

FOREST MEADOWS OWNER'S ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS  
February 19, 2008

**I. ORDER OF BUSINESS**

Call to order – President Marwin called the meeting to order at 5:03 p.m.

Roll Call–President Marwin advised that Vice President Langenbahn, Treasurer Nethery, Director Smith, General Manager Sarah Masters, and Kim Sturgeon, Administrative Assistant were present. Secretary Harrison, Directors Sisco and Harlow were absent.

**II. CONSENT AGENDA**

Treasurer Nethery made a motion to accept the minutes from the January 15, 2008 meeting with the following change to be made: under Manager's Report, clarifying that an approved purchase for 4 radios from Columbia Communications were funded from the Reserves account. Vice President Langenbahn seconded. Motion passed unanimously.

**III. REGULAR AGENDA**

Members' & Guests Introduction –Warren Lobdell, Lot# 100048.3; Nancy Hutson, Lot# 100133; Dede Sullivan & Jan Eddy, Lot# 1FA018; Sue & Mel Friedman, Lot# 200014; Linda Lewis, Lot# 100035A; Carl Sisco, Lot# 200135, Jordan Fillmore with Fillmore Construction and Angela Young; FMOA employee.

**MEMBER COMMENTS:**

DeDe Sullivan commented that during the last snowstorm the curb on the upside of their driveway was damaged during snow plowing and that the FMOA truck drove into their yard and scattered river rocks. President Marwin stated that they should follow up with an incident report/work order in the office.

**IV. REPORTS**

**PRESIDENT'S REPORT**

President Marwin reported that he received a resignation request from Director Harlow. It was discussed and decided to leave that position vacant until the upcoming election. President Marwin also reported that many mailboxes were damaged or destroyed during the recent series of storms in the community. Mr. George Chambers reported that since providing mail boxes in the community, the most damage sustained prior to this year was in 2007. Approximately 12 boxes were damaged or destroyed during that year. Mr. Chambers feels that the Board of Directors should take immediate action with the Maintenance department at FMOA to ensure that they are properly trained to plow the snow and actually go around the mailboxes. Mr. Chambers stated that replacement mailboxes are \$125.00. General Manager Masters thanked Mr. Chambers for a valuable service he provides to the residents of the Forest Meadows community; but stated that with some of the existing boxes being nearly 14 years old that weathering the elements could be a possible reason for the boxes being in a fragile state. President Marwin also stated that during this winter and the winter of 2007, our community has received an unusually abundant amount of snow fall. During the repair, by the FMOA Maintenance staff, it was found that extremely small nails were used in the construction of most mailboxes. It was stated by Mr. Chambers that there was a three year period which he abstained from the construction and repair of mailboxes. FMOA Maintenance staff performed the repairs with much larger galvanized nails and screws. It was stated that all

new mailboxes will be procured from Mr. Chambers. Mr. Chambers requested that a list of repaired boxes be provided so he may conduct an inspection of the repairs. Director Smith feels that the FMOA Maintenance staff should be instructed to plow more cautiously. Mr. Chambers indicated that FMOA Maintenance personnel had been instructed in the past to not plow in front of mailboxes.

## **TREASURER'S REPORT**

**2008/January**-Income & Revenue: Dues revenue- \$193,141.32 against budget of \$206,497.00; Transfer to Reserves-\$39,234.00 against a budget of \$39,234.00. Total Income & Revenue \$199,164.09; against budget of \$217,225.00. Total Operating Expenses \$53,884.99; against budget of \$54,680.00.

**2008YTD** – Income & Revenue: Dues revenue- \$193,141.32; against budget of \$206,497.00; Total Income & Revenue \$199,164.09; against budget of \$217,225.00; Total Operating Expenses \$53,884.99; against budget of \$54,680.00.

**Fund Balances** – Operating El Dorado \$220,552.57; Oak Valley Operating \$100.00; Petty Cash \$250.00; State Farm Operating (MM) Account-\$93,713.76; Oak Valley Liquidity Plus (MM)-\$88,537.04; Guaranty Bank Reserve Account \$122,731.02; Mother Lode (CD Reserve) \$95,606.66; Mother Lode Checking (Reserves) \$1,000.00.; County Bank (CD Reserve) \$43,628.20; County Bank II (CD Reserve) \$51,157.58; US Bank (CD Reserve) \$63,299.83; Pacific State (CD Reserve) \$103,166.03; Bank of America (CD Reserve) \$39,234.00, Allocation to Roads \$219,536.46 and General Components \$300,286.86.

**Interest**- Interest earned on El Dorado Operating Account in January is \$449.69. Interest earned on State Farm Operating (Money Market) Account was \$256.75. Interest earned on Guaranty Bank (Reserve) Account was \$356.32. Interest earned on Oak Valley Liquidity Plus was \$198.21.

Treasurer Nethery stated that due to the large account balance in Operating, an E-Trade money market has been opened with a generous yield of 4.1%. Treasurer Nethery gave an EPPOC updated and stated that Sequoia Woods was in the process of adopting a “N o Burn” policy in their community and other communities may follow suit. Treasurer Nethery suggested that FMOA consider procuring a chipper in the near future. He also reported that a recent fire in Arnold was difficult for the authorities to access due to the steep driveway slope. This issue relative to future requirements/restrictions is currently being addressed by Calaveras County.

## **MANAGERS REPORT**

**January 2008**

### **OFFICE**

- Employees: Joe Hill & Cye Cookson was named Employee of Month
- CPA - Audit or Review – Letter of engagement in Correspondence
- Directory has been submitted to the Printer – 247 owners chose to be listed
- Water leaks in office, Reported to Mr. Duane Papais
  - Water Leaks have been repaired a few times so far; have encountered a number of new leaks since “repaired”. Due to the leaks we have had to rearrange office equipment and work areas to prevent damage.

### **MAINTENANCE/GROUNDS SUMMARY**

- Repairing Mailboxes

- New Maintenance Supervisor hired – Start date 2/19/08
- Keeping roads clear for travel
  - Plowing
  - Sanding

### **SECURITY SUMMARY**

- CC&R violations - Trash on lots, Vehicles, Boats and trailers.
- Travis has been transferred to Security
- Leo no longer with us.

### **RECREATION SUMMARY**

- Gathering Bids (3) for drainage issue at the side entrance to the Clubhouse.
- Working on securing bid for Arbor replacement

### **GENERAL MANAGER**

- Website is up and running, Classified section is now working
- Unit 3/3A Started surveying for turn lane
- Started work on the Reserve Study, waiting for EOY totals to transfer to 2008 Review. New study release target date: February 29, 2008
- Letter to Blaine Hansen regarding Fairway Village Townhouses.
  - Payment of \$20k, see letter
- CCWD
- Plow needs replacing, researching options, and conferring with F&A Committee
- Reichlin – It appears that they have been annexed in, but have not finished the process. After a conversation with Mrs. Reichlin it appears that they do not wish to become a part of Forest Meadows. Contacted Legal
- Lindskoog – They own property outside of Forest Meadows and gain entry through our roads. They are not paying a road access fee at this time. Do we wish to extend a Road Access Agreement to them? At that time they would become an RD Property and pay a Road Access.

General Manager Masters reported the survey crew's recent activity at the Highway 4 entrance of the community was assessing the turn lane. Also, an owner recent questioned the Transfer Fee for new owners buying in the community. The office staff reviewed this schedule (adopted by the BOD in 2001) and found the cost was reasonable and justified. Pictures and written testimonies of the deteriorating office conditions were presented to the Board for discussion. The office space lease is up for renewal in May 2008. The Board of Directors asked for further research to be done and further discussion to occur next month. Regarding the recent accident; where a resident struck a light post near the exit at Highway 4, the owner has requested that FMOA investigate the fact that exiting traffic can not see vehicles or pedestrians near the stop located at the highway. The Board of Directors requested the General Manager draft a letter stating the FMOA is reviewing their concern. A CCWD update should be available at the next board meeting as the county has Forest Meadows on the agenda for March 15, 2008. Regarding the Reichlin annexation, the Board of Directors instructed the General Manager to confer with legal counsel as to our right to proceed with the annexation already in progress. Regarding a road access fee for a property owned by the Lindskoogs in which they purchased gate equipment (purchased 09.07.06) for access to their property located deep on Pennsylvania Gulch Road, the Board of Directors instructed the General Manager to send a letter and bill for road access fees. Treasurer Nethery made a motion to move forward regarding a Notice of Lien for Lot #1XXXXX7. Director Smith seconded. Motion passed unanimously. Treasurer Nethery made a motion to

abstain from moving forward with a Notice of Foreclosure on Lot #2XXXX4. Vice President Langenbahn seconded. Motion passed unanimously.

## **V. COMMITTEE REPORTS**

### **ARC-**

Director Smith reported that the Norton/Coleman project is being approved in phases. Additionally, the Seims met with the committee and applied for roofing and painting approvals. The committee gave them until July 31, 2008 to complete all necessary repairs. Treasurer Nethery questioned the height of the proposal of Dog Runs. The height of these structures is covered in the Association's CC&Rs.

### **CC&R's**

General Manager Masters reported that the study session conducted with Director Sisco was very productive. The Board of Directors should review these changes, approve them and then membership approval through a vote will be required for community adoption.

### **HOSPITALITY**

Vice President Langenbahn commended Sue Friedman on her marvelous job for this committee and other projects in the community. He also reported that the Spring Brunch date has changed to April 5, 2008 at the Hilltop Clubhouse. Vice President Langenbahn also reported that this committee may obtain a one day liquor license for future events. A wish list was submitted for completing the Clubhouse renovation including: new black refrigerator \$600.00, ceiling fixture over refrigerator converted to can \$125.00, two pieces of color –coordinated artwork \$400.00, two live interior ficus plants in ceramic pots (\$80 x 2) \$160.00, two potted plants located outside front entrance (\$80 x 2) \$160.00, new container for cigarette butts \$65.00, HTCH sign buried in the vinca plants below the front entrance \$300.00 Director Smith made a motion to approve \$600.00 from Reserves and the other wish list items for \$1,125.00 to be purchased from the Operating account (as stated above). Director Smith rescinded her motion. Vice President Langenbahn made a motion to approve wish list times (as stated above), not to exceed \$1,500.00 from Operating and \$600.00 for the refrigerator from the Reserve account. Treasurer Nethery wished to table this motion until the next meeting. President Marwin stated there was currently enough Board members present to constitute a quorum vote. Director Smith seconded. Motion passed with a vote of 3-1.

### **PARKS & POOLS**

Mrs. Nancy Hutson reported in the absence of a Board liaison. This committee requested a resolution for the verbiage on a sign to be located at the tennis courts. No citing is enforceable within the community. Instead fining would occur in the instance of non-compliance and was outlined in the community's CC&Rs, therefore no resolution was necessary. A bid was submitted for the replacement of the arbor at Meadow Park. Treasurer Nethery made a motion to approve the submitted quote for \$21,540.51 (from Reserves) which includes railing. Vice President Langenbahn seconded. President Marwin questioned if the lighting was included in the quote. It was not, but the contractor, Fillmore Construction said that careful demolition was critical to preserve the existing conduit. Additionally, it was stated that 7 new lights would need to be purchased for replacement of the

existing fixtures. This project will be completed within 7 days of launch and will occur before May 1, 2008. Motion passed unanimously. Jordan Fillmore also stated that it is imperative that signs be up for children and residents to stay away from structure while under construction. The committee said that signs should be posted at Meadow Park and at the entrance/exit gate also. Regarding the Recreation Use Contract relevant to residents conducting classes, free of charge for residents, as long as an insurance rider was in the FMOA office as well as a signed copy of a Rec. Use Contract. The Board was advised that currently these requirements are not being met by providers. This issue was tabled until further research into previous meeting minutes for clarification on whether or not a provider can charge for services at the Clubhouse. Dr. Arnold has been invited to give a seminar on sleep apnea and Dr. Krpan will conduct a Wellness Seminar in May and June of 2008.

### **ROADS**

General Manager Masters stated that \$68,000.00 was available for re-surfacing, striping and berms in 2007. Bob Renner stated to the General Manager that the center lines are fading and eroding badly. The cost to re-stripe would be \$1,500.00 to \$2,000.00. Although no formal motion was made the Board consensus was 3 opposed and 1 supported.

### **VIP**

After the resignation of Cyril Ash, this committee is in need of a Board Liaison. Director Smith has volunteered to act as the Board Liaison for this committee. It was reported that the lot fines for non-compliance should be on a lot by lot basis to be unbiased and adequate. It was determined that the office staff should also determine the time invested to establish the administrative fee involved. The committee shall discuss this issue further at their next meeting and re-submit their findings and recommendations to the Board of Directors at the next meeting.

### **VI. OLD BUSINESS/NEW BUSINESS**

There has been no response from the previous correspondence from the General Manager regarding their immediate payment being due. The Board instructed the General Manager to draft another letter to Fairway Village LLC, and advise them if they do not provide a response within 3 days of receipt of the letter, then legal proceedings shall commence. This letter shall be sent certified with return receipt requested.

### **VII. ADJORNMENT**

With no discussion and no objections, President Marwin adjourned the meeting at 6:57 p.m.

The next Board meeting will be 5:00 p.m. Tuesday, March 18<sup>th</sup>, at the Hilltop Clubhouse.

Respectfully submitted by Kimberley Sturgeon  
Recording Secretary

\_\_\_\_\_ Date \_\_\_\_\_  
Secretary Garland Harrison