for following and getting us a sign. We will work with staff to get it up in front.

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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:

Staff Reports:

General Manager (10 Minutes) – Terri McGuigan

The numbers are in for the expenses for the year. Please see the spreadsheet provided.

This year we had a surplus of \$20,300.00.

The line items that we went over on were as follows:

Caretaker/Temp Help/Payroll Taxes Workman's Compensation– mostly due to snow removal and a water break repair the was completed in early spring of last year.

- ❖ Auto License – New truck
- ❖ Major Repairs – This again was for the repair to the water system and replace some water valves.
- ❖ Sewer – permits were increased
- ❖ TT – Printing is a cost that we have. We do not have the facilities or equipment to print in house.
- ❖ Web-site cost is up as we are re-designing the site, more on this under Director's reports from Chik Brenneman.
- ❖ Equipment – trackless had a new radiator, batteries for the big blower, sewer plant new battery.

We have in our general accounts just over 10K - The reserves owe us a total of \$30,918.73.

That would give us at least 40K to get us through until we started to see some revenue comes in from the billing for 2009/2010. These invoices will goes out in the May mailing as we did last year.

A/R – we have 14 parcels that still have not paid and the total is 24K.

I have sent out statements for the end of the fiscal year

As reminders. I would also like to mention that our discount that we are offering

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is for only those members who are in good standing. Members who pay late should not reward.

Building Deposits Returned – We have returned seven building deposits We have received a request for the return of the building deposit for Lot 235. However, due to the snow conditions and wood that Brian has picked up in the court we are holding that inspection.

For this fiscal year, we had two requests for returns and I instructed those individuals that any returns are board decisions and needed to be in writing. As of the end of March, we have not received any written requests.

We have sent out six good neighbor letters from the beginning of January, Mostly because of parking that inferred with Snow removal. We have also sent out two letters thanking the members for comply with our request.

At this time, three fines are outstanding on the books. Two fines that were recently sent out were in the amount of \$500.00 each. One fine dates back to February of 2008 for \$545.00. The board needs to make a decision on what we are going to do regarding these issues.

Elections – As all of you know we are going into our election period. We need to get an election inspector on board, as the staff and anyone affiliated with a board member or running for the board is not eligible to assist with the ballots.

TT – We need to get the TT out by May 15th, as I will be gone from May 19th to May 27th. Please keep in mind that this mailing will be the large package with election material, invoices new policies, builder handbook, etc. There is a lot of work that goes into putting this together.

Fire Safety: I spoke with Fire Safe Council regarding vegetation drop area. Because of the State of California's financial position, Proposition 40 has been suspended. The stop work order was giving in December 2008 and has not been lifted. Fire Safe Council does not feel they will be able to offer that service this year.

Fire Safe Council has requested that we should contact our elected officials to let them know the importance of their programs.

Caretaker (5 minutes) – Brian Silsby

CB – The start of the snow removal season was a bit rocky as usual, but I would like to comment our staff for their efforts to keep our roads clear. A few speed bumps were hit.

CH – thanks Brian for the snow removal effort.

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Snow/Snow plow Report – since January 31, 2009, there were 25 days of snow, We plowed 26 days.

Water leaks – At this time we have not had any additional water leaks.

Fuel Tank - New State Law – we can store up to 1320 gallons of fuel without an engineering plan and permits. We currently exceed that amount. To satisfy the County/State with our four tanks it is my opinion, that it is in the best interest of the association to remove one of the diesel tanks.

If we choose to keep the tank, we will have to triple wash and show proof through Reno Drain Oil. The best solution is to sell the tank to Dawson Oil for \$400.00 dollars before the 23rd of April, when the deadline to take action expires. Once the decision is made , we will only have 13 days to take the tank out of service.

I spoke with Steve Dawson about checking our diesel more often and keeping the remaining tank full. We cannot afford to run our of fuel in the middle of the winter.

Snow parking issues – the only parking issue I have had thus far is on Tamarack Crescent from the bridge to Juniper. Several cars line the road where snow is plowed over Lots #73 & #76 and towards the end of Conifer Lot #223. Lots #73 & 76 need not to park on the street.

Sewer line at the caretaker's cabin needs to be replaced this spring.

Directors Reports (40 minutes)

Website management. CB -Website: The website has been reconfigured in order to make it easier to perform postings In-house. The previous configuration required that all postings be routed through our web site consultant, which resulted in charges. It has been a wish to bring this task in house. Most postings, only take a few minutes to complete, however cost us a minimum of \$35/hour. The upgrade required the purchase of new software as the old configuration was outdated and not user friendly. We spent \$1600 for the upgrade. The benefits are that this will allow us to offset charges for routine postings in addition, enable us to post items to the website in a timelier manner. The estimated payback on the conversion is about 2.5 years.

This may mean an increase in GM hours. I recommend that we bring the matter in house as long as the increase in hours does not exceed contracted hours we currently pay.

Sewer: January – 410,400 – Average for January 13,239 per day
February – 874,800 – Average for February 31,243 per day
March – 1,569,600 – Average for March 50,632 per day

NN – We need to look for more I & I, I want to have the levy walls reshaped, and we need to stay

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on top of regular maintenance to keep the state happy.

BS – I want to have the aerator chamber pumped out and placed in the ponds to dry. Then we can scarify during regular annual maintenance. What does not dissolve we will do a direct burial.

Water:	Well 3 – January 728,400	Well 4 148,300	Total 876,700
	Well 3 – February 636,500	Well 4 296,200	Total 832,700
	Well 3 – March 685,800	Well 4 175,200	Total 861,000

CB – we are down from last year by over 3 million gallons.

Caretaker Supervisor: JM - All is going well this winter without any major water breaks.

We will be replacing a 2 sewer lines one Tamarack Crescent past Juniper on the right and the caretaker's cabin. This work will be done after snow melt. The area on Tamarack Crescent will require 3 Cottonwood trees to be removed. I am looking into the cost to remove the trees.

Also, we will paint the sign holder in front of the office and install the new sign Mike Anderson made for Pla Vada.

Roads – BG – No report at this time.

Legal/Policies/Governance: JK – Our Attorney has reviewed our fee policies. Payment of fees is final. Deposits are refundable. We do need to notify people better of this issue.

Code enforcement Office, This is a board member matter. Individuals may contact the NC Office as individuals but only the board can take that action for the PVCA

Old Business (30 minutes)

CB – Regarding progress reports in between regular meetings of the Board. I am reluctant to give any progress reports because with any business, situations change daily and sometimes need time to be evaluated. Progress on the water project will be given to the Board at the regular meetings. These should not be requested of the GM, water director or any consultants or a agencies working with us on this project. Any such requests take time away from the task of getting this project completed. Requests to our consultants and affiliated agencies result in unnecessary project costs. We are billed for this.

California Department of Public Health (CDPH) was contacted by KJ after they had not heard from them. At which time CDPH requested additional information. KJ indicated the information they requested was on the plans submitted.

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Project bidding will commence when we are close to being permitted and the ground is free of snow to avoid contingencies placed by the potential bidder's, as they do not have a good view of the topography. Contingencies could lead to change orders costing us more in the long run.

We are considering putting some Phase II tasks in place this summer in order to focus on treatment plant construction in 2009.

Aspen Court – Pressure problems to Aspen Court have been reviewed with the engineers. Directing a feed from the new well to Aspen Court is being discussed. Price tag on that scope of work is estimated at \$50K

Direct communication from the engineers is as follows, “After talking to Chik and reviewing system hydraulics, we suggest the Association to consider a new 4-inch water pipeline installed from the end of Aspen Court to Jeffrey Pine Drive to improve water pressures.

Budget review.- Review of certain budget items. Specific items will include Internet costs, Directory, etc.

- Fire hydrants, Truckee Fire's, Chuck Thomas sent a letter to KJ to put in steamer pipes. CB is working through this with the engineer.

EL – Keep copy of letter on file.

NN – for our new members that we will be replacing the water system over time.

BG – Cosmetic fire hydrants

NN – Challenge the engineers on treated water for hydrants. Want fire protection over time there will be

CB – Flow rates

MA – Booster pump, why do we need one. Chik will check into it.

MA – Lot setback issues will be discussed during this meeting.

JK – Maps, we will be updating the designated snow parking areas so that information can go out in the “election packet”

New Business (30 minutes)

High-speed internet: There has been some communication from members to high-speed internet service providers that work in the area. We do not have sufficient capital to assist in the installation of high-speed line. Should there be in interest, this is something that should be put into a short/long range infrastructure plan, and the providers bear the cost.

Disposition of fuel tank: I recommend that we follow the Caretakers recommendation.

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BHB: There have been many revisions, I suggest careful review and adopt the changes if the Board so wishes

Fines: there has been discussion about who and how fines take place. There is nothing that I can find in the policies. I recommend that we reach a consensus that only the Board can levy fines and that the Director with oversight only make the recommendation to the Board.

Elections: We need to identify members going off and or terming out. TT

Foreclosure – Prior research into Davis Sterling indicates that an account must to past due \$1800.00 or 12 months delinquent before starting the foreclosure process

2009/2010 Board meeting calendar. Calendar issues. If we stay to the 2nd Sat. then the Oct. date is a 3-day weekend and the Feb. date is Valentines and a President 3 day holiday. Let's change them now. Easter is earlier 2010.

Keys A recent article went out in the TT asking that cabin owner give a key to the Caretaker so water could be shut off in case of a leak. I asked the GM to check this out with our insurance. It was recommended that if we do that we should have a release of liability.

This is a litigious society we live in. I don't think we have a secure setting for the keys. I do not think we want to have a spare set of keys just in case someone leaves theirs at home. Do we want staff? getting phone calls to go get them a key? The Caretaker has other ways to shut off water.

Request for refunds: Based on much discussion I recommend that the requests be denied.

Motion to denied request for refund of deposit, lot 324

Motion Eric – Nick 2nd – no fee's returned for the handbook.

General Rules Change: I am requesting that we amend the General Rules to prohibit members from keeping inoperable or "beater" vehicles in the community.

No motor vehicle shall be constructed, reconstructed or repaired within the Properties and no dilapidated or inoperable vehicle, including, vehicles without wheel(s) or an engine, shall be stored on the Properties; provided, however that the provisions of this section shall not apply to emergency vehicle repairs which do not take more than 72 hours to complete.

Pending Agenda Items (5 Minutes)

Community Cleanup day – JK

Employee evolutions \

Directors Duties

Director Handbook

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Adjournment: Meeting was adjourned at 12:00 PM. Motion to adjourn JM, MA 2nd.

Next Meeting: Board Meeting – June 27, 2009 @ 9:00 AM

Board Organizational (bring your calendars) immediately following the Membership Meeting.

Membership Annual June 27, 2009 @ 1:00 PM

Closed Session (15 minutes)

Certain employee matters

Employee calendars: (I am requesting Terri and Brian be present.) We need to ensure that employees can take their earned vacation time. If an employee wishes to take, a vacation or vacation time off they should be allowed to do so. They should give the board a tentative schedule. Only the Board or employee should be allowed to modify it. Extreme emergencies could override. Most of us plan ahead for our vacations. In being good stewards we need to let our employees set their plans. Paying for vacation hours is an added expense we should avoid.