

MINUTES
PINE MOUNTAIN CLUB PROPERTY OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS – REGULAR MEETING MINUTES
SATURDAY, MARCH 18, 2017 – 10:00 AM – CONDOR ROOM

The minutes reflect the decisions made during the meeting, but not what is actually said at the meeting.
The minutes are a permanent record of actions taken by the Board. Agenda available upon request.

I. CALL TO ORDER

Chairman Gurtner called the meeting to order at 10:00 am. Eight Directors' attended: Stephan Bates, Gary Biggerstaff, Sandy Browne, Susan Canaan, John Cantley, Bill Gurtner, Garry Kemmer and Phyllis Throckmorton. Doug Wilde was excused. Also in attendance, General Manager Rory Worster and Recording Secretary Karin Shulman.

II. ADOPT THE AGENDA

MOTION by Director Browne, **SECOND** by Director Bates that the agenda for the Board of Directors' Meeting of March 18, 2017 be adopted. **MOTION** carried. Unanimously.

III. CONSENT AGENDA

MOTION by Director Cantley, **SECOND** by Director Throckmorton to approve the draft minutes of the Board of Directors' Regular Meeting of February 18, 2016. **MOTION** carried. Unanimously.

There were three (3) Committee Applications for approval; Greens and Grounds- Doug Kuhn, Budget and Finance-Bryan Skelly, Planning-Bryan Skelly.

IV. OFFICER REPORTS

1. Chair's Report.....See Condor
2. General Manager's Report.....See Condor
3. Treasurer's Report.....See Condor

V. COMMITTEE REPORTS

The Board acknowledged receipt of Committee-Approved Committee Minutes for board review.

MOTION by Director Browne, **SECOND** by Director Cantley to acknowledge receipt of Committee-Approved Committee Minutes for board review. **MOTION** carried. Unanimously.

There were four (4) Environmental Control Committee Projects submitted this month for approval.

MOTION by Director Cantley, **SECOND** by Director Browne to approve four (4) Environmental Control Committee Projects. **MOTION** carried. Unanimously.

There was one (1) Cottage Industry Permit Application submitted this month for approval.

MOTION by Director Browne, **SECOND** by Director Bates to approve one (1) Cottage Industry Permit Application. **MOTION** carried. Unanimously.

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VI. MEMBER'S OPEN FORUM

DISCUSSION: 3508-439-Does association vote on the foreclosed lots? Are servers off-site? Which section of David-Stirling deemed the assessment petition to be excluded from the ballot? 3402-217-Clubhouse remodel and assessments, everyone's choice to use facilities or not, clubhouse is put on ballot because the board is afraid of being sued. Board should be courageous. 3566-362-Complained the only uncivility at last board meeting was a Director. Pointed out by Director Throckmorton that the Chair did try to stop it and the Director did apologize in front of the audience and apology was accepted. Not sure why this was brought up again. 3507-024-to enlarge the Bistro will cannibalize the village businesses. The board resembles the House of Lords and treats members as if they are uneducated. Board is committing treason. 3567-308 & 309-New project is subject to high water levels. Geological failure. Association does need upgrading, want to know where, when and how much. 3501-130&131-Thanked board for following the bylaws and allowing the petitions on the ballot. Has a group of dissent revolutionaries and have over 300 members. Assessments. Mr. Canton and Carol Lombard will be running for director. Rain down the deficits. 3567-118-What action has the board and general manager taken to decrease the Bistro expenses? 3567-293-This is the most transparent board this member has ever seen. Currently pays \$3,000 per year assessment for his primary residence. Our building is not compliant with State or Federal laws. Appreciate what the board is doing. 3566-387-Bought home because of CC&R's and Rules. We can't live as cheap as this in any forest. Pay assessments for the board of directors to manage the association, not to do for only a few people. If the board is restricted to borrow no more than \$1,000,000 and we have a catastrophic event, what are we to do? 3508-061-Revised E-14, shortfall in assessments. 3405-122-Clubhouse project, second home. Expenses on two houses is expensive. Would like to see a business plan. Solar heating for pool. Wasting water in pool because of evaporation. 3506-130&131-The only duties of the board is to carry out the governing documents. Experience with this board is they don't act legally. Organizing members against the board. 3508-695-Please bring back horse trails. Have a plan to have birthday parties, camps, and trail ride lunches. 3508-695-Speed bumps is needed by the equestrian center. Last week a speeding car caused a horse to fall. 3402-509-Please submit Clubhouse Project in Condor, discussed release of forecast of San Andreas Fault, new process to turn wood and waste/trash into fuel which could be used to heat the pool.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

RESOLUTION #01-03-18-17, THEREFORE, BE IT RESOLVED, that the PMCPOA Board of Directors' Approve authorizing funds NTE \$7,000 from the Reserve funds to order Percolator tests for the Equestrian Center, Maintenance Yard and Golf Course/Ferns Lake area.

DISCUSSION: Septic system is beyond life span.

MOTION to approve Resolution #01-03-18-17 by Director Kemmer, **SECOND** by Director Throckmorton.

MOTION carried. Unanimously.

RESOLUTION #02-03-18-17, THEREFORE, BE IT RESOLVED, that the PMCPOA Board of Directors' Review and Adopt the Delinquency policy for the Annual Assessment mailing package for the 2017-2018 fiscal year.

DISCUSSION: N/A

MOTION to approve Resolution #02-03-18-17 by Director Bates, **SECOND** by Director Kemmer.

MOTION carried. Unanimously.

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RESOLUTION #03-03-18-21, THEREFORE, BE IT RESOLVED, that the PMCPOA Board of Directors' approve the Pine Mountain Club User Fees Schedule.

DISCUSSION: Director Kemmer asked to remove the Pine Mountain Club User Fees Schedule from the agenda. The Greens and Grounds Committee is working on changing their fees. Will bring Resolution in April.

MOTION to approve Resolution #03-03-18-17 by Director Browne, **SECOND** by Director Bates.

MOTION by Director Kemmer, **SECOND** by Director Throckmorton to pull Resolution #03-03-18-17 off the agenda until April. **MOTION** carried. Unanimously.

RESOLUTION #04-03-18-17, THEREFORE, BE IT RESOLVED, that the PMCPOA Board of Directors' approve the purchase of new golf carts, NTE \$35,000 from the Reserve fund.

DISCUSSION: Lease returns looks good. Cautioned there still may be problems with gently used carts. Would like the money used to buy new a few at a time. The general manager said they will start a cycle of purchasing new carts going forward. For now, our current carts will not last much longer. Need to have new gently used golf carts.

MOTION to approve Resolution #04-03-18-17 by Director Kemmer, **SECOND** by Director Canaan.

MOTION carried. Unanimously.

RESOLUTION #05-03-18-17, THEREFORE, BE IT RESOLVED, that the Board of Directors' approve the building of a retaining wall on the golf course at hole #5 and #14 with steps and steel railing for the purpose of safety and utility access along with the grading required at hole #14 for access to water grass, NTE \$5,000 from the Operating fund.

DISCUSSION: Current retaining wall is a safety problem. This area is prone to vandalism and the rails keep getting knock down and the wood is rotting from the weather. Will use concrete to rebuild steps which hold up in the weather. This design will meet ADA requirements.

MOTION to approve Resolution #05-03-18-17 by Director Kemmer, **SECTION** by Director Canaan.

MOTION carried. Unanimously.

MOTION to review draft budget and provide management with guidance for development of the final budget to be presented at the April Board Meeting.

DISCUSSION: The Budget and Finance Committee does not want to include the rental string. Need to come to a conclusion regarding the seasonal impact of the rental string. Discussion ensued regarding the rental string rates being to high and maintenance of trails.

MOTION by Director Kemmer, **SECOND** by Director Throckmorton to include the rental string in the final budget in April.

MOTION by Director Biggerstaff, **SECOND** by Director Throckmorton to review draft budget and provide management with guidance for development of the final budget to be presented at the April Board Meeting.

MOTION carried. Unanimously.

MOTION to approve revisions in policies and procedures A-2 (Project Review), C-7 (Email and Written Communication to the Board), C-8 (Electronic Signs) as delineated in the board packet.

DISCUSSION: A-2 (Project Review). Added to Procedure: Project validation and committee review: All projects whether they are being developed for the annual budget or arise during the fiscal year must be presented in outline form including preliminary estimates of cost to the committee for initial approval of the concept and it's alignment with PMCPOA mission and goals and the strategic plan. If necessary, the committee may refer the project to the general manager and the board of directors for their approval.

Added under Project review process to #1. Once initial approval for the project concept has been received, shall include the following on the A-2 form:

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Added in #5. Holding a special meeting would be beneficial (see complete A-2 in board packet).

MOTION by Director Cantley, **SECOND** by Director Browne to approve revisions in A-2 (Project Review) in policies and procedures. **MOTION** carried. Unanimously.

C-7 (Email and Written Communication to the Board), Under Purpose, added revised wording: To establish a policy for written and email communication to the board based on appropriate topics, civility, and respect.

Policy: revised to read: All written communications including email or other electronic means are subject to the following guidelines. Emails to the board may be received at: pmcboard@pmcpoa.com

Topics: revised to read: Matters of a confidential and privileged nature designated for executive session of the board of directors such as litigation, contracts, personnel, and member hearings, will not be discussed outside of executive session. Questions regarding such confidential matters will not receive answers. Civil language has been added: Communications shall not contain personal attacks, threats, or harassment as defined in the California Civil Code (Code Civ. Proc §527.6(b)(3) as amended.

Removed from Contact Information: Email Address and Anonymous correspondence will not be acknowledged.

Procedure: now reads; If an item of communication is received that does not meet these guidelines, only an acknowledgement will be sent with an explanation. Anonymous correspondence will not be acknowledged.

Purpose: has been deleted along with the notes.

MOTION by Director Cantley, **SECOND** by Director Browne to approve revisions in C-7 (Email and Written Communication to the Board) and remove civility, and respect from “Purpose” in policies and procedures. (See complete C-7 in board packet). **MOTION** carried. Unanimously.

C-8 (Electronic Signs), Procedure: now reads: Submissions for display by departments or committees: All proposed submissions for the display will be submitted in writing. Submissions will be evaluated and approved by the general manager. The final decision for the duration of the appearance, the length and the editing of the message on the sign will be made by the general manager or by his designee in the absence of the general manager. The display will be updated as necessary. Removed the rest of C-8. (See complete C-8 in board packet).

the board packet.

MOTION by Director Cantley, **SECOND** by Director Browne to approve revisions in C-8 (Electronic Signs) in policies and procedures. (see complete C-8 in board packet). **MOTION** carried. Unanimously.

IX. INFORMATION AND CORRESPONDENCE

The Board sent and received 21 items of correspondence.

COURTESY LISTING – NON-MEMBER CORRESPONDENCE

None

X. DIRECTOR’S FORUM

Director Biggerstaff – Clubhouse Remodel Project and related topics; Poor communication and misunderstanding.

There is division in the community. There are three components to the building project; swimming pool, admin offices and the clubhouse. Some of the petitions could restrict things in the future. Think about what you are voting for. Forty years ago no one thought about the clubhouse rebuild. The clubhouse was never put into the Reserve study. We did an \$80,000 remodel not long ago, needed plumbing and electrical work done. Replaced carpet upstairs and got a new bar. Think about our water resources, law enforcement or lack of. Think about it.

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Director Gurtner – Discussion and Possible Motion of speed bumps; discussion ensued from the community on speed bumps, humps and stop signs.

MOTION by Director Gurtner, **SECOND** by Director Throckmorton to move management to purchase one speed bump to be installed on Aleution, location is up to the discretion of General Manager and Roads Manager.

Committee Liaison Report

Director Browne – Recreation Committee, did not attend. Communication Committee was dark.

Director Cantley – The Governing Documents Committee continues to review and revise Business Policies and Procedures. The Planning Committee is updating the Strategic Plan. The Planning Committee is going through all the comments and answers to some of the issues brought up. The Website Working Group has completed their task for a new website and going through the process of recommending to the board a company to create a new website. The board accepted the proposal from North Star. The website will seamlessly interact with our current software from North Star.

Director Bates – Budget and Finance is fine with the draft budget with the exception of the rental string. The Environmental Control Committee approved four (4) projects and one (1) Cottage Industry Permit.

Director Kemmer – Director would like the final budget to include rental string. Can keep assessments at bay with lots of fun activities. If members are not involved, get involved. Encourages everyone to take advantage of the clubhouse. Greens and Ground Committee, discussed water storage for long term planning. Would like better itemization on the RV Storage. Dead trees removed from the golf course. Discussed seeding the course.

XI. MEMBER'S REBUTTAL FORUM

DISCUSSION: 3402-217-amenities are very important. It is a way to meet people. Community is very important. Ferns Lake. Not sure why the Bistro is always picked on. 3567-118-moved here for views. Reduce expenses in the Bistro. 3508-717-Greens and Grounds is looking at changing the Fee Schedule. Would like posted for 30 days after changes made. 3566-166 & 167-The \$80,000 spent last year on the remodel was because the electric failed, the plumbing failed, replaced old, worn carpet, flooring. Having to plan the Clubhouse Remodel because past boards would not. This board is taking the heat when it should have been done before. 3402-497 & 498-trying to point out there is three (3) components to building. Be understanding. Everything here is *deteriorating*. Not a good honest discussion on either side. 3508-018-Confirm the next Clubhouse Remodel Project presentation. 3507-130 & 131-Decrease Bistro and Pro Shop hours in the winter.

XII. ADJOURNMENT

MOTION by Director Browne, **SECOND** by Director Bates to adjourn.

MOTION carried. Unanimously.

Meeting adjourned at 1:14 pm.

Acknowledgment of Board Approval by:

Sandy Browne, Corporate Secretary

Date

Approved 04-15-2017