

**OPEN MEETING MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
February 22, 2022 – 6:00 pm**

**OPEN SESSION
Via Zoom Meeting**

CALL TO ORDER

Sharon called the meeting to order at 6:00pm.

ATTENDANCE

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

GUEST SPEAKERS:

CHP Commander Mayo Banuelos talked about what can be done regarding speed issues within FMOA. Letters can be sent to drivers by CHP when reported as a witnessed event to CHP by an FMOA resident. The report should include the vehicle license plate number and date/time of the event. CHP will work with FMOA to schedule increased CHP patrolling within FMOA. CHP has two resident officers available in the area.

Hospice Services - Mr. Skip Ferris talked about what Hospice Services are offered and the area that is serviced. Staff provide companionship, personal care, and support to those in need. Hospice Services need additional volunteers in Calaveras County. Contact Skip at ferrisr@ah.org if you are interested in volunteering.

APPROVAL OF MEETING MINUTES:

January 25, 2022 Open Board Meeting Minutes - Eric moved to approve the January 25, 2022 Open 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:

February Report - On February 8, 2022, the Board of Directors met in Executive Session to approve January 8th and January 17th, 2022 meeting minutes; to review and approve legal services invoices; to review correspondence for golf course sign replacement plans; to review and approve Comcast internet install location, equipment and monthly service agreement fees; to review and approve contract for purchase and install of generator; to review and approve asphalt paving contract; to review and approve woodchipper proposal; to review and approve change order for cabana project rock repair; to review and approve two eye wash station replacement proposals; to review and approve vehicle repair proposal; to review and approve CCWD approval letter and fee notification for termination of water meter service at entry; to review and approve email service change proposal; to review and approve landline monthly fee adjustment proposal; to review maintenance report; to review and approve personnel disciplinary action filing; to review and approve change of job title for security guards to community monitor; to review and approve reduced employee monthly cell phone reimbursement amount; to review Aging Summary Report; to review and approve delinquent account collection action.

MANAGERS REPORT:

February 2022 – Carol reported on February monthly activity.

1. Review community & staff items with Board President.
2. Review contracts and current status of planned projects:
 - Track timing for Generac unit installation. Vendor for generator install has been revised. Equipment revised to 48kW Generac unit. Delivery in 6-9 months.
 - Pool repairs – Ongoing follow up with the pool company vendor. Start date targeted for March 3rd. Project duration for Hilltop is 2 days. Project duration for Meadow is 2 months.
 - Review cabana project completion timing and scope of work with contractor. Project scheduled for late February through March.
 - Roadwork Contract has been approved and scheduled for July 2022.
 - PG&E/Underground Construction onsite 2/22 – 2/26 to complete some follow up items.
3. Oversee database revisions to include VIP information and reporting.

4. Ongoing interface with IT Team to resolve open issues. AT&T to reactivate land line to gate location to replace VOIP line and resolve gate access issues.
5. Review and correct AT&T landline monthly service billing to lower monthly service fee amount and request credit back for overcharge.
6. Return CCWD approved water meter removal request notarized paperwork for entry location meter removal.
7. Conduct monthly staff team meetings – review duties, safety requirements, assess equipment needs and supplies. Security Guard job title has changed to Community Monitor. Guard House will be identified as Gate House in community descriptions.
8. Follow up with association accounting agency and attorney to wrap up open items.
9. Oversee collection status and track collection process on delinquent accounts.
10. Oversee cleanup on roads, trails, drainage, and common areas from winter storms.
11. Oversee mailing for Owner vote on third restated CC&Rs & Bylaws with ballot.
12. Met with Inspector of Elections to review election process and ballot return.
13. Monthly update to project list.
14. Contact Bank of Agriculture & Commerce to request transfer of title for 4 parcels located on Heather Drive.
15. Snow Blower ordered and delivered.
16. Woodchipper unit availability delayed (delivery in 6 months) – searching for a substitute unit with earlier delivery.
17. Replacement eye wash stations for each pool ordered (delivery scheduled for early April).
18. Prepare and distribute Board Meeting Agendas and Packets.

Annual Meeting Date/Appointment of Inspector of Elections-

The Board reviewed the calendar to establish the Annual Membership Meeting date for Saturday July 23rd, 2022 at 10am. The location will be announced at a later time.

Appointment of Inspector of Elections – The Board reviewed cost comparison for internal and external services for the Annual Membership Meeting and Election of Directors. Allen moved to approve the use of Professional Election Inspectors for our annual meeting elections process; 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.

FINANCIAL REPORT:

January 31, 2022 Interim Financials -Eric reported the following cash balances as of January 31, 2022.

- Operating Fund: \$ 1,084,404.88
- Reserve Fund: \$ 654,899.42

Eric moved to accept the Interim Financial Reports as presented for January 31, 2022; 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.

REVISED CCR's & BYLAWS FINAL VERSION:

Mailing with Ballot Completed on February 9, 2022 -- Sharon reported that the Third Restated CC&Rs and Bylaws ballot mailing to the membership was sent out on February 9, 2022.

Inspector of Elections Preliminary Report/Call for and Deadline for Return of Ballots - Sharon reported that 67 ballots have been received so far and called for ballots to be returned per ballot instructions in time for the March 22, 2022 Open Session Meeting.

ARC COMMITTEE:

Eric reported on ARC highlights.

COMMUNITY EVENTS COMMITTEE (CEC):

Darcie reported on CEC highlights. Next meeting is scheduled for early March.

FIRE MITIGATION COMMITTEE (FMC):

2022 VIP Schedule - Frank reported on FMC updates.

- There will be 2 formal VIP inspection cycles this year. The first will begin on April 20, 2022 (weather dependant). Schedule was published in the latest VIEWS edition.
- Work has started to automate the data reporting to make it easier for inspectors and the office to conduct

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inspections, electronically file the results, and to generate reports and compliance violation packets.

- New hardware has been ordered and received (tablets and walkie-talkies).
- Tablets are being configured for use by VIP Inspectors.
- Programming has been started. It's still unclear if we'll have the automation in a state that can be used in April. Tablets can be used without automation and will be used in conjunction with our normal inspection binders if needed.
- Mastication continues (weather permitting).
 - Units 3 and 3a.
 - Below Laurel Drive.

COMPLIANCE COMMITTEE:

February Code Compliance Report - Allen reported on Compliance issues. STRs are now showing on report and are being addressed. Dead and/or downed trees continue to be reported for compliance. FMOA Common areas are included in the monthly reports.

COMMUNICATIONS COMMITTEE:

Darcie reported on Communication committee progress.

- We will be migrating e-blast notices from Webstarts to Mailchimp.

ROADS & TRAILS COMMITTEE:

2022 Planned Road Work Schedule - Mike reported on 2022 planned road work. Eblast notices, project scope of work and maps showing scheduled work will be distributed and posted for the community prior to scheduled work.

EPPOC:

Eric reported on EPPOC meeting highlights

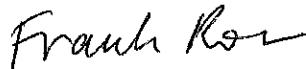
OPEN FORUM:

4 Owners participated in the Open Forum.

ADJOURNMENT:

The meeting was adjourned at 7:41pm.

Submitted by,



Frank Ross
Board Secretary