

PLA-VADA COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

5:30 p.m. Thursday, Feb. 18, 2021

Minutes

1) Call to order – KH 5:33pm

- a) Board Members Present: Kate Helfrich, Bob DeHuff, Al Faccini, Craig Doty, Kayla Woods, Eric Lombardi
- b) Members Present: Lorna and Art Birch (Lot 14), Steve Mangels (Lot 22), Erik Boone, Chelsea Fasse, Patrick Reich
- c) Approval of Minutes: a. Jan. 21, 2020 Board of Directors Meetings
 - i) BD moves, CD seconds, motion carried

2) Owner Comments on Items not on the Agenda

- a) Patrick Reich- non-members driving in to use the sledding hill- what should response be
- b) KH- they are trespassing, call the sheriff or call Brian

3) Reports

- a) Operations Management (20 Minutes) BS
 - (1) Operating \$309,115.80
 - (2) Reserves \$304,417.69
 - (3) Building \$70,772.00
 - (4) \$31,670 outstanding assessments
- b) Administration
 - i) ii. Parking / Plowing policy
 - (1) BS- called to have vehicle towed, tow company wanted to charge over \$400 to tow- has been sitting there for 3 days. Vehicle had out of state license plate and no permit. Vehicle ended up being gone one morning.
 - (a) Discussion follows- should we continue to tow at that high of a price? This vehicle had out of state plates and was likely not a member of the association, so there is no way for us to recoup the cost.
 - (b) KH Collection agency can go after them
 - (c) Board recommends to still tow even if it is expensive. We need to stick to the parking policy.**
 - (2) BS- plowing berms is causing problems- **board advises members to review the plow policy.** Each member is responsible for clearing their own driveway. There is no way Brian and team can avoid berms on every driveway. It is just not how plowing works.

ii) Assessment letter- Lot's of letters on assessments, to be discussed under budget items

iii) PPP, SBA, EIDL

(1) BS- PPP (Paycheck Protection Program), Bob worked on it- should be 3 months of payroll

(2) BS- SBA- (Small Business Association) \$15K loan

(3) BS-EIDL (Economic Injury Disaster Loan) Loan- \$150,000

(a) Misspelled/typo in last minutes

iv) Lots 303, 314, 328, 190 and 106 have all sold.

(1) BS - 5 lots in the process of changing hands, four people that want to build this summer.

(2) **Reminder to members and new members that plans need to be submitted to ARC.**

There is currently a 6 month wait on permits. If you want to submit your plans without the permit please do so. It will give the ARC more time to get back to you and open the possibility to start lot clearing before permits as an exception, if granted by the ARC. The building handbook should be given to new members during escrow.

v) Water Usage

(1) Total usage 1,252,450 for January, down 200,000 from last month

(2) Daily Average, 41,748

(3) Caltrans usage 185,600

(4) BS- No water leaks in the association

vi) Sewer Inflows

(1) January 494,000 gallons, this is about average for winter

(2) Daily Average 15,935

vii) Work Orders-update

(1) Working on shop still

(2) Well 3, trying to get electricians to come in, and move electrical into generator room

(3) House deck is scheduled for 7/1

(4) Drainage project on hold for now

(5) Paving will have one road are melted and new pipe work is done. TBD May

(6) Red Fir, patched water line, will replace water line all the way to main line when snow melts

(7) Filling holes in road

(8) Cleared trees that were down on Conifer, cleared 5 feet from road

(9) Flushed sewer line on tamarack and at bridge

(10) New cutting edge on trackless

(11) Had to fix sewer aerator

c) President-KH nothing to report

- d) Treasurer-EL nothing to report
- e) Secretary-KW nothing to report
- f) ARC-EL/CD/AFD
 - i) Two new members of committee have been chosen, will arrange meeting soon. Expecting a busy summer of building.
- g) Communications-KW
 - i) Website- KH heard from Will and he is working on the software and hope to have something to present at the next meeting.

4) Discussion Items-New Business, Updates, Committees

- a) Conifer drainage project
 - i) AF-\$38,000 and 6 months of time to move forward with the drainage project.
 - (1) Board says this will not be budgeted for the next year as we did not plan on permits, studies, or additional cost initially. There will not be room or time to do this in the next year. Project is on hold.
- b) Insurance
 - i) KW requests approval from the board to communicate with insurance company. Plan is for KW to bring list a proposed change to next meeting if possible.
- c) Budget
 - i) Reserve study
 - (1) KH- Reserve study is supposed to be done every 3 years; we have not done one in 5 years. Process of reserve study consists of site visit plus updates on depreciation on things we own, property assessments and our funding plan. The property and funding should be updated every year, but site visit happens every three years. Members will be receiving copy of reserve study in March. Al, Brian and Kate met with reserve study expert, Mike. Things that came out of reserve study are
 - (a) We need to revisit how we deal with large projects- We have been budgeting the money for projects instead of having the money in the reserves for the projects.
 - (b) Of the projects we have facing us, we need to identify what we will pursue this year b/c it changes the final numbers in the reserve study that goes out to members. We need to decide which area of waterline we will be upgrading prior to budget going out to members.
 - (i) KH-Waterline money goes to either bridge project or conifer project. KH recommends we pursue the bridge project to get it started, get the engineering study done for the bridge. The engineering study for the bridge will also tells us what the best approach is to upgrade the water infrastructure moving forward. This

engineering study is referred to as a capital improvement study. Brian reached out to an engineering company. Company stated engineering study could start in a couple months and it would not cost less than \$20K.

1. AF- recommends we start with Conifer as it is ready to go, the bridge could open a can of worms and take a lot more time which could have us not getting anything done due to our short construction season.
2. EL- we had an engineering study done on the bridge 7 years ago and there were no major defects on the bridge. New water line support on bridge will need to be engineered but we may be able to add it without any additional supports.
3. Conifer project bid- \$248,000
4. Bridge project bid \$150,000

(ii) Motion to move forward with capital improvement study on the entire water line system including the bridge with the intent of upgrading the water line on the bridge this summer unless the study states otherwise. CD moves, AF seconds, motion carried.

(c) There is a large packet of disclosures that are to go out with the reserve study to members every year that have not been going out. So, we need send these out moving forward. Disclosures will go out to members this year.

ii) Projects

(1) Project money should be funneled through the reserves to the projects so that it can be tracked and banks can see we are paying attention rather than allocating money in the budget for the project and minimizing or eliminating money going to reserve. This is a recommendation that came as a result from the reserve study.

(a) KH- Three proposed changes to the budget to satisfy the above

(i) Water Repair- leave \$10K in operating, move \$290K to reserves

(ii) Road Repair- leave \$20K in operating, move \$35K to reserves for a total of \$75K in reserves.

(iii) Association house- leave \$5K in operating, move \$10K to reserves

(iv) Motion to approve budget and move funds from operating to reserves as stated above. Please note, budget has already gone out to members, this does not change the overall budget that went out to members, it only changes where funds are allocated per the recommendation post reserve study. We did not have the reserve study complete prior to the budget going out to members. CD moves, AF seconds, motion carried.

- iii) Assessments- budget is predicated on the following fees- need to vote on assessments
 - (1) Assessments (not technically “dues”) that we pay are for water, sewer, and roads. Over last 10 years, our annual assessments have not kept pace with what other similar water and sewer districts are charging. We now have an infrastructure that needs major repairs and upgrades. The alternative to increased annual assessments is a special assessment (one time) to members which could be \$15,000 to \$20,000 per lot. Board opted to go with the increased annual assessment instead of an additional assessment to members.
 - (2) Proposed annual assessment for 2021-2022; Cabin \$2160, lot \$1104. The break down of where the money goes is 35% goes to sewer, 40% water, 25% to roads.
 - (3) Member comments
 - (a) Lorna/Art Did we shop the next water line project- yes, the best we could. Seems to be a fair price
 - (i) What is \$5K for phones, cell phones, phones at wells
 - (ii) \$5K on reserve study- required by law
 - (iii) Consulting fees for teen challenge- doesn’t go through our payroll, goes through there, but it is actually the wages for the workers.
 - (b) Erik Boone- what are cost drivers of dues increase
 - (i) Maintenance of water and sewer system in general, and that we have infrastructure that is in need of repairs. It will take us the next 5 to 6 years to fix. With an assessment, we cannot do an assessment each year, you can only do it one at a time. If there comes a time where we are not spending as much as we are taking in, we could decrease dues in the future. Even if we wanted to do it, we could not feasibly fix the entire system at one time which is not how we are permitted to use an assessment.

(4) Motion to approve the assement / “dues” of the 2021 to 2022 at \$2160 for a cabin and, \$1104 for a lot. AF moves, KH seconds, motion carried.

- iv) Dispute resolution policy
 - (1) KH- dispute resolution policy is a disclosure we are required to have that we do not currently have. KH worked with attorney on a work around for this year but we will need a dispute resolution policy for next year. We will begin working on this now.
- d) ARC procedures / Committee- nothing to report. Eric dropped off call. Will discuss next meeting.

5) Action Items

6) General Session adjourned

- a) **DB moves to adjourn to executive session, CD seconds, motion carried.**

7) Executive Session (Thursday 2/25/21)

Director Responsibility: Roads: EL Water: AF Architecture: CD/EL Sewer: AF Communications: KW
Maintenance/Operation Liaison: EL/BD

Possible future meeting dates: 3/18 (Thursday) , 4/17, 5/15, 6/26