

OPEN MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
May 24, 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, Herb Pike, and Darcie Leone, and David Gauvin (New GM) Allen Dodson was unable to attend.

APPROVAL OF MEETING MINUTES:

Eric moved to approve the April 26, 2022 Open Board Meeting Minutes; Darcie seconded;

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0 1 absent

PRESIDENT'S REPORT:

On May 10, 2022, The Board of Directors met in Executive Session.

Review and action included the following.

- Reviewed and approved the April 12, 2022, Executive Session Meeting Minutes and April 27, 2022, Special Executive Session Meeting Minutes.
- Reviewed and approved the invoice from Grime Law LLP for \$1,035.00 for Legal Services rendered.
- Reviewed bid proposals and approved \$6,000 (not to exceed) for new pool furniture from Resort Contract Furnishings and Lowes.
- Reviewed a proposal of Comcast for Internet for Hilltop Clubhouse. The proposal was rejected due to high cost. The issue was tabled for future conversation.
- Reviewed a proposal to hire an architect to design the replacement for the Tennis Court Bathroom and approved \$5,200 for the design work.
 - The board discussed and decided on the following design guidelines. Single ADA Compliant Bathroom + Storage Shed; Toilet, Urinal, Sink, Changing Table, LED Lighting, Exterior look consistent with Entrance Gate House; Hand Dryers; Sub Panel for Electrical, Data Line to be run between new Bathroom and Pool Pump house + extra conduit, pitched roof with Comp shingles, no privacy screen, natural light source, Motion Sensor light switches, Acrylic covered cement floor.
- Reviewed and approved the proposal of Citi Signs to repair the Monument Sign. At a cost of \$2,000.
- Reviewed and approved the Master Insurance Renewal Policy Proposals (\$2,818,081 Commercial Property, (\$1M/\$2M) General Liability; \$1M Commercial Auto). The approved total premium for the 2022/2023 premium is \$55,692. The insurance coverages have increased substantially this year. The Umbrella and Workman's Comp Insurance bids are pending.

- Reviewed and approved the change order provided by Black Diamond Paving for \$26,000 to cover the increased cost of fuel and raw materials (repairs not to exceed a total of \$400,000).
- Reviewed and approved the proposal of Angels Sewer and Drain to replace the sewer line going from the Hilltop Bathroom (to be replaced) to the sewer, at a not to exceed cost of \$4,500.
- Reviewed proposals of R&S Tri-County to install new cameras at the front gate. The Board approved the proposal at \$3,663 (not to exceed \$5,000), as the work may include additional cameras as needed to ensure complete coverage of gate area; Eric seconded.
- Reviewed and approved proposals to remove 2 large, dead cedar trees. The proposal of Nates Tree Service was approved at a cost of \$4,800.
- Reviewed the April Maintenance Report. Meadowview Pool is scheduled to open on July 1, as a 28-day period is required to allow resurface material to properly cure.
- The replacement of equipment for the Hilltop Pool is not yet completed but is scheduled to open on May 28th.
- Discussion: The Board discussed the possibility of installing temporarily an above ground pool. It was found that this cannot be done, as it will not meet state/local health & safety requirements.
- Gate Arm Damage: A gate arm mechanism was replaced, and the logic was changed to reduce tailgating. A Resident drove through, and it appears they were tailgating when the gate lowered down on the truck and the gate arm was damaged. Repair costs were minimal, and we will not be billing resident due to lack of proactive gate change communications. The GM will send out an eblast articulating the changes and to advise users that damage to gate hardware will be billed back to the responsible party.
- Assessments: The board reviewed and discussed the April 30, 2022, Aging Summary Report

MANAGERS REPORT:

May 2022

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 12 months +/-.
 - Pool Projects – Ongoing follow up with the pool company vendor. Work at Meadowview is complete with a projected open of July 1st. Hilltop substantially complete (some equipment not yet available) with a projected open on May 28th. months.
 - Roadwork Contract has been approved and scheduled for June (Asphalt) and July (Sealcoat) 2022.
 - Ongoing contact with CCWD on Heather Tank Replacement Project.
 - Laurel Lane fuel reduction project appears complete, and we will verify.
 - Picnic Table replacement order for Hilltop Park pending delivery in 12-14 weeks.
 - Awning replacement for Hilltop Clubhouse is complete.
 - R&S work at the front gate and both pools (call box, cameras, card readers) will be completed week of May 23rd.
3. Assist with VIP inspection / data processing and correspondence is ongoing.
4. Conduct monthly staff team meetings, evaluations, interviews and monitor CPR training.
5. Follow up with association accounting agency and attorney to wrap up open items.
6. Oversee collection status and track collection process on delinquent accounts.

7. Review interim financial reports and bank statements.
8. Oversee common area maintenance on easements, trails, drainage, and common areas. Track maintenance task list.
9. Monthly update to project list.
10. Worked with Legal to revise documents at the request of BAC and requested grant deed BAC signature for transfer of ownership from Bank of Agriculture & Commerce to FMOA for the 4 common area parcels located on Heather Drive.
11. Woodchipper unit availability delayed (delivery in 12 months) – searching for a substitute unit with earlier delivery or to lease a machine.
12. Replacement eye wash stations for each pool. Hilltop install has been completed and the Meadowview install is imminent.
13. Assisting FM Developer with County Planning Department Conditional Use Permit Application forms and Indemnification Agreement for golf course sign.
14. Attend Quarterly IT meeting review with assigned vendor.
15. Prepare and distribute Board Meeting Agendas and Packets.
16. The pool furniture order has been placed with Resort Contract Furnishings. A pool umbrella has been ordered with Lowes, but the bases (2) are out of stock. We won't let that slow us down.
17. Frank has notified Comcast that their proposal has been rejected due to high cost.
18. Hilltop Bathroom – Frank drafted the proposed design requirements, and a meeting was held with the architect to review and move the project forward.
19. Angels Sewer and Drain has been notified of the approval of their proposal for the replacement of the sewer line from the Hilltop bathroom to the sewer. Scheduling is awaited.
20. Citi Signs has been contracted to replace the broken monument sign face. 50% deposit has been prepared.
21. Master Insurance renewal has been bound and payment processed.
22. Umbrella and Workman's Comp Insurance bids have been received and are on the Board Executive Session agenda for review and approval.
23. The Board-approved Black Diamond Paving and Concrete Change Order #1 has been sent to the vendor. The Streets Committee and GM have reviewed the projects proposed notices and maps (June and July). Revisions have been made and resulted in a lower cost for the sealcoating project. Change Order #2 is on the Board Executive Session agenda for review and approval.
24. The Board-approved Nates Tree Service proposal to remove 2 Cedar Trees. The tentative date for the work is in the first week of June.
25. Resident Gate access - An email blast has been sent out articulating recent changes and to advise users that damage to gate hardware will be billed back to the responsible party.
26. The firewall replacement project is on hold and on the Board Executive Session agenda for further consideration.
27. A meeting was held with Golf owners and personnel to discuss logistics, parking, gate access, for special events.
28. A meeting was held with Cindy and Frank Lunge to discuss the issues related to Canter Wood Lane.
29. An onsite meeting has been scheduled with Bregman Insurance and our employees to review and sign up for health, dental & vision coverages.
30. Had two conference calls with Professional Election Inspectors to discuss the election process and the possibility of implementing election by acclimation. The acclimation option is not available because the law prohibits it if a paper ballot election for the three specific terms up for election has not been held within three years. The paper ballot process is on schedule.

FINANCIAL REPORT:

Eric presented the April 30, 2022 - Interim Financial Reports

- Operating Funds: \$855,291.80
- Reserve Funds: \$946,082.69

Eric moved to approve the April 30, 2022 Interim Financial Reports as stated; Herb seconded;

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0 1 absent

CPA Reviewed Financial Statements — Year Ending December 31, 2020

Eric moved to accept the accounting transactions as stated by our CPA; Darcie seconded;

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0 1 absent

ARC COMMITTEE:

Eric presented a brief update...

COMMUNITY EVENTS COMMITTEE:

Darcie presented a brief update...

FIRE MITIGATION COMMITTEE:

Frank presented a brief update regarding the 2022 VIP Schedule/Inspection status

- Software development and reporting moving forward.
- User documentation is done. Admin documentation 30% complete.
- Violation Letter language has been reviewed and approved
- Initial Inspections Results:
 - 371 Passed Inspections
 - 341 Failed Inspections
 - Office staff is aggressively working to bring FMOA owned Common Areas and Easements into compliance

Cycle 1

- Inspection #1 will occur (weather dependent) on **May 4th - May 9th** (5 days) **Completed**
- Inspection #1 result letters will be mailed by **May 25th** and owner responses are due by **June 16th (22 days)**
- Re-inspections will take place **June 17th - June 20th** (3 days)
- Inspection #2 result letters will be mailed by **June 23th** and owner responses are due by **July 8th** (15 days)
- Final inspections will take place **July 9th** (1 day)
- Those still not in compliance and have not communicated with our office will be called to a special Board meeting on **July 25th** (15 days)

Cycle 2

- The process begins again on **August 1st**...

COMPLIANCE COMMITTEE:

Frank presented the May Code Compliance Report

COMMUNICATIONS COMMITTEE:

Darcie presented a brief update...

April: 20 emails

May: 8 emails

ROADS & TRAILS COMMITTEE:

Mike presented an update regarding the 2022 Planned Road Work Schedule

EPPOC:

Eric presented a brief update...Cal Fire now has a new "exclusive use" helicopter to be used in our county.

THIRD RESTATED BYLAWS:

Frank moved to adopt the Third Restated Bylaws as approved by the membership; Eric seconded;

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0 1 absent

OPEN FORUM:

No one asked to speak...

ADJOURNMENT:

The meeting was adjourned at 6:36pm

Submitted by

Frank Ross

Frank Ross
Board Secretary