

SIERRA SPRINGS OWNERS ASSOCIATION
Board Meeting Minutes
February 12, 2020

Call to Order: The meeting was called to order at 6:31 p.m.
M/S/C Campbell/DeGray

Board Members Present: Bill Campbell, President, Roger DeGray, Vice President, Tom Jeanes, Treasurer, Ray Schoenwandt, Director & Secretary, Donna Barrese.

Approved Agenda:
M/S/C Campbell/Jeanes

Consent Calendar:

Approved Minutes From: January 15, 2020
M/S/C Campbell/Schoenwandt 5-0 motion

EXECUTIVE MEETING: Was held on Monday, January 27, 2020 at 2:30 pm to discuss the state mandated legislation in Association Bylaws & Election Rules.

EXECUTIVE MEETING: Was held on Wednesday, February 5, 2020 at 5 pm

- Discuss damages to Association property near the Lodge playground by the Member's Grandson at Unit & Lot #22-059 on Wednesday, January 22nd.
- 5:30 pm Closed Session Hearing with the Member at Unit & Lot # 25-223 to discuss the Fire fines on their property.
- Approve Engagement letter from Haley & Company in the amount of \$2,500.
- Review bids to remove one large pine tree that is diseased in the 4-acre Greenbelt and 2 large pine trees at the Lodge near the Playground.
- Collections –
- Allied invoiced the Association \$315 to place the account on a "Lien and Hold" on Unit & Lot # 3-238
- Discussed Notice of Delinquent Assessment on Unit & Lot # 22-055.

Fire Fines Extended to February Meeting:

- Discussed fining Unit & Lot # 3-262 for Fire violation

Rescind Fire Fine:

- Discussed rescinding Fire Fine on Unit & Lot # 2-161 in the amount of \$400

PLANNING MEETING: Was held on Wednesday, February 5, 2020 at 6:30 pm

- Spike for California Conservation Corp.
- Update on Bylaws & Election Rules
- Fire Fines to Fund the Forest Maintenance Fund
- Playground Structure
- Signage for Playground (For Members only & their Guest, Playground Hours)
- Policy for Generac Generator
- Members Email and how to distribute the notice to the Members

- Discuss ways of improving communication to SSOA members ie; webcasting video of Board meetings, other ideas.
- Purchase Extractigator tool
- Dogwood Garden Club would like to use the Lodge on November 4, 2020
- Fire Safety & Evacuation Plan
- Discuss the Annual Meeting date for Saturday, June 27th, 2020 at 10am at Lodge
- Policy on Rescinding Fines to be in writing
- Policy & procedure for Fine Letters
- Appoint Inspector of Elections

Open Forum: Cathy Petersen discussed the revisions to the SSOA Fine Policy. She asked if the Board wanted her to remove the language; “prorated of fine” and “loss of privileges.” Bill Campbell suggested that we discuss this item at the next Planning Meeting on March 4th.

Manager’s Report: Association Manager, Shelly Thompson reported: Sacramento Management Company, the company that handles our financials has sold to their employees effective January 1, 2020. At this time there have been no changes in management and business will continue as normal. If and when any changes have been brought to my attention, I will notify the Board of such changes.

Treasurers Report: Treasurer, Tom Jeanes, was not able to report to the Board the full financials for January 2020 since the management company was not able to provide the full financials in time for the February meeting. A “draft” of the financials was submitted by the management company. Tom stated that the income that was received for January 2020 was \$105, 530.55.

Fire Safety Committee: Chairperson, Kay Campbell for the Sierra Springs Regional Fire Safe Council said that Monday’s Fire Safety meeting had a good turn-out. There were about 25 people who attended the meeting.

Road Committee: Bill Campbell, Road Committee Chairperson stated that there are some damages to our non-county-maintained roadways from the tree work that PG&E contractors are performing in our association. Bill will continue to monitor the roads.

Bill Campbell made a motion for a resolution to discuss all the items on tonight’s Agenda. Roger DeGray seconds the motion.

M/S/C Campbell/DeGray 5-0 motion carries

02-A01 – Imposing Fine - Discussed imposing Fire Fine of \$100 per month, effective March 1, 2020 on Unit & Lot number 3-262. This property is not in compliance with the SSOA Fire Prevention & Safety Rule. The property Owners have been notified in writing of their violation and have been invited to meet with the Board at a closed session meeting. The Members in question did not attend the meeting. Bill Campbell made a motion to impose a \$100 per month fire fine effective March 1, 2020 and the loss of privileges for Unit & Lot number 3-262. Roger DeGray seconds the motion.

M/S/C Campbell/DeGray 5-0 motion carries

02-A02 – Playground Structure – Discussed adding an additional playground structure on Association property for the use of Members and their Guest. After further discussion, the Board would like to carry this item over to the March Planning Meeting.

02-A03 - Engagement Letter Haley, Shaw & Butikofer – Discuss contracting with Haley, Shaw & Butikofer to complete our financial review and prepare our income taxes for 2019 in the amount of \$2,500. Bill Campbell made a motion to approve the engagement letter presented by Haley, Shaw & Butikofer in the amount of \$2,500. Roger DeGray seconds the motion.
M/S/C Campbell/DeGray 5-0 motion carries

02-A04 – Fire Fine Transfer – Discussed transferring the Fire Fine monies that are collected and posted to the Operating Account as “Miscellaneous income” to the Fire Prevention & Safety Account. The Board decided to discuss this item at the Planning Meeting in March.

02-A05 – Meadow Bids – Reviewed several bids that were submitted to remove fire fuels in the Meadow. After further discussion, Bill Campbell made a motion to approve the bid submitted by Kingsley Grinding not to exceed \$10,000. Tom Jeanes seconds the motion.
M/S/C Campbell/Jeanes 5-0 motion carries

02-A06 – California Conservation Corp. (CCC) – Discussed having the CCC’s out to remove fire fuels in the Meadow and or in the common areas. There will be a crew of 15 for 5 days. The CCC will be staying on site during their time here. Bill Campbell made a motion not to exceed \$9,000 for the California Conservation Corp to perform the necessary work needed in the Meadow and possibly in the lower section of the ‘lost 5’ acres owned by the association. Roger DeGray seconds the motion.
M/S/C Campbell/DeGray 5-0 motion carries

02-A07 – Fire Safety Compliance Plan & Fire Letter – Discussed the Fire Safety Compliance Plan & Fire Letter that the Fire Prevention & Safety Committee would like to mail out to all Members by March 1, 2020. Bill Campbell made a motion to approve the mailing of the Fire Safety Compliance Plan & Fire Letter to Members. Ray Schoenwandt seconds the motion.
M/S/C Campbell/Schoenwandt 5-0 motion carries

02-A08 – Tree Bid – Discussed bid to remove the large Pine tree in the 4-acre greenbelt. Shelly Thompson stated that she has not received bids in time for this meeting. This item will be carried over to the March Board Meeting.

02-A09 – Lien & Hold – Reviewed the invoice submitted by Allied Collections in the amount of \$315 to place Unit & Lot number 3-238 on a “Lien & Hold.” Bill Campbell made a motion to authorize Allied Collections to place Unit & Lot number 3-238 on a “Lien & Hold” and pay the invoice in the amount of \$315. Tom Jeanes seconds the motion.
M/S/C Campbell/Jeanes 5-0 motion carries

02-A10 – Notice of Delinquent Assessment – Reviewed Authorization to Record Notice of Delinquent Assessment on Unit & Lot number 22-055. Bill Campbell made a motion to approve the Authorization to Record Notice of Delinquent Assessment on Unit & Lot number 22-055. Roger DeGray seconds the motion.

M/S/C Campbell/DeGray 5-0 motion carries

02-A11 – Request for Extension – Discussed giving an extension of time for PG&E to remove several trees that are marked for removal on Unit & Lot number 21-018. Bill Campbell made a motion to grant an extension to June 1, 2020 for removal of the trees. Roger DeGray seconds the motion.

M/S/C Campbell/DeGray 5-0 motion carries

02-A12 – Appoint Inspector of Election – Discussed appointing an Inspector of Election to collect & count the ballots for the 2020 Board of Directors election. The Board would like to carry this item over to the March Planning Meeting.

Bill Campbell made a motion to adjourn the meeting at 7:20 PM

Ray Schoenwandt seconds the motion.

Meeting Adjourned 7:20 PM

Respectfully Submitted by, Shelly Thompson, Association Manager