

OPEN MEETING AGENDA
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
November 30, 2021 — 6:00 pm

OPEN SESSION
Via Zoom Meeting

CALL TO ORDER:

Sharon called the meeting to order at 6:03 p.m.

ATTENDANCE:

Sharon Ritchie, Mike Benapfl, Frank Ross, Eric Davis, Allen Dodson, Herb Pike, Darcie Leone, and (GM) Carol Benevento.

GUEST SPEAKERS:

Gloria English/Resource Connection — Food Drive

- Gloria reviewed the 11th Annual Food Drive program.

Cal Fire -

- Brenton Brown from Cal Fire reviewed why we need to burn and reviewed proper burning procedures
 - Burn permits may be required depending on time of year. Check with Cal Fire
 - Can only burn on “Burn Days”. Listen to the entire recording.
 - The presentation will be posted to our website.

APPROVAL OF MEETING MINUTES:

Eric moved to approve the October 26, 2021, Open Session Board Meeting Minutes; Allen seconded.

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis-Yes, Allen Dodson-Yes, Herb Pike-Yes, Darcie Leone-Yes; Approved 7/0.

PRESIDENT'S REPORT:

On October 29, 2021, November 1, 2021, and November 2, 2021, the Board of Directors met in Executive Session to discuss and act on personnel issues including the resignation of FMOA General Manager Debbie Shipman.

On November 9, 2021, the Board of Directors met in Executive Session to approved meeting minutes for October 12th, 19th, 29th 2021, November 1st and 2nd 2021; to review maintenance update report; to review personnel items including hiring of Interim General Manager (Carol Benevento); to review aging summary report; to review property in escrow collection status; to review association processes; to review open contracts and project status; to review entry appearance at gate house; to review Wi-Fi location information for possible future installation; to review staff training; to review and approve expense for installation for back flow lines at pools.

On November 16, 2021, the Board of Directors met in Executive Session to review and execute contract for Hilltop Park cabana and pool equipment room; review and execute fuel break contract for Laurel

Lane mastication work; to review and approved recruitment agency agreement for full time onsite General Manager; to review and approve cancellation of subscription fee for database services; to review and approve (per state regulations for employers with more than 5 employees) an employee retirement plan; to review executed agreement and release for GM Shipman; to review and approve authorization to proceed for 2 accounts in collection; to review accrual method of accounting and budget processes.

MANAGERS REPORT:

Interim GM Benevento reported on the following items -

- Review community & staff items with Board President
- Review contracts and current status of planned projects:
 - Ongoing follow up for generator installation. Originally targeted for the first week of October. The company is still trying to track the location of the unit. Waiting for response to inquiry messages left with contractor.
 - Pool repairs – Ongoing follow up with the pool company vendor. Start date targeted for mid-late March. Project duration for Hilltop is 2 days. Project duration for Meadowview 2 months.
 - Install date for monument signs at the front entry in confirmed for December 14th.
 - Install date for backflow drain lines at both pools completed week of November 15th.
 - Ongoing follow up with Call Box vendor. IT daily communications with Valley Entry for start date to replace the circuit board for resolution of existing problems. Anticipated replacement by end of November.
- Review data base migration for flexibility requirement with all systems.
- Conduct annual employee evaluations and review employee personnel folders.
- Conduct staff team meetings
- Review 2022 planned road work with Board Liaison for Roads and Trails Committee.
- Contact association insurance agency, accounting agency, attorney for current status of any open items.
- Provide documentation for CPA to complete 2020 – YTD 2021 Financial Review Reports.
- Review accounts in collection with collection agency.
- Review 2019-YTD 2021 meeting minutes.
- Follow up with the PG&E Project Manager for completion of final erosion control items around the community. PG&E has prioritized erosion control in fire areas. Please keep an eye on the area around your home if PG&E has worked in your area. We have sand and sandbags near the parking lot/maintenance shed.
- Review 2022 Reserve Study for final version report.
- Prepare 2022 Annual Budget Report and Policy Statement Disclosures Notice for member mailing.
- Prepare and distribute Board Meeting Agendas and Packets.

FINANCIAL REPORT:

Eric gave the Treasurers report -

October 31, 2021 Interim Financials-

- Checking Account Balance = \$732,054.00
- Reserves Account Balance = \$757,441.00
- 99.6% budget performance to date.

Allen moved to accept the Interim Financials as presented; Mike seconded.

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis-Yes, Allen Dodson-Yes, Herb Pike-Yes, Darcie Leone-Yes; Accepted 7/0.

2022 Road Access Fees -

- Annual 2022 Charge per Road Access Agreement = \$661.00

Eric moved to approve the 2022 Road Access Fee; Allen seconded.

Roll Call - Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis-Yes, Allen Dodson-Yes, Herb Pike-Yes, Darcie Leone-Yes; Approved 7/0.

Authorization to Record Notice of Delinquent Assessment/Lien for Account IFA005 -

Eric moved to proceed to record the Notice of Delinquent Assessment/Lien for Account 1FA005, Mike seconded.

Roll Call - Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis-Yes, Allen Dodson-Yes, Herb Pike-Yes, Darcie Leone-Yes; Approved 7/0.

UPDATE OF THE REVISED CCR'S DRAFT:

Sharon reported the Board is meeting with Attorney later this week for final CC&R review. Final version will be presented to community as soon as our review(s) are completed.

ARC COMMITTEE:

Eric reported 15-20 projects per month. 86 new owners so far in 2021. Please make sure you advise ARC on future projects.

COMMUNITY EVENTS COMMITTEE:

Darcie reviewed several events being planned including holiday home decorating, golf cart parade, and an Open House gathering.

Darcie moved to approve (not to exceed) \$900 for holiday party events; Eric seconded.

Roll Call - Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis-Yes, Allen Dodson-Yes, Herb Pike-Yes, Darcie Leone-Yes; Approved 7/0.

FIRE MITIGATION COMMITTEE:

Frank reported on the following fire mitigation items -

- 2021 National Firewise Certificate was again received.
- Laurel Mastication Update - work has started on the project.
- Update on Murphys to Forest Meadows WUI Fuel Break Project.
- Town Hall Meeting will be on January 29th (Saturday) Mark your calendars!

COMPLIANCE COMMITTEE:

Allen reviewed current compliance report. The main complaint is trash cans being left out too long and dead tree removal.

COMMUNICATIONS COMMITTEE:

Darcie reviewed Website project progress.

SHORT-TERM RENTAL COMMITTEE:

Herb reported on the following items –
Monitoring is ongoing. The Board is looking at transitioning this committee to the Compliance Committee.

ROADS & TRAILS COMMITTEE:

Plan in place for 2022.

EPPOC:

- Eric reviewed EPPOC Meeting Minutes October 6, 2021.
- Vaccine rates very low in Calaveras County.

OPEN FORUM:

Owners commented on community items.

Adjourned:

The meeting was adjourned at 7:30pm.

Submitted by,



Frank Ross
Secretary