

PLA-VADA COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING
5:30 p.m. Tuesday, April 20, 2021

AGENDA

- I. Call to order. KH Calls to order 4.20.21, 5:31 pm
- II. Board Present: KH, AF, KW, EL, CD
- III. Members Present: William Peterson, Brian Gebhart, Susan Bardet, Mike Anderson, Andy Keller, Rob Hamilton, Petra Krantz, Bill Kenny and Nancy Costello, R. Poppoff
- IV. Approval of Minutes:
 - a. March 18, 2021 Board of Directors Meeting.
 - b. Action items- PPP loan, "vote to accept correction"
 - c. **KW moves to approve minutes, AF seconds, motion carried.**
- V. Owner Comments on Items not on the Agenda
 - a. Susan Bardet- Since mid-90's had periodic issues with sewer overflow, neighbors had issues with plumbing. After the last time there was an issue after many updates on homeowner's dime, they hired someone with a camera to go through main line and found many roots and blockage. Plavada agreed to clear the main line and accept recommendations from private contractor. The recommendation was to flush the lines before winter and spring at a minimum. Susan's understanding is that this is not happening as preventative maintenance. Susan would like to see if that is happening
 - i. KH- Yes, they are flushing the lines on a regular basis and checking the man holes regularly. This is part of routine maintenance so it does not show up in the minutes
 - ii. BS- yes it starts at the beginning of the season and then at the end of summer they go through the system again. They run the jetter through and re flush all the lines.
 - iii. AF- is there any documentation or mapping with dates when everything is flushed
 - iv. BS- not currently, but some items need to be done annually
 - v. AF- need to come up with a way to document when we flush the lines.
 - vi. KH- New HOA software in the works that has the capacity to track these workorders.
 - vii. CD- does our system allow for backflow systems to be put in
 - viii. Susan, yes, they have it.
 - b. Rich Poppoff- on drainage committee 2 years ago, said he was interested in it again, never got a call back. Then said he was interested in ARC and never got a call back. What's going on?
 - i. KH apologizes, everyone should have been notified.
- VI. Reports:
 - a. Operations Management (20 Minutes) BS
 - i. Budget review
 1. KH- David Sterling says we need to review the budget per new law. Financial Statements are in email and we need to keep talking about them through out the year.
 - ii. Operating:262,228.72
 - iii. Building 70,773.70
 - iv. Reserves- \$304,422.62
 - v. EIDL-\$140,900
 - vi. PPP -\$34,405
 - vii. Capital improvement plan map.

1. BS- went over the improvement plan again, goes over the county map. Will then be scaled down and improved. Hoping he gets back to us soon with a recommendation of where we should start the water line replacement.
- viii. Water Usage
1. Well 3, Well 4, Well 5, Daily Average, Caltrans usage
 2. Water last month 1,370,100
 3. YTD 3,808,820
 4. Caltrans allotted 240,000 per month, quarter was 426,000, last month was 128,000
- ix. Sewer Inflows
1. Daily Average
 - a. Increase 400,000 gallons from previous month.
 - b. 979,200 gallons March
 - c. Average daily 35,587 gallons
- x. Work Orders-update
1. Working on shop
 2. Electricians will be out for Well 3 power box and extended flow meters outside building, back up generator is still at sewer plan.
 3. No parts yet on sewer generator itself
 4. AF working on the house deck and getting bids from contractors
 5. Drainage ditch is on hold
 6. Paving will be done when next section of water line is completed
 7. As soon as ground water subsides, will be replacing lateral from the main on Red Fir
 8. Filling in the road and repacking the AB
 9. Replaced battery on excavator
 10. Leveled equipment year
 11. Opened all man hole covers, checked status, removed snow off top- all good right now
 12. Dog stations all up and are being used and had to replace the bags in all five of them
 13. 6 more 15 MPH signs, 6 signs already went up. They are in and are being putting on poles now.
 14. Had to replace 3 sign posts as they were ripped out of ground
 15. Took down street signs and painted and sealed and put them back up
 16. Ordered breaker, 3 phase deltas for water treatment plant for lift station that pumps iron into sewer. Breaker burned up, had to order a specialty one to replace it.
 17. Ford truck, brakes replaced, tires rotated, chains off
 18. Snow poles down
 19. Checked heaters at wells and had a couple that burned up so had to replace those.
 20. Taking winter signage down
 21. Daily water/sewer/well checks.
 22. New water meters will continue to be installed. New sales will be first on the list, members who want to pave will be next.
 23. R Poppoff- secondary containments are needed on the generators
 - a. CD- does it have to be sophisticated
 - b. RP-Used hole with plastic, must be 1.5 times capacity of fuel tank
 24. KH- take drainage ditches off the list because it won't happen for a while.
- b. President-KH nothing to report

- c. Treasurer-EL nothing to report
- d. Secretary-KW Facebook post with member who offered to install at cost
- e. ARC-EL/CD/AFD
 - i. EL-Confirmation of project that was previously approved for a garage
 - ii. EL-One set of plans dropped off for review but not set of final plans and no fees have been paid so BS let them know we need a paper set of plans and fees paid before we can move forward.
- f. Communications-KW nothing to report
 - i. Website

VII. Discussion Items-New Business, Updates, Committee

- a. Accountant
 - i. KH and BS met with Alice, the accountant in Nevada City. Very helpful to talk to her about the things that have changed in regards to accounting. There are a lot of things we have not been doing because we have been in the habit of not doing them. In a situation where we need many things that need repair, the tracking of our account is very important to see where our money is going. Accountant did not like the discount- cost \$25,000 per year to do discount and it was an accounting nightmare.
 - ii. Finance committee
 - 1. Account says per Davis Sterling we are supposed to have a finance committee, SB 19 12, her interpretation was that we need to have a finance committee, KH does not read it that way. What it says is that we need to review the budget monthly. Better to do a monthly review of the budget in our meeting.
 - iii. Bill.com- KH because accountants cannot pay the bills directly, we use Bill.com. Turns out they will do our assessment billing electronically for free. We are currently paying them to use that service and we are not using it. We can have this up and running in the next week. This does not take a board vote to set up so we have gone ahead and set it up.
 - iv. Paying off loans
 - 1. KH accountant was in agreement that we should pay off loans, EIDL loan does not need to start being paid off for 18 months. KH recommends we should start paying \$800 per month now and reevaluate in a year
 - 2. EL says he thinks that is a good amount. This is a 2.75% interest rate.
 - v. Alignment of fiscal/Billing year
 - 1. KH- aligned employee year in 2019 so employees are now on fiscal year, billing year starts in August, Fiscal year starts April 1st, Accountant advises us to sync these dates. If we are to do this, we would send out a new assessment in January or February of next year that is a partial assessment so that the billing year begins in April. Send out bill in May for July to December, Jan/ Feb send out bill that will be for full year, due in April. A plus is that the bill in May will be smaller because it is a partial year, but then they will get a bill in January that is for a full year that will include a full year of increases. Do we want to do this?
 - 2. Board advises yes, we want to do this. It will simplify everything.
 - 3. Brian Gebhart- this will take a heavy information campaign because the second half of property taxes are due at that time too.
 - 4. Benefit is no switching money around.
 - 5. **AF moved to begin to align billing and physical year by staggering dues over next 18 months, EL seconds, motion carried.**

b. Loans

- i. Extension on payment- board advises not to wait to pay even though it is an option. 18 months to start paying.
- ii. Payment amount (Vote?)
 - 1. **EL moves to start paying off EIDL loan at \$800 per month, CD seconds, motion carried.**
- iii. Possible EIDL increase
 - 1. Put our name in for a possible increase. This is a great option at it is a 2.75% interest. Used for infrastructure. Just waiting to hear what we qualify for. Board will need to vote to accept the money.
- iv. Use of money/payout
 - 1. Accountant suggested that we not move money around and that we leave it all where it is right now. Suggested that we just pay out of the accounts it is in now so it is east to track. Also, we should be doing this from our operating and replacement funds. In terms of re budgeting based on these loans, there is no need to move the money arounds, we just pay it out of the accounts it came from. Brian codes these bills when they come in and we are refining the codes that should be used.
- c. Election
 - i. Self-nomination- Craig
 - ii. Positions available- 2 positions available, Kayla will not be renewing.
- d. Speeding
 - i. KH-Letter sent from board to members regarding speeding problem. Spoke with attorney about the issue. Speeding is a very common issue. What many other associations have done is look at the solar powered speeding signs, one just blinks the speed limit and the other is that they flash your speed. You can also get these with a camera that will take a photo if you are over the speed limit. Brian has also looked into rumble strips which we can put down in the summer time. Looking for solutions at this point, not ready to vote. Ones that flash a speed are about \$2,000 a piece and the ones that flash your speed are about \$5,000. We are also having two undulations installed in the winter because the snow blower can roll over them. R Poppoff can build some rumble strips for the association at cost. KH proposes to purchase one or two signs and combine them with the rumble strips.
- e. Rentals
 - i. Attorney advised that we can make people tell us when they are renting their homes, and yes there is a clause in our CC&R's that we can put a policy into effect now so that we can enforce it later. Need to put it into policy then get a form out there.
- f. House repairs
 - i. AF- budgeted \$20,000 to \$25,000, AF has been communicating with contractors to get estimates. There are really two competing ideologies, you patch or replace them. Extent of the need, roof is compromised, siding is compromised, deck in compromised before you even go inside the house. Really need to get quotes in, they should be in in the next two weeks. Just for the roof and just for the siding it is \$100,000 which doesn't even include the deck which is what we needed to replace in the first place. Working towards every element of exterior before they work on the interior. No new fridge yet. By next meeting BS will have fridge.

VIII. Action Items

- a. Need to open a Zoom account- \$14.00 per month.
 - i. **KH moves to get Zoom, AF seconds, motion carried**

IX. Motion to adjourn general session 7:11 pm

- a. CD moves, KH seconds, motion carried

X. Adjournment

- a. CD moves to adjourn, AF seconds, meeting adjourned.

Director Responsibility:

Roads: EL

Water: AF

Architecture: CD/EL

Sewer: AF

Communications: KW

Maintenance/Operation Liaison: EL/BD

Possible future meeting dates: 4/20 Tuesday 5:30 p.m. (Reg.), 5/18 Tuesday 5:30 p.m. (Reg), 5/25 Tuesday (exec.), 6/19 Saturday 9:00 a.m. (Annual meeting – reg, annual, exec.)