

M-ERIC  
S-SHARON  
APPROVED ✓

**BOARD OF DIRECTORS  
OPEN MEETING MINUTES  
FOREST MEADOWS OWNERS ASSOCIATION  
December 27, 2022 – 6:00 pm  
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 and Dave Stormont. Allen Dodson and David Gauvin (GM) were unable to attend.

**APPROVAL OF MEETING MINUTES**

Eric moved to approve the November 22, 2022, Board Open Session Meeting Minutes; Sharon seconded; Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes [Approved - Yes 6 - No 0 - Abstained 0]

**GUEST SPEAKER** Preston Powell, Forest Meadows Golf presented a quick update on current activities and plans. Bar will be opened daily 11am – 5pm. Pizza oven is up and running. Pro shop is currently closed. Green Fees will be collected using honor box. New Years Eve party will be held in the clubhouse. The event is sold out. Clubhouse will be open for selected events (MNF, Superbowl...) Event schedule will be posted on website and FB page. Restaurant permits are in place and the restaurant will slowly ramp up to a spring opening. Membership-drive underway. Check website for details. Liquor license is still being pursued...nothing firm as of today. Concert series (10 events) are being planned for 2023.

**PRESIDENT'S REPORT (December 27, 2022)**

- The Board conducted Executive Session Meetings on December 13, 2022, and December 19, 2022. Executive Session Minutes, November 15, 2022, were approved at the meeting on December 13, 2022.
- Tonight, the Board will be asked for guidance and their collective vision for the proposed replacement of the bathroom facility at Hilltop Park. Should management continue to seek contractor bids?
- The Board will be asked to create an ad-hoc committee to review and bring recommendations to the Board in January 2023.
  1. Common Area Video Recording Policy for Association-Installed Systems
  2. FMOA Guide to Rules, Regulations, and Services and ancillary documentsAnything that requires the 28-day notification to Association Members must be satisfied prior to Board action to adopt at a future Board Open Session.

There will be a motion to release a revised FMOA Emergency Plan
- The CPA-prepared 2021 financial review has been completed.
- The Board accepted the proposed Engagement from Wheeler & Egger CPAs to prepare 2022 Financial and Tax documents not to exceed \$6,000. The CPA is preparing to begin the work. The transfer of information and documents is underway.
- The contract with Smile Business Products (office copier) will not be renewed when it expires in 01/2024. Non-renewal notice of the contract has been issued to Smile and Great American Finance

Company (GAFC). The notice was sent regular and certified mail.

- Pro Elections (Inspector of Elections and associated services) has February 6, 2023, calendared for the "Call for Nominations" mailing and launching of the dedicated election webpage. The comprehensive timeline is enclosed.
- Lots found in violation of the VIP requirements have been sanctioned and a contractor has corrected the violations.
- The Board approved to engage Simpson, Garrity, Innes & Jacuzzi to redo the FMOA employee handbook not to exceed \$6,000. The law office has been instructed to proceed.
- Board Training refresher will take place at a Special Executive Session Meeting on January 24<sup>th</sup> 9:00am via Zoom.
- Recruiting for the General Manager position is progressing.

### **OTHER ACTION ITEMS**

Darcie moved to create a BOD member ad-hoc Committee to review and make recommendations on the Common Area Video Recording Policy for Association-Installed Systems and the FMOA Guide to Rules, Regulations, and Services; Eric seconded;

Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- No, Dave Stormont- No [Approved - Yes 4 - No 2 - Abstained 0]

Darcie, Allen, and David and our GM will be on the committee

Dave expressed his position regarding Majority Breach. David feels this board is violating the boards Fiduciary Duty siting how the CC&R update and vote was handled, how Compliance issues are being handled with specific residents (selective enforcement), and other items.

Frank moved to approve the revised FMOA Emergency Plan dated December 2, 2022; Eric seconded; Motion tabled. Darcie will take this back and discuss with GM for possible next steps.

### **MANAGER'S REPORT (December 2022)**

- The first "Coffee with the GM" meeting is scheduled for February 21, 2023 (time to be determined). The intent is to provide a forum where Homeowners and GM can meet and communicate in both directions.
- Included at the end of this report is an outline for potentially including survey questions in future newsletters.
- The Board will be asked for guidance and their collective vision for the proposed replacement of the bathroom facility at Hilltop Park. Should management continue to seek contractor bids?
- The fourteen (14) old picnic tables have been claimed and taken away by various Homeowners.
- Jeff Livergood, a current member of the management team, has been offered and has accepted the new position of Compliance/Covenant & Fire Mitigation Coordinator. Jeff will begin his new duties on Monday, January 23, 2023.
- The installation of cameras and ancillary equipment at Hilltop and Meadowview pools facilities is underway.
- The street name signs around the community are scheduled for replacement in 2023. Examples of replacement signs will be available at the Gallery facility for review of Homeowners.
- R&S tells me that they spoke with DoorKing (DKS) and with IDTECK. They state that the card readers that were purchased from Community Controls (PROX10H) will not work with the DKS format; these are the old cards that a lot of our residents still have. IDTECK stated that none of their

readers can be guaranteed to work with DKS format because some cards are written in DKS proprietary format or a format that IDTECK makes.

R&S has provided two quotes.

#364777 Furnish (100) HID cards to work with current readers provided. \$493.00 (additional cards are \$4.50 per card)

#364249 Replace current readers with new DKS card readers. Provide (100) cards. (Additional cards are \$7.00 per card)

Josh Carson at Community Controls (sold us the new readers) feels that R&S is in error thinking that the card readers are the problem. Josh feels that our system here might be the problem. I suggested that we send Josh 2 of our old cards, 2 of the newer cards, and 2 pool-specific cards and one of the readers he sold us. He will do his own testing. He's confident he can determine if the cards are compatible with the reader or not. If they are compatible, the problem must lay elsewhere.

An R&S tech returned on December 21<sup>st</sup> to continue work on the unresolved tasks listed in the email from Frank Ross, dated November 1, 2022.

R&S recommends reactivating ground sensors and adjusting how quickly the gates close. R&S insists that the gates closing timing must be a decision of Forest Meadows. I spoke with the Tech on December 21<sup>st</sup> and he had not been briefed by his office, I explained what we are trying to accomplish. He said he'd discuss this internally and get back to me on how they propose to proceed. I told him that FMOA will notify the community residents before any changes are made.

The Board will be provided a recommended schedule we feel valid for the gates to be open or closed.

- Attorney Epstein outlined the upcoming CA law changes effective February 28, 2023.
- Notice to Owners requesting how they want to be contacted by the Associations...email or US Mail to a primary and/or secondary address.
- Board Meeting requirements: FMOA will need to provide a physical space for owners to attend board meetings and will utilize our Gallery as the meeting location and Zoom for our online attendees. A Director or a member of the management team will facilitate.
- Changes to the Maintenance Supervisor job description were approved.
- Staff holiday bonuses were discussed and approved.
- Created new Task List of projects
- Discussion - Direction of the Board regarding the possible replacement of the bathroom at the Hilltop/tennis facility. The board agreed that we need to move forward to engage contractor for turnkey bid structure.
- Reviewed R&S project status. GM/Board need to decide on next steps regarding the card reader before R&S can complete the open task list.
- Reviewed Monthly Maintenance report
- Easement report presented
- Several items on the Compliance report remain outstanding
  - Items 7, 10, 11, 13, 17, 18, 27, 31, and 38 are still outstanding
  - Items 19 and 32 have been resolved
  - Item 42 should be removed
- Work on Survey is continuing.

## **FINANCIAL REPORT**

Operating Account Balance: \$486,666.37

Reserve Account Balance: \$568,822.80

Total: \$ 1,055,489.17

Eric presented reasons behind spending overages.

Eric moved to accept the November 30, 2022, Interim Financial Reports (un-audited); Frank seconded; Frank Ross- Yes, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- Yes, Dave Stormont- Yes [Approved - Yes 6 - No 0 - Abstained 0]

CPA Reviewed Financial Statements year ended December 31, 2021 will be posted on our website.

## **ASSESSMENTS**

Allied Trustee Services, File # 22-10273

Darcy moved to Lien and Hold File # 22-10273; Eric seconded;

Frank Ross- No, Eric Davis- Yes, Sharon Ritchie- Yes, Darcie Leone - Yes, Karin Silcox-Baker- No, Dave Stormont- Yes [Approved - Yes 4 - No 2 - Abstained 0]

Allied Trustee Services Report (Included as an FYI to the board)

FMOA Delinquency Aging Report was included in package in our new, more detailed format.

File # 22-10271 Informational only.

File # 22-12466, # 22-12465, and # 22-12464 were sent to Allied for Collections Action.

## **ARC COMMITTEE**

Eric presented a brief update. Compliance is the major item being addressed today.

## **COMMUNITY EVENTS COMMITTEE**

Karen presented a brief update. Here are some of the items highlighted...

Front Gate decorations, Christmas events (Golf Card parade and Children's Santa visit), Home Lighting Contest. A special acknowledgement was made to the committee members and the winners of the Home Lighting Contest.

## **VIP/COMPLIANCE COMMITTEE**

Frank indicated that there's nothing new to report. New Compliance/Covenant & Fire Mitigation Coordinator position has been filled and will start on January 23, 2023.

## **COMMUNICATIONS COMMITTEE**

Darcy presented a brief update. Meeting will take place in January 2023.

## **ROADS & TRAILS COMMITTEE**

David presented a brief update. Court assessment and road review has been submitted to GM, which has been submitted to Black Diamond for a bid. 2023 project list still being developed.

**EPPOC**

Eric presented a brief update. No meeting scheduled in January 2023.

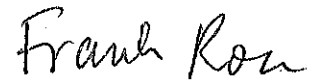
**OPEN FORUM**

January's meeting: Open Forum will be moved to the beginning of the meeting going forward.  
2 residents spoke in this session.

**ADJOURMENT**

Meeting was adjourned at 7:53pm.

Submitted by



Frank Ross  
Board Secretary