

# **Chinquapin Homeowners Association Board**

## **Preliminary Minutes of the Meeting Saturday, May 27, 2017**

Carriage House, Chinquapin  
3600 North Lake Blvd  
Tahoe City, CA 96145

**Directors Present:** Tom Popek, President  
Charles Quaglieri, Vice President  
Steve Giacomi, Treasurer  
Carl Bertelsen, Secretary  
Larry Hunt  
Anthony Miles  
Terry Sarvas

**Staff Present:** Bob Duffield, General Manager  
Aidan Miles, WMC

**Homeowners Present:** none

**Homeowners Present by Phone:** none

### **I. Call to Order**

President Tom Popek called the meeting to order at 0930

### **II. Approval of Minutes of the 3/18, 2017 Board Meeting**

*The motion to approve the minutes of the meeting passed unanimously*

### **III. President's Report, Tom Popek**

A. CHOA HRA plan - There was a discussion of altering the CHOA Health that would allow the single employee, R. Duffield, to deduct medical expenses pretax. It was stressed that this change would have no financial

impact to CHOA.

*The motion to approve the CHOA Medical Expense Reimbursement Plan for Employees passed unanimously*

B. Lending Statement suggestions – there was a brief discussion of the options.

C. Election, Board nominations - It was noted that there are two vacancies for the Board and that the McClintock Accountancy Agency will serve as the election inspector. The key dates for this process are as follows:

- send out call for nominations by 6/2/17
- deadline for nominations 7/5/17
- mailing of ballots on 7/21/17
- ballot counting meeting on 8/25/17

*The motion to approve the McClintock Accountancy Agency as the election Manager and inspector passed unanimously*

D. Contact list - New for 2017 is Civil Code section 4041 that requires each homeowner to provide CHOA with the following information:

- Email address
- USPS address
- Dues billing address if different from USPS address
- Secondary addresses to which notices from CHOA are sent
- Name and address of legal representative, if any, including any
- person with power of attorney in the event of an extended leave
- Is the separate interest you own rented out\_\_\_, developed but vacant\_\_\_, owner occupied\_\_\_ (check one)

This request for the above information will be sent out by the Association at least 30 days prior to making the Association's own Annual Budget Report disclosures pursuant to Civil Code 5300. If the owner fails to provide the above information the property address of the owner's separate interest within the development will be deemed the address to which notices are to be delivered.

E. Website changes – there was a presentation by Bob Duffield of the latest changes to the new website. A link to the new website will be sent out by blast email as soon as the new website goes live.

*The motion to approve the "go live" date of 6/7/17 passed unanimously*

- F. 4<sup>th</sup> of July activities – Invited guest Haley Packard, chairperson of this years 4<sup>th</sup> of July celebration at Chinquapin, presented an excellent overview of all the arrangements and planning for this year’s events. Cost for the DJ, caterer, and equipment rentals is projected at \$12,900.

**V. Treasurer’s Report – Steve Giacomi**

- A. Financials – Treasurer Giacomi presented an update of the current finances.

The key points noted were as follows:

- We are on budget in virtually all categories, under budget in legal, and over budget only for snow removal.
  - There are 6 delinquent homeowners dues totaling \$9,300. Calls will be made.
  - The “replacement” fund at Plumas Bank stands at \$408,000 and will henceforth be referred to as our “savings” account.
  - A detailed report (**see attachment 1**) of the 2016 Chinquapin buoy costs was presented. The costs provide a clear justification for 2017 buoy rental charges. It was noted that because of the high water, additional work including the buoy chains being extended at an estimated cost of \$10,000.
  - An update on Winter storm damage repair costs was presented in detail. (**see attachment 2**). Current estimates place the cost of repairs at \$40,010. This is significantly less than originally projected but it is expected to increase as additional damages are discovered.
- B. Edgewater lot – It was noted that we are still awaiting a response from TRPA regarding our application for the lot development. Once the response is received the CHOA Board will make a hard decision reference proceeding or not. Until this decision is made no further significant monies will be spent on this application and development project.

**VI. Committee and Staff Reports**

- A. Architectural Review and Building Committee – Larry Hunt**

The following requests were reviewed and discussed;

1. Unit 175 – gas line extension for water heater
2. Unit 119 – relocation of washer/dryer request
3. Unit 155 – gas installation and fireplace insert

*The motion to approve the above items 1 – 3 passed unanimously*

- L. Hunt then presented an update of the front entry light design, Majestic Fireplaces, and current building projects.

## **B. Grounds Committee – Terry Sarvas**

1. There was a summary presentation of the 5/5/17 Grounds Committee meeting and subsequent property walk through to identify storm damage. It was discovered that there was an unauthorized significant tree removal and trimming. There was a long discussion as to what the Boards' response should be towards the offending homeowner. A majority of the Board felt that there should be an equally significant fine. All present concurred that a review of the CHOA policy on tree trimming and removal should be included in the next President's letter.
2. An update on the changes to the buoy field, mandated by the high water, was presented. The cost for chain extensions etc. came to ~\$10,000.
3. There was a discussion regarding the ongoing repairs to the pier for 2017. It was noted that a boat was left tied to the pier overnight (5/26) and with the stiff East wind that night the boat and the pier both sustained significant damage.
4. There was review of the proposed and ongoing BMP's for 2017. It was decided to delay the North fence project until Fall 2017. There was a review of an outside consultant's opinion regarding the tennis courts. They sustained less surface damage than feared from the heavy snows and it was elected to defer any repairs/resurfacing until Spring 2018. It was decided, however, that Bob Duffield would retain the services of a local hydrologist to recommend and implement changes to rectify the poor drainage in and around the tennis courts. It was felt that this work should proceed this Fall. There was a Board discussion reference the proposed bocce ball courts and the merits of synthetic vs. "real" surface. Estimates for both types of courts are being pursued.
5. There was discussion regarding tree and brush trimming and removal, especially the Winter storm damages.
6. The ongoing 2017 asphalt maintenance schedule was reviewed.
7. There was a discussion of impending increases in the California State Lands Commission lease charges and the potential impact to homeowners. Most of the costs increases will be to buoy leases and pier leases. It was suggested that the President's next letter should include a summary of this issue.

## **C. Insurance Committee – Anthony Miles**

1. There are no new claims to be reported!
2. Bids are being sought from new insurance brokers to potentially replace the existing company.

**D. Pool and Tennis Committee** – Anthony Miles

1. It was noted that tennis court #6 will be stripped for two pickle ball courts by 7/4/17, (cost = \$2,000)
2. There was a review of the recommendations of tennis court contractor Mike Stapleton regarding extent of and costs required to fix the tennis courts. It was again noted that these repairs would be deferred until 2018.

**E. Dollar Estate Planning Committee** – invited guest and chairperson Landra Miles presented an update on the committees' efforts to come up with recommendations and costs associated with various options for dealing with the Dollar House and its surroundings, including the summer cottages. A final summary of the committee's recommendations will be delivered to the Board by 6/15/17 at which time the CHOA Board will debate the recommendations and identify a course of action.

**VII. General Manager and WMC Reports** – Bob Duffield and Aidan Miles

**A. GM Report** – Bob Duffield presented a review of the following projects:

- North end of Dollar House improvements
- Units 72-74 water infiltration problems
- Potential waterproofing of foundation rear and side walls of units 77 and 80
- Dock repair costs associated with the overnight boat accident and that these costs will be passed onto the boat owner, not CHOA.
- Posting of recreational activities on the new website

**B. WMC Report** – Aidan Miles presented an overview of Spring cleanup, Winter storm damage repairs, sod replacement, flower planting etc. There was an update of pathway/road repairs and painting projects. It was noted that the tennis court windscreens have been repaired and will be installed shortly. We were updated as to the schedule for the pier attendants. It noted that there was a proposal from Mitch Packard to install an electric car charging station adjacent to his office. The installation charge will be responsibility of Packard Realty. The station shall be metered such that the user will pay for the charging.

**VIII. Adjournment** – meeting was adjourned to Executive Session by President Popek at 1425

# Attachment # 1

Chinquapien Buoy Cost Analysis 2013			
direct costs - account 829	includes state land leases		\$18,030
Chinquapien Insurance	\$184,815	total cost allocated at 10%	18,482
pier attenuator-buoy install/move out cost			29,928
management labor WMC			3,188
management labor GM			3545
postage			115
accounting	specific charges		1,000
property tax allocation			183
boston whaler	W/MC charges		3,820
new buoy/cast	\$5082 full cost allocated at 20%		1,018
car replacement			126
new pier box			773
high sierra patrol services	\$8518 full year cost allocated at 10%		831
Pier phone			271
utilities	direct cost inc trash pick up		5,200
allocation for future pier replacement	using 12 year life for decking/trails and 30 year life structure		6,334
allocation for future buoy replacement	using 30 year life \$5800/yr	Using 20 yr life \$13,200	9,800
pier area lighting replacement			380
bulb replacement for lighting			100
total costs			\$87,314

## Attachment # 2

CHOA Board Meeting

May 25, 2017

### Winter Storm Damage Estimates (Update)

This is an update of the report given at the March Board meeting. We now have some costs associated with known damage and I have listed additional estimates for damage found after the snow has gone.

1. Street and pathway lights: Total Estimate: \$5560
  - a. 6 arms broken. One arm to be replaced under warranty, and one arm replaced by snow removal contractor. Net cost \$1610
  - b. One full street light, pole and fixture at unit 61, tree fell on it. Replacement cost of \$3300.
  - c. One bollard pathway light head broken, \$250. (we had in stock, replacement cost)
  - d. 4 power couplers for the light fixtures @ \$100 = \$400
2. Tree work cost. \$6,950
  - a. Removal of down trees and preventative removal: \$2950 actual
  - b. Tree clean up in the spring: \$4000 estimate
3. Pavement Repairs: \$15,000
4. Fence repair at unit 60: \$3500
5. Sod: Increase of \$400.... Estimate
6. Signs: Bent, delaminating signs: \$300
7. Misc. Carpentry on pathways and walkways: \$3000 (railings, stair treads, rusted brackets)
8. Bear bin repairs at 61 and 153/4: \$300
9. Curbing and guardrail: \$500
10. Building repairs that we know
  - a. Unit 59 roof from tree damage
    - i. Repair chimney chase and new chimney hood, \$1,500
11. Grounds clean-up/building repairs we don't know of yet: \$3000

Total of the numbers above: \$40,010

# MEMORANDUM

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**TO:** Chinquapin Board of Directors

**DATE:** May 24, 2017

**FROM:** Bob Duffield

**SUBJ:** General Manager's Report

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## CHOA MANAGEMENT AND MAINTENANCE UPDATES

The following report is a **brief** summary of the more notable maintenance, management, and project activities that have taken place since my last report in March. I will be reporting on much of the activity under the published agenda items at the Board meeting. Please contact me with any questions or clarifications that may be needed. Pertinent updates to this report will be given at the May 27<sup>th</sup> Board meeting.

- **Record Winter to Spring 2017**
  - The impact of record precipitation this winter on Chinquapin is still being discovered. Staff will give a summary of the damage recorded to date, current evaluations, and an estimated financial impact at the board meeting.
- **Roof Work**
  - Units 98-100 flat roof replacement is substantially complete. Final touches are being completed to the interior of unit 99 where the interior drain replacements were addressed. A final walk through is scheduled for May 26<sup>th</sup> and all units will be ready for the Memorial Day weekend as planned. Work will begin on the next building, Units 52 and 53, beginning the week of May 30<sup>th</sup>, weather and conditions permitting.
- **Painting and Staining**
  - An update on the spring work will be given at the board meeting.
- **Buildings, Deck, Pathways and Siding Projects**
  - Repair and replacement work is work is under way on various scheduled projects and on repairs from the winter. The chimney chases on buildings 132-135, 169-170, 171-172, and 173-174 have been rebuilt as planned. The chimney chases on Unit 175-182 are scheduled for after Labor Day.
  - Decks are being assessed for needed repairs and decking replacement along with soliciting estimates from contractors.
  - Pathway railings repairs are being scheduled. With the heavy snows, there are many repairs to be made throughout Chinquapin.
- **Grounds**
  - Updates will be covered under the meeting agenda items.
- **CHOA Website**
  - A presentation and update will be given at the meeting. The site should be ready to go "live" shortly after the board meeting.



- **Chinquapin BLA Project**
  - An update will be given at the meeting

### **Meetings Attended and Follow-up Work**

- Regulatory and Utility Agencies
  - Placer County
    - Met with the County regarding permitting, and building maintenance.
  - TRPA
    - Completed the permitting of Unit 178 front deck
    - Project permitting questions for various units
- Professional Consultants
  - Jan Brisco, Tahoe Lakefront Owners Association
  - John Crus, Green Envy INC
  - Jonathan Pease, Marvin Davis and Associates
  - Ron Driller: ARC project review, deck project review and inspections, and general CHOA business.
  - Joe Lyons: Roof leaks, roof design and re-roof inspections.
  - Gary Midkiff, BLA project.
- Weekly Meetings with Aidan Miles of WMC.
- Various General Contractors regarding maintenance projects and budget estimates at Chinquapin.
- Meetings with CHOA Board Members/Committee Chairs and committees, ARC, Grounds Committee, Mitch Packard, McClintock Accountancy, and Maintenance Vendors.
- Meetings with various Chinquapin Homeowners.