

OPEN MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
March 22, 2022 – 6:00 pm
Via Zoom Meeting

CALL TO ORDER:

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

ATTENDANCE:

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

INSPECTOR OF ELECTION:

Gail Woznak announced as Inspector of Elections for the Third Restated CC&Rs and Bylaws election, I hereby announce a Lack of Quorum with 282 valid ballots received as of March 21st at 4pm. The Proof of Quorum amount is 363 valid ballots.

GUEST SPEAKERS:

CCWD Heather Drive Water Tank Replacement Project – Jessica Self from CCWD presented an update on the Water Tank Replacement Project - Calaveras County Water District is currently in the process of replacing their redwood tanks in Ebbetts Pass with steel-lined, fire-resistant tanks. CCWD is starting with their water tank located on Heather Drive. While the old tank is getting deconstructed, and the new tank is getting erected, a temporary tank will provide water to customers. When CCWD's contractor, KW Emerson switches water service from one tank to another, they must briefly shut off water. During this time, customers nearby will experience low water pressure or a brief water outage. FEMA is funding the majority of the cost through grant funding. On **March 29th, from 8:00am - 3:30pm**, Forest Meadow customers will experience a water shutoff. During this time, water will not be available for many customers. Please plan accordingly. CCWD apologizes for any inconvenience this may cause and is prioritizing efficiency during the shutoff so that the impact time is minimal. If you have questions, please contact CCWD's Customer Service Department at (209) 754-3543.

FM Developer Golf Course Opening – Diane & Larry Lovaglia presented the latest information regarding the grand opening of the Golf Course. April 1st - Members Only allowed to get a tee time and golf. Bar will offer Beer and Wine beginning on April 2nd. Golf Course Opening Day April-2nd - Restaurant Opening TBD. New cart paths will be completed before opening day. Work on bringing wells and new equipment on-line to supplement water system.

APPROVAL OF MEETING MINUTES:

February 22, 2022 Open Board Meeting Minutes - Allen moved to approve the Feb 22, 2022 Open Board Meeting Minutes; 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.

PRESIDENT'S REPORT:

March 5, 2022 Town Hall Meeting – A Town Hall Meeting was held to review proposed Third Restated CC&Rs and Bylaws.

March Report – On **March 3, 2022**, The Board of Directors met in Special Executive Session to interview a job candidate for General Manager.

On **March 8, 2022**, the Board of Directors met in Executive Session to approve February 8th Executive Session Meeting Minutes; February 22 and March 3rd, 2022 Special Executive Session meeting minutes; to review and approve legal services invoice; to meet with IT Services provider for CMS database; to review VIP program

upgrade and IT Services programming progress; to review and approve R&S Tri-County LiftMaster myQ Software System contract to replace, upgrade gate access systems and for monthly maintenance contract; to review vehicle replacement timing; to review and approve weed abatement proposal; to review and approve gift certificate for services provided to the community at no cost by volunteer; to review and approve insurance renewal policy proposals; to review pool furniture replacement items; to review camera surveillance upgrade proposal; to review and approve common area tree removal invoice; to review maintenance report; to review Aging Summary Report.

On **March 11, 2022**, The Board of Directors met in Special Executive Session to interview a job candidate for General Manager.

Third Restated CC&Rs and Bylaws Call for Extended 30 day Ballot Period if lack of quorum - Sharon announced that the Third Restated CC&Rs and Bylaws ballot period will be extended by 30 days due to a lack of quorum. The Board determined owner notification for members that have not yet cast their ballots either by replacement ballot mailing or post card notification to cast their ballot.

Roll Call: Sharon Ritchie-Ballot, Mike Benapfl-Post Card, Frank Ross-Ballot, Eric Davis-Ballot, Allen Dodson- Ballot, Herb Pike-Ballot, Darcie Leone-Ballot. Replacement Ballot mailing approved 6 to Post Card reminder mailing 1. Sharon summarized the allocation of powers in Corporations Code 7210 regarding the proposed restated CC&Rs and Bylaws.

New Gate Access System Presentation - Frank shared the new Gate Security System Presentation. Gate Call Box and Pool Gate Access Box are manufactured by **LiftMaster**, and the system software is a cloud-based application called **myQ**. The new 4K AI IP Camera system and AI NVR are manufactured by Viewtron and sold by CCTV Camera Pro's out of Florida. We are working to develop an installation schedule which will be based on equipment delivery and electrical contractor schedules. The contract with R&S Stockton should be signed by the end of this week. Existing RFID cards and gate clickers will be transitioned to the new system. You will be able to use one RFID card for the Front and Pool Gates after the transition.

MANAGERS REPORT:

March 2022 Reports -

- Review community & staff items with Board President.
- 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 5-8 months.
 - Pool repairs – Ongoing follow up with the pool company vendor. Start date for project March 2nd. Project duration for Hilltop is 2 days scheduled for the end of March. Project duration for Meadow is 2 months.
 - Track progress on cabana project completion timing and scope of work with contractor. Project scheduled for completion by the end of March.
 - Roadwork Contract has been approved and scheduled for June/July 2022.
 - Ongoing contact with CCWD on Heather Tank Replacement Project.
- Assist with VIP inspection revision upgrades for transition to tablet reporting.
- Conduct monthly staff team meetings.
- Follow up with association accounting agency and attorney to wrap up open items.
- Oversee collection status and track collection process on delinquent accounts.
- Review interim financial reports and bank statements.
- Oversee common area maintenance on easements, trails, drainage, and common areas. Track maintenance task list.
- Meet with Inspector of Elections to provide election forms and track ballot return.
- Monthly update to project list.

- Provide deed information confirming Bank of Agriculture & Commerce as owners of the 4 common area parcels located on Heather Drive with request for transfer of title.
- Woodchipper unit availability delayed (delivery in 6 months) – searching for a substitute unit with earlier delivery.
- Replacement eye wash stations for each pool ordered (delivery scheduled for late March/early April).
- Finalize golf course sign easement agreement for recordation at county.
- Provide insurance policy renewal proposals for D&O, Fidelity and Crime for Board approval.
- Prepare and distribute Board Meeting Agendas and Packets.

Project List Updates: The Cabana Project is almost done. Fans will be installed by the end of this month. Upon completion, Pool Pump House Equipment will be upgraded as planned. Meadowview Pool repairs have started and are moving forward as planned. Laurel Mastication work will start up again as weather permits. Numerous other projects on the list are to be addressed as resources and funding become available.

FINANCIAL REPORT:

February 28, 2022 Interim Financial Reports - Eric reported the following cash balances as of February 28, 2022:

Operating Funds: \$ 944,676.11

Reserve Funds: \$ 733,367.11

Eric moved to accept the February 28, 2022 Interim Financial Reports as presented; 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.

Authorization to Record Notice of Delinquent Assessment Accounts #100019, 100021, 2G0016 -

Eric moved to approve the Authorization to Record Notice of Delinquent Assessment on Account #100019; Sharon 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.

Eric moved to approve the Authorization to Record Notice of Delinquent Assessment on Account #100021; 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.

Eric moved to approve the Authorization to Record Notice of Delinquent Assessment on Account #2G0016; 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.

ARC COMMITTEE:

Eric presented an update on ARC projects and updates.

COMMUNITY EVENTS COMMITTEE:

Darcie presented the 2022 Community Events Committee Calendar.

January: no events

February: no events

March: no events

April: Easter Egg Hunt – April 16th

May: Memorial Day Picnic – date to be set

June: no events

July:

- 4th of July Community Parade – date to be set
- 4th of July picnic (after parade - tentative)

- Annual Meeting – July 23rd Meet & Greet Reception (after meeting)

August: no events

September: Labor Day Garage Sale – September 3rd – 5th

October: Halloween Community Parade – date to set

November: no events

December:

- Holiday Decorations Contest – date to be set
- Holiday Open House (tentative)

Darcie moved to approve an expense not to exceed \$400 for committee event supplies; Sharon 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:

2022 VIP Schedule - Frank presented the 2022 VIP Schedule and new toolset being developed and possibly used in the April inspections.

Wylderidge Fuels Reduction Project - Laurie Plautz reported on (Forest Meadows Wylderidge Fuel Break). The team put the project out for bid last Wednesday to multiple fuels reduction contractors, and they hope to have a contractor selected by the end of April. The actual start date will depend on several things including, successful completion of the California environmental process, execution of a contract with a contractor, the contractor's availability to start and fire conditions. Once they've selected a contractor and finalized the details, they will have a better idea of when the groundwork will actually begin. Laurie will keep us posted as they learn more. As part of the bidding process, they will be holding a pre-bid tour with interested contractors on Thursday, March 31st. The goal is to show them different parts of the project area, so they will have a better idea of the work needed. They will be starting in Forest Meadows, then stopping at a few properties along Hwy 4 before driving up Wylderidge Dr. and stopping close to the CCWD water tank. They will then drive out the south end of Wylderidge Dr. and stop at the five parcels on the southernmost end of the project. Please let Laurie know if you have any questions. Laurie thanked everyone for their continued support.

COMPLIANCE COMMITTEE:

Allen reviewed the March Code Compliance Report.

COMMUNICATIONS COMMITTEE:

FMOA has completed our migration to a new MailChimp web eblast provider. Please contact the office if you have issues.

Work continues on our website. We are working to keep it updated and current. Thanks for your patience.

ROADS & TRAILS COMMITTEE:

Mike reviewed the 2022 Planned Road Work Schedule: June 13 - Overlay on Sugarbush work begins.

July - Forest Meadows Dr, Snowberry Ct, Sandalwood Dr, and Dogwood - Seal Coat applied.

EPPOC:

Eric reviewed the March 2, 2022 Draft EPPOC Meeting Minutes.

OPEN FORUM:

2 owners participated in the Open Forum.

AJOURNMENT:

The meeting was adjourned at 7:22pm.

Submitted by,



Frank Ross, Board Secretary