

**OPEN SESSION MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS**

October 25, 2022 – 6:00pm - Via Zoom Meeting

CALL TO ORDER:

Darcie called the meeting to order at 6:00pm

ATTENDANCE:

Frank Ross, Eric Davis, Sharon Ritchie, Darcie Leone, Karin Silcox-Baker, Dave Stormont, Allen Dodson and David Gauvin (GM).

APPROVAL OF MEETING MINUTES:

Eric moved to approve the September 27, 2022 Board Open Session meeting minutes; Sharon seconded;

Dave moved to amend the minutes to include (generically) Open Forum topics discussed; Karin seconded;

Frank Ross- No, Eric Davis- No, Sharon Ritchie- No, Darcie Leone - No, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Abstain [Failed - Yes 2 - No 4 - Abstained 1]

Dave moved to include that the Roads and Trails Committee report - Comments were made by Treasurer specified to specific dollar amounts in report; Eric seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Abstain [Approved - Yes 6 - No 0 - Abstained 1]

FINANCIAL REPORT:

Eric presented the following...

Operating Funds: \$ 571,835.65

Reserve Funds: \$ 457,909.98

Journal Entries of \$8,698.79 were posted.

Reserve Account Entries of \$1,677.97 were posted.

Variable Income Transfer of \$14,488.00 was completed. Money moved to Reserves.

Eric moved to accept the interim (and un-audited) September 30, 2022 -- Interim Financial Reports; Frank seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

Eric presented the 2023 Budget Draft and the process the board used to develop the numbers. Great care was taken to ensure we did not form a quorum during these discussions. Current 2023 Dues change currently sits at an annual increase of \$129 or 6.69%. Allen suggested that the final Annual Assessment per Unit be divisible by 4 to allow a simple quarterly payment. Final adjustment and approval will be done on 10/27/22 in our next open board meeting.

2021 Tax Return has been filed. Overpayment of \$3,888 (Federal) and \$1,400 (State) will be applied to our estimated 2022 taxes.

ASSESSMENTS:

Frank moved to place a Lien and Hold on the property listed Allied Trustee Services File #22-10702; Sharon seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

Eric moved to file a claim in Superior Court on the property listed Allied Trustee Services File #20-12065; Allen seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

Allen moved to table the collection action on the properties listed Allied Trustee Services File #22-10273 & #22-10274 pending a Collectability Report for each; Eric seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

Aging Report was explained and reviewed by the Board.

OPEN FORUM:

2 residents presented.

ADJOURNMENT:

Meeting was adjourned at 7:12pm.

Submitted by



Frank Ross
Board Secretary

**SPECIAL OPEN MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
October 27, 2022 – 6:00 pm**

SPECIAL OPEN SESSION - Via Zoom Meeting

CALL TO ORDER:

Darcie called the meeting to order at 6:00pm

ATTENDANCE:

Frank Ross, Eric Davis, Sharon Ritchie, Darcie Leone, Karin Silcox-Baker, Dave Stormont, Allen Dodson and David Gauvin (GM).

APPROVAL OF MEETING MINUTES:

Eric moved to approve the October 25, 2022, Board Open Session meeting minutes; Allen seconded; Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- No, Allen Dodson - Yes [Approved - Yes 6 - No 1 - Abstained 0]

GUEST SPEAKER: Suzanne Ballen, County Mental Health Department presented the Calaveras County Mental Health services that are currently available.

PRESIDENT'S REPORT:

The Board conducted Executive Session Meetings on September 06, 2022, September 07, 2022, September 13, 2022, October 11, 2022, and October 18, 2022. Executive Session minutes of September 06, 2022, September 07, 2022, September 13, 2022, were approved at the meeting on October 11, 2022.

- The Board sought the assistance of legal counsel to discuss the FMOA Guide to Rules, Regulations, and Services. The board agreed to separate out each category into separate documents. The Board will discuss specifics around Rules (needs 28-day notice to Members) and Policy (requires board approval only) in Open Session.
- The Board asked legal counsel to provide proposed language for a Camera Privacy Policy.
- FMOA Common Area Use Application and Agreement – 28-day notice to Members

The Board is intending to adopt changes to the FMOA Common Area Use Application and Agreement. On October 21, 2022, the following documents were mailed to the Members:

1. Current FMOA Common Area Use Application and Agreement
2. Proposed additions indicated by underlining and proposed deletions indicated by strikethrough.
3. Proposed final, revised FMOA Common Area Use Application and Agreement.

The intended purpose and effect of the changes are so that Common Area Use Application and Agreement is updated to current law and is consistent with other Association rules. The Board intends to adopt the rule change at its Board meeting on November 22, 2022. You are invited to

comment on the changes at the Board meeting before the Board adopts them. The Board is not required to incorporate owners' comments as part of the changes.

- The Board discussed the need to bring in our talent recruiter to begin looking for candidates to staff to the requirements of the 2023 Budget.
- Fourteen (14) new picnic tables have been installed at Hilltop Park. The Board will discuss the possibility of donating the old picnic tables.
- The Board in executive Session reviewed Allied Trustee Services collections recommendation File #20-12065. The Board decided not to foreclose. The issue will be discussed further in open session to decide the next steps.
- The Board in executive Session reviewed Allied Trustee Services collections recommendation File #22-10702. The Board decided not to foreclose. The issue will be discussed further in open session to decide the next steps.
- The Board considered appeals of two lots for VIP sanctions. After review, the sanctions were removed.
- The CPA-prepared 2021 financial review nears completion.
- The CPA-prepared 2021 Tax Returns have been filed.
- Association Reserves, a well-regarded reserve study preparer, has completed the 2023 Reserve Study of the FMOA reserves components and funding needs. The report has been reviewed with a fine-toothcomb.
- The 2023 Budget is on tonight's agenda for approval. The Budget draft was presented, discussed, and Member comment sought at the Open Session meeting on October 25, 2022.
- The Staff Realignment Study work continues. Resulting recommendations will be presented to the Board.

OTHER ACTION ITEMS

Eric moved to approve the 2023 Budget, which reflects a 5.84% dues increase to a revised annual amount of \$ 2,036; Allen seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

Guide to Rules, Regulations and Services (July 17, 2018)

Darcie moved to separate the topics found in the Guide to Rules, Regulations and Services (July 17, 2018) into separate documents - by Rule and by Policy; Frank seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

Darcie moved to donate 14 picnic tables recently replaced to Mountain Christian Fellowship Church; Sharon seconded; Motion tabled for a later time.

2023 Reserve Study

Eric moved to accept the Forest Meadows Owners Association 2023 Reserve Study; Darcie Seconded; Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Daye Stormont- Yes, Allen Dodson - Yes [Approved - Yes 7 - No 0 - Abstained 0]

MANAGERS REPORT:

- FMOA Project Status Report – 10/21/22
- David presented the Maintenance and Operations Supervisor Report
- Work Order Report. Summary was not available for this month.
- Code Compliance Inspections Summary report
- GM thanked everyone involved in the Budget and Reserve Study process
- The Board conducted Executive Session Meetings on September 06, 2022, September 07, 2022, September 13, 2022, October 11, 2022, and October 18, 2022. Executive Session minutes of September 06, 2022, September 07, 2022, September 13, 2022, were approved at the meeting on October 11, 2022.
- The Board sought the assistance of legal counsel to discuss the FMOA Guide to Rules, Regulations, and Services. The board agreed to separate out each category into separate documents. The Board will discuss specifics around Rules (needs 28-day notice to Members) and Policy (requires board approval only) in Open Session.
- The Board asked legal counsel to provide proposed language for a Camera Privacy Policy.
- FMOA Common Area Use Application and Agreement – 28-day notice to Members mailed on 10/21/2022.

The Board is intending to adopt changes to the FMOA Common Area Use Application and Agreement. On October 21, 2022, the following documents were mailed to the Members:

1. Current FMOA Common Area Use Application and Agreement
2. Proposed additions indicated by underlining and proposed deletions indicated by strikeout.
3. Proposed final, revised FMOA Common Area Use Application and Agreement.

The intended purpose and effect of the changes are so that Common Area Use Application and Agreement is updated to current law and is consistent with other Association rules. The Board intends to adopt the rule change at its Board meeting on November 22, 2022. You are invited to comment on the changes at the Board meeting before the Board adopts them. The Board is not required to incorporate owners' comments as part of the changes.

- The Board discussed the need to bring in our talent recruiter to begin looking for candidates to staff to the requirements of the 2023 Budget.
- The Board approved the R&S contract proposal (not to exceed \$5,000) to replace the damaged kiosk at the main gate. A report has been filed with CHP. The responsible party will be billed for the damage, if possible.
- The Board approved the Nate's Tree Service contract proposal to perform tree trimming for the amount of \$6,800.

- The Board approved the Burkett's Pool Plastering contract proposal for Hilltop Pool and Wader Pool plumbing work for \$4,400 (Pump House earthquake repair).
- The Board approved the Burkett's Pool Plastering contract proposal for Wader Pool skimmer and isolation valve replacement (not to exceed \$6,000).
- The Board approved a 24-month contract (\$591 per month x 2 locations x 24 months: \$28,368) to install AT&T Dedicated 50 Mbps Fiber Internet at Hilltop and Meadowview which includes networking hardware plus installation (\$4,262 + 3,000 x 2 locations: \$14,524) (not including 911 phone replacement) and to add \$2,160 (\$1,080 x 2) to our annual contract for Firewall Software subscription not to exceed \$50,000.
- Covers have been placed on the two LP tanks at the rear/side of the Gallery. The tanks provide fuel to the new generator.
- Fourteen (14) new picnic tables have been installed at Hilltop Park. The Board will discuss the possibility of donating the old picnic tables.
- The Board in executive Session reviewed Allied Trustee Services collections recommendation File #20-12065. The Board decided not to foreclose. The issue will be discussed further in open session to decide the next steps.
- The Board in executive Session reviewed Allied Trustee Services collections recommendation File #22-10702. The Board decided not to foreclose. The issue will be discussed further in open session to decide the next steps.
- VIP violation hearings were held. Sanctions were approved for lots found remaining in violation.
- The Board considered appeals of two lots for VIP sanctions. After review, the sanctions were removed.
- The CPA-prepared 2021 financial review nears completion.
- The CPA-prepared 2021 Tax Returns have been filed.
- Association Reserves, a well-regarded reserve study preparer, has completed the 2023 Reserve Study of the FMOA reserves components and funding needs. The report has been reviewed with a fine-toothcomb.
- The 2023 Budget is on tonight's agenda for approval. The Budget draft was presented, discussed, and Member comment sought at the Open Session meeting on October 25, 2022.
- The Staff Realignment Study work continues. Resulting recommendations will be presented to the Board.
- Board Conflict of Interest Policy/Ethics Policy Annual Statement for the Year 2022-23
- Update and review of the plan for cameras at Hilltop and Meadowview. Board reviewed plan and
- David is making several process changes in the office to make things run more efficiently and smoothly.

ARC COMMITTEE:

Eric provided a quick update of ARC meetings.

COMMUNITY EVENTS COMMITTEE:

Karin reviewed the plan for the Halloween Parade, Committee Mission Statement, Chair, and Members.

VIP/COMPLIANCE COMMITTEE:

Allen presented a brief review of the latest Compliance Report.

COMMUNICATIONS COMMITTEE:

Darcie presented a brief update

ROADS & TRAILS COMMITTEE:

David presented a brief update of 2023 possible work and highlighted (some) past work not done correctly. Corrective actions will be taken by FMOA Staff.

EPPOC:

Eric presented the EPPOC Edited Minutes from October 5, 2022

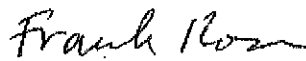
OPEN FORUM:

1 resident presented.

ADJOURNMENT:

Meeting was adjourned at 8:05pm.

Submitted by



Frank Ross
Board Secretary