

OPEN MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
December 28, 2021 — 6:00 pm

OPEN SESSION
Via Zoom Meeting

CALL TO ORDER:

Sharon called the meeting to order at 6:00 p.m.

ATTENDANCE:

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

APPROVAL OF MEETING MINUTES:

Eric moved to approve the November 30, 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 November 30, 2021, the Board of Directors met in Executive Session to approve meeting minutes; to review CalFire recommendations for open burning; to review and approved legal services invoice; to review and approve recruitment recommendations for GM position; to review software agreement; to review and approve amended scope of work for Laurel Lane Mastication project; to review personnel scope of work; to review personnel accreditation and ethics policy; to review and approve personnel holiday bonuses; to review BOD Conflict of Interest and Ethics Policies; to review Aging Summary Report; to review Fiscal Policies and Procedures for FMOA; to review and approve account in collections settlement offer.

On December 2, 2021, the Board of Directors met in Executive Session to review final draft of CC&R revisions with legal counsel.

On December 16, 2021, the Board of Directors met in Executive Session to attend a presentation on product safety solutions for community wildfire safety.

On December 21, 2021, the Board of Directors met in Executive Session to conduct job interview for GM candidate; to review and approve revised GM job description; to review and approve legal services invoices; to review and approve legal counsel correspondence and legal services agreement; to review and approve contract payoff agreement; to review escrow information on golf course.

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. Vendor is checking on 2 smaller capacity unit availability vs 1 unit to expedite delivery.
 - 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 is weather delayed. Install scheduled for January 12th, 2022.
 - Coordinated follow up with Call Box vendor. IT representative, Gate System representative to expedite phone data entry revision with completed new circuit board installation.
- Target data base revisions for flexibility requirement with all systems.

- Conduct monthly staff team meetings.
- Contact association accounting agency and attorney to follow up on open items.
- Review accounts in collection with collection agency. Update collection status and move forward with collection process on delinquent accounts.
- 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.
- Ensure 2022 Annual Budget Report and Policy Statement Disclosures Notice are distributed for member mailing prior to December 1st.
- Review revisions to CC&Rs for final draft meeting with legal counsel.
- Attend Fire Mitigation/VIP inspection meeting to discuss year-round compliance items.
- Prepare and distribute Board Meeting Agendas and Packets.
- Project status report will be updated and posted to website.

IT Server Enclosure Cabinet/Shelf Proposal - Eric motioned to approve Rack Enclosure Server Cabinet/Shelf expense of \$1,905.67; 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.

FINANCIAL REPORT:

Eric gave the Treasurers report -
November 30, 2021 Interim Financials-

- Checking Account Balance = \$668,589.45
- Reserves Account Balance = \$676,142.88

Eric moved to accept the Interim Financials as presented; Herb 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.

UPDATE OF THE REVISED CC&Rs DRAFT:

Sharon reported that the final draft revisions are complete. The Board is waiting for documents from legal counsel for membership mailing and voting approval process.

ARC COMMITTEE:

Eric presented summary of ARC Guidelines changes. ARC Guidelines changes have completed the 28-day owner comment period. The Board reviewed owner comments along with legal counsel recommended revisions. Eric moved to approve ARC Guidelines changes as written; 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.

COMMUNITY EVENTS COMMITTEE:

Darcie reported on Holiday Food Drive results and Holiday Open House events. A special thank you goes out to those who helped make these events successful. More to come regarding 2022 events.

FIRE MITIGATION COMMITTEE:

Frank reported on the following fire mitigation items -

Frank motioned to approve (not to exceed) \$700 for (Trial) Tablets, Walkie Talkies and software to be used in our expanded VIP inspections; 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.

Town Hall Meeting will be on January 29th (Saturday) Mark your calendars!

Expanded VIP inspections to start in early spring. Details are being worked out and will be announced as soon as we can.

Wildfire Safety Solution presentation overview - Company will provide Wildfire Structure Hazard Assessment; company offers Brandguard Vents; and Phos-Chek Fortify (Fire Retardant). Contact office for details if interested.

COMPLIANCE COMMITTEE:

Allen reviewed current compliance report. Future reports will also include common area issues.

COMMUNICATIONS COMMITTEE:

Darcie updated work on website training/transfer to staff. Scheduled for January 2022. Need to move email (e-blasts) from current provider to regular email service. Carol mentioned it might be time to consider a new website provider.

SHORT-TERM RENTAL COMMITTEE:

Relocate committee to Compliance Committee. Herb moved to dissolve this committee and to move it into the Compliance Committee; Darcie 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.

Herb will work as part of the Compliance Committee for Short Term Rental issues.

ROADS & TRAILS COMMITTEE:

Mike recognized the excellent work that staff did after this last set of storms. Plowing work and long hours really showed the excellent work and dedication of our staff.

Nothing new to report regarding roads. Equipment maintenance and repairs will continue as needed.

EPPOC:

- Nothing new to report. Meeting scheduled for next week.

OPEN FORUM:

(3) Owners commented during open forum.

Adjourned:

The meeting was adjourned at 6:58pm.

Submitted by,



Frank Ross
Secretary