

AGENDA
PINE MOUNTAIN CLUB PROPERTY OWNERS' ASSOCIATION, INC
BOARD OF DIRECTORS' – REGULAR MEETING
SATURDAY, AUGUST 17, 2024
10:00 A.M. – CONDOR ROOM

Members in good standing are free to speak on a specific item on today's Agenda when the Chairman calls for discussion. If there is an item that is not on the agenda that an individual wish to present, the appropriate time for the presentation is during the Member Forum. This meeting is being recorded to allow members in good standing who could not attend to view the meeting at a later date and to aid the recording secretary in preparing the minutes of the meeting. Members will observe rules of decorum. The speaker will address the chairman and speak only to the matter under consideration. Members will refrain from being argumentative and making derogatory or personal remarks or gestures. Members will turn off or silence all cell phones or communication devices while attending the meeting.

I. CALL TO ORDER

_____ Cameron Acosta	_____ Shawn Coulter	_____ Randall Gates
_____ Mark Bailey	_____ Jennifer Emmett	_____ Carolyn Gilbert
_____ Candace Bennett	_____ Philip Gabriel	_____ Brad Hudson

II. ADOPT THE AGENDA

RESOLVE, that the Agenda for the Board of Directors' Meeting of August 17, 2024 be adopted.

Vote to adopt the agenda.

III. CONSENT AGENDA

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: All items listed under III. CONSENT AGENDA are considered to be routine and non-controversial. Consent items will be considered first and may be approved by one motion if no member of the Board wishes to comment or ask questions. If comment or discussion is desired by anyone in the audience, the item may be removed from the consent agenda and will be considered in listed sequence with an opportunity for any member to address the Board concerning the item before action is taken.

1. Dispense with the reading of and approve the draft minutes of the Board of Directors' Regular Board Meeting July 20, 2024 **Page 1.0-1.0.5**
2. Committee applications forwarded for concurrence by the board: **Budget & Finance**, Leslie Branda; **Emergency Preparedness**, Greg Fenton, Andrew Jones, Leslie McCleery, William Peters, Suzanne Vanderford; **Planning**, Terry Butler, Nichole Gates, Ewa Lipinska, Gene Vanderford **Page 1.1-1.1.9**

IV. OFFICER REPORTS

- 1. Chair’s Report..... **Verbal**
- 2. General Manager’s Report..... **Verbal**
- 3. Treasurer’s Report..... **Verbal**

V. COMMITTEE MINUTES ACCEPTANCE

- Committee Minutes Record **Page 3.0**
- Committee Minutes: **Environmental Control** – August 2024; **Governing Documents** – August 2024; **Planning** – July 2024 **Page 3.1-3.1.3**

VI. EC RECOMMENDATIONS

- Approve Environmental Control Committee Project Recommendations (2) **Page 3.2-3.2.37**
- Approve Cottage Industry Permits (0)

VII. MEMBER’S OPEN FORUM

This twenty-five-minute open forum is for members to present their comments. Each member is allotted five (5) minutes and will be timed. Members wishing to be recognized should step to the microphone, address the board chair, and state name, tract, and lot number. The board may extend the time limit for this forum to allow additional members to speak or grant additional time to a speaker when appropriate. Members may present questions to the board. If the question cannot be readily answered it may be presented in writing or email to the recording secretary and the question will be responded to within 15 calendar days upon receipt. In addition to the question, the member's name, tract and lot number, and telephone and/or email contact information must be included. Members may not yield time to other speakers. For the consideration of other speakers and the twenty-five-minute time limit, members are requested to speak to the board only once during members open forum. Members will refrain from being argumentative and making derogatory or personal remarks or gestures.

VIII. OLD BUSINESS

Clubhouse Revitalization Update

IX. NEW BUSINESS

I, Director Acosta, move the adoption of the following resolution:

RESOLUTION #01-08-17-2024, Association Rule Article 11 (Equestrian Center).

WHEREAS, Association Rule Article 11 (Equestrian Center) was pieced together over years; and

WHEREAS, PMCPOA has engaged an attorney who specializes in both community associations and equestrian centers; and

WHEREAS, the attorney has agreed to update the rules to conform to current standards; and

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RESOLVED that the PMCPOA Board of Directors approve **RESOLUTION #01-08-17-2024**, the update to Association Rule Article 11 (Equestrian Center) as submitted **Page 4.1-4.1.5**

Submitted by Director Acosta

I, Director Gates, move the adoption of the following resolution:

RESOLUTION #02-08-17-2024, Reserve Item 6048, Street Sweeper Replacement.

WHEREAS, the 2022-2023, the Reserve Study reflected the life of the Street Sweeper to be zero (0) years; and

WHEREAS, Reserve Item 6048, the Street Sweeper, cost to replace has increased due to inflation; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #02-08-17-2024**, replacement of Reserve Item 6048, Street Sweeper, NTE \$240,000 from the reserve fund . **Page 4.2**

Submitted by Director Gates

I, Director Emett, move the adoption of the following resolution:

RESOLUTION #03-08-17-2024, Bear Invasion Ad-Hoc Committee.

WHEREAS, PMCPOA residents are experiencing an extraordinary number of bear home intrusions; and

WHEREAS, conflicting information is being circulated for home hardening; and

WHEREAS, the PMCPOA needs reliable and consistent wildlife information and resources; and

WHEREAS, the committee will address wildlife/bear communication issues; and

WHEREAS, the committee will report back their findings each month; and

WHEREAS, the committee will provide recommendations for best practices; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #03-08-17-2024**, creating a Bear Invasion Ad-Hoc Committee **Page 4. 3**

Submitted by Director Emett

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I, Director Gates, move the adoption of the following resolution:

RESOLUTION #04-08-17-2024, Ford F-550, Reserve Fund #6065 replacement.

WHEREAS, replacing a Ford with a Dodge will allow replacement parts from existing Dodge vehicles ; and

WHEREAS, the life of the Reserve Item 6065, has zero (0) years remaining life; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #04-08-17-2024**, replacing the Ford F-550, Reserve Item 6065, with a 2024 Dodge Ram 5500, NTE \$111,500 from the reserve fund **Page 4.4**

Submitted by Director Gates

I, Director Gates, move the adoption of the following resolution:

RESOLUTION #05-08-17-2024, 2011 Dodge 2500, Reserve Study #6059 replacement.

WHEREAS, the vehicle was purchased in 2011 and the useful life span is ten (10) years; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #05-08-17-2024**, replacing the 2011 Dodge 2500, Reserve Study #6059 with a 2024 Dodge Ram 3500 Crew Cab, NTE \$80,000 from the reserve fund **Page 4.5**

Submitted by Director Gates

I, Director Gates, move the adoption of the following resolution:

RESOLUTION #06-08-17-2024, Four (4) Lake Meters, Reserve Study #2011 Replacement.

WHEREAS, the meters are non-functional; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #06-08-17-2024**, replacing Four (4) Lake Meters, Reserve Study #2011, NTE \$14,000 from the reserve fund **Page 4.6**

Submitted by Director Gates

MOTION to approve the Consent Calendar **Page 4.7**

MOTION to approve the new Business Policy H-3 (Election Committee) **Page 4.8-4.8.1**

MOTION to sanction the following club: Pine Mountain Gardeners Club **Page 4.9-4.9.1**

MOTION to approve the update to the Planning Committee Charter **Page 4.10-4.10.3**

MOTION to add board liaisons to PMC’s elected government officials including but not limited to the county supervisor, state representatives and federal representatives ... **Verbal, Director Gabriel**

MOTION to start a food closet that would be funded by PMC and donations from the community ...
..... **Verbal, Director Gabriel**

X. INFORMATION AND CORRESPONDENCE

- 1. Patrol Recap for the Month of July 2024 **Page 5.0**
- 2. Environmental Control Recap for the Month of June 2024 **Page 5.1**

The board sent and received sixteen (16) items of correspondence.

XI. DIRECTORS’ FORUM

Committee Liaison Report

- Director Gates** - Budget & Finance (3rd Wednesday at 5:00 p.m.)
- Director Hudson** – Communications (1st Tuesday at 6:00 p.m.)
- Director Gabriel** - Emergency Preparedness (4th Saturday at 9:00 a.m.)
- Director Gilbert** - Environmental Control (1st Friday at 2:00 p.m.)
- Director Gilbert** – Fire Safe Council
- Director Acosta** – Governing Documents (1st Saturday at 9:00 a.m.)
- Director Bailey** - Greens & Grounds (1st Friday at 9:00 a.m.)
- Director Bennett** – Planning (1st Saturday at 1:00 p.m.)
- Director Acosta** – Mil Potrero Mutual Water Company (July 13, 2024 at 10:00)
- General Manager Greisen** – Pine Mountain Club Commercial Property Owners Association

XII. MEMBERS’ REBUTTAL FORUM

Members’ Rebuttal Forum is a ten (10) minute forum following the Directors’ Forum. Members may reply to any matter raised by a Director during Directors’ Forum. Replies will be limited to one (1) minute per speaker. Members wishing to be recognized should step to the microphone, address the Board Chair, and state name, tract, and lot number. There may not be an immediate verbal answer from the Board to questions or comments from the Members. Members may not yield time to other speakers. Members will refrain from being argumentative and making derogatory or personal remarks or gestures.

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XIII. ADJOURNMENT

In the July 20, 2024 executive session, the following was discussed:

Litigation/Potential Litigation – (1)	1-Discussed
Contract's – (3)	1-Discussed 2-Approved, Swedelson Gottlib, NTE \$2,500; Equine General Liability Insurance
Forbearance Agreements – (5)	5-Approved, 3508-633, 3507-356, 3402-144, 3405-156
Foreclosure Requests – (0)	0-Discussed
Hearings – (6)	2-Discussed 4-Approved, 3566-105, \$250 (Abeyance); 3508-495, \$1,750; 3402-400, \$750; 3402-019, \$1,000
Personnel – (2)	2-Discussed

The next Regular Open Board Meeting will take place on September 21, 2024 at 10:00 a.m. in the Condor Room.

MOTION by Director _____, **SECOND** by Director _____ to adjourn.
Meeting adjourned at _____ p.m.

MINUTES
PINE MOUNTAIN CLUB PROPERTY OWNERS' ASSOCIATION, INC
BOARD OF DIRECTORS' – REGULAR MEETING
SATURDAY, JULY 20, 2024
10:00 A.M. – 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

Chair Jennifer Emmett called the meeting to order at 10:00 a.m. Eight directors attended: Cam Acosta, Mark Bailey, Shawn Coulter, Jennifer Emmett, Philip Gabriel, Randall Gates, Carolyn Gilbert, and Brad Hudson. Director Candace Bennett was excused. Also, in attendance were general manager Todd Greisen and recording secretary Grace Wollemann.

II. ADOPT THE AGENDA

MOTION by Director Gilbert, **SECOND** by Director Acosta that the agenda for the Board of Directors Meeting of July 20, 2024 be adopted.

MOTION by Director Hudson, **SECOND** by Director Bailey to amend the agenda for the Board of Directors Meeting of July 20, 2024 and remove Business Policy H-3 (Election Committee). Directors Bailey and Coulter **abstained**. Directors Acosta, Gabriel, Gates, Gilbert, and Hudson **approved**. **MOTION** carried.

MOTION by Director Hudson, **SECOND** by Director Bailey to approve the amended agenda for the Board of Directors Meeting of July 20, 2024. Directors Bailey and Coulter **abstained**. Directors Acosta, Gabriel, Gates, Gilbert, and Hudson **approved**. **MOTION** carried.

III. CONSENT AGENDA

There were twenty-five (25) committee applications for approval.

MOTION by Director Gilbert, **SECOND** by Director Gabriel to amend the consent agenda, removing Finn Myggen's committee application for further discussion in executive session.

MOTION by Director Gilbert, **SECOND** by Director Gabriel to approve the amended consent agenda. Directors Bailey and Coulter **opposed**. Directors Acosta, Gabriel, Gates, Gilbert, and Hudson **approved**. **MOTION** carried.

IV. OFFICER REPORTS

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

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Discussion: Due to software issues the treasurers report was not provided.

MOTION to ratify the review of the Association's April, May and June 2024 financials in accordance with Civil Code §5500 and §5501. **MOTION** withdrawn.

V. COMMITTEE MINUTES ACCEPTANCE

The board acknowledged receipt of the committee minutes.

VI. EC RECOMMENDATIONS

MOTION by Director Gilbert, **SECOND** by Director Coulter to approve one (1) environmental control committee project recommendation. **MOTION** carried.

There were zero (0) cottage industry permits.

VII. MEMBER'S OPEN FORUM

Discussion: Members discussed stop signs, dead trees, signage in the park, member appreciation day, ad hoc committees, bear survey, speeding, speed bumps, and bear issues.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

MOTION by Director Gilbert, **SECOND** by Director Gabriel to review and approve **RESOLUTION #01-07-20-2024**, the update to Association Rule 3.05 (General Rules) as submitted. Directors Bailey, Coulter and Gates **opposed**. Directors Acosta, Gabriel, Gilbert, and Hudson **approved**. **MOTION** carried.

Discussion: The board discussed the chain of command between the board chair, staff and the general manager.

MOTION by Director Gilbert, **SECOND** by Director Bailey to review and approve **RESOLUTION #02-07-20-2024**, the update to Association Rule 3.12 (General Rules) as submitted. **MOTION** carried.

Discussion: Discussion ensued regarding events held by members or guests that use Association property and the concerts.

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MOTION by Director Gilbert, **SECOND** by Director Gabriel to review and approve **RESOLUTION #03-07-20-2024**, the update to Association Rule 12.02 (Golf Course) as submitted. Director Coulter **opposed**. Directors Acosta, Bailey, Gabriel, Gates, Gilbert, and Hudson **approved**. **MOTION** carried.

Discussion: A member suggested permitting non-golfers on the golf course after hours. Damage to the golf course was also discussed.

MOTION by Director Gilbert, **SECOND** by Director Hudson to review and approve **RESOLUTION #04-07-20-2024**, the new Association Rule 21.26 (Unimproved Lots) as submitted. **MOTION** carried.

Discussion: Discussion ensued regarding fencing and lot-tying.

MOTION by Director Gates, **SECOND** by Director Gilbert to approve **RESOLUTION #05-07-20-2024**, the Swedelson & Gottlieb Law Firm for a not-to-exceed cost of \$2,500 to establish a new contract and policy for filming within Pine Mountain Club. **MOTION** carried.

Discussion: The contract will cover roadway usage and parking.

MOTION by Director Gilbert, **SECOND** by Director Hudson to approve the update to the User Fee schedule. Director Bailey **opposed**. Directors Acosta, Coulter, Gabriel, Gates, Gilbert, and Hudson **approved**. **MOTION** carried.

Discussion: Request was made to post the user fee schedule.

MOTION by Director Gilbert, **SECOND** by Director Hudson to approve the Consent Calendar. **MOTION** carried.

Discussion: Suggestion was made to move the A-2's to September or October.

MOTION by Director Gilbert, **SECOND** by Director Acosta to approve the new Business Policy B-11 (Meet the Candidates). **MOTION** carried.

Discussion: Discussed was the word "negative", the "Meet the Candidates interfering with the Lilac Festival, and the redacting of the agenda's,

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MOTION by Director Gilbert, **SECOND** by Director Hudson to approve the update to Business Policy G-1 (Hearings before the Board). **MOTION** carried.

MOTION by Director Gilbert, **SECOND** by Director Hudson to sanction the following clubs: Pine Mountain Golf Club, Pine Mountain Meditation Club, Pine Mountain Pickleball Club, Pine Mountain Scrappers Quilt Guild, PMC Guitar Society 2024, PMC Sandlot Club, Tuesday Celtic Session Club and White Sage Lace Guild. **MOTION** carried.

Discussion: Members discussed the Sandlot club and the garden club.

MOTION to add board liaisons to PMC's elected government officials including but not limited to the county supervisor, state representatives and federal representatives. **MOTION** withdrawn.

MOTION to start a food closet that would be funded by PMC and donations from the community. **MOTION** withdrawn.

X. INFORMATION AND CORRESPONDENCE

The board sent and received twenty-five (25) items of correspondence.

XI. DIRECTORS' FORUM

Director Coulter – Process for fallen trees and fire hazards in the greenbelts adjacent to a PMC Homeowners property.

Discussion: The new member website was discussed. Members will be able to send in work requests.

Committee Liaison Report

Director Gates - Budget & Finance (3rd Wednesday at 5:00 p.m.) - **DARK**

Director Hudson – Communications (1st Tuesday at 6:00 p.m.) - **DARK**

Director Gabriel - Emergency Preparedness (4th Saturday at 9:00 a.m.)

Discussion: The committee discussed preparation for wildfires, shelter in place and coordination between KCFD and the community. Also discussed was the POST fire and the Fire Safe Council.

Director Gilbert - Environmental Control (1st Friday at 2:00 p.m.)

Discussion: Director Emmett attended. One solar project was approved.

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Director Gilbert – Fire Safe Council

Discussion: Discussed were the community wildfire protection plan, fuel breaks, and the regional forest and fire capacity grant. The fire safe council was awarded the Tehachapi roads planning grant.

Director Acosta – Governing Documents (1st Saturday at 9:00 a.m.)

Discussion: See approved business policies listed above.

Director Bailey - Greens & Grounds (1st Friday at 9:00 a.m.)

Discussion: The committee discussed the missing golf balls.

Director Bennett – Planning (2nd Saturday at 10:00 a.m.)

Discussion: The committee has tentatively selected Nichole Gates as Chair, Madison Bottorff as Vice Chair, and Secretary TBD as they finalize committee members for this year. They reviewed the committee charter and will be submitting it to the board (via board liaison) in August to request changing the date and time of the meeting to the second Saturday at 10am. The August meeting has been rescheduled for this time. They will be reviewing the current Strategic 5-year plan to brush up on how survey data was presented (and then move into synthesizing the 2024 survey results), as well as reviewing what action items from the 2021 Strategic Plan have been accomplished. The facilities master plan is also back on their radar and they will be exploring software options for how to make this more user-friendly and easily updateable going forward. They reviewed the Common Rules for All Committees and discussed the importance of member etiquette and respect to ensure a productive committee. A guest at the meeting brought up traffic safety/speeding along Mil Potrero Hwy and our residential streets – it was suggested he bring this up with the EP committee (which he has done) and to also send a formal email to the planning committee so that this can be noted with any similar survey data. Next meeting will be August 10th at 10am in the Pavilion

Director Acosta – Mil Potrero Mutual Water Company (July 13, 2024 at 10:00 a.m.)

Discussion: MPMWC extended their voting deadline.

General Manager Greisen – Pine Mountain Club Commercial Property Owners Association

Discussion: PMCCPOA is working on future events.

XII. MEMBERS’ REBUTTAL FORUM

Discussion: Members discussed tree issues, speed bumps, golf course damage and bear issues..

XIII. ADJOURNMENT

In the June 15, 2024 executive session, the following was discussed:

Litigation/Potential Litigation – (1)	1-Discussed
Contract’s – (3)	3-Discussed

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Forbearance Agreements – (3)	3-Approved, 3508-365/375, 3405-138, 3405-156
Foreclosure Requests – (4)	4-Approved, 316-261-07-00-6, 316-402-09-00-9, 316-452-03-00-6, 316=511-03-00-6
Hearings – (0)	0-Discussed
Personnel – (1)	1-Discussed

In the June 14, 2024 special executive session, the following was discussed:

Hearings – (9)	8-Approved, 3566-063, \$500; 3405-002, \$250; 3567-020, \$500; 3507-139, \$500 (Abeyance); 3402-046, \$500 (Abeyance); 3507-341, \$2,000 (Abeyance); 3507-341, \$2,000 (Abeyance); 3402-127, \$500; 3566-357, \$250
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The next Regular Open Board Meeting will take place on August 17, 2024 at 10:00 a.m. in the Condor Room.

MOTION by Director Gilbert, **SECOND** by Director Bailey to adjourn.
Meeting adjourned at 1:10 p.m.

Acknowledgment of Board Approval by:

Corporate Secretary

August 17, 2024
Date

**Committee Minutes Record
July – June 2024-2025**

	Meeting Date	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Name												
1	Budget & Finance L: Randall Gates												
2	Communications L: Brad Hudson	DK											
3	Election Committee L: Carolyn Gilbert	N/A											
4	Emergency Preparedness L: Philip Gabriel												
5	Environmental Control L: Carolyn Gilbert	CA	CA										
6	Governing Documents L: Cam Acosta	CA	CA										
7	Greens and Grounds L: Mark Bailey	CA											
8	Planning L: Candace Bennett	CA											
9	Recreation L: Vacant	N/A											
10	Committee Chair/Liaison L: None												

OTHERS

11	MPMWC L: Cam Acosta												
12	PMCCPOA L: Todd Greisen												
13	Fire Safe Council L: Carolyn Gilbert												

**CA = Committee Approved C = Cancelled D = Draft DK = Dark
L = Liaison Q = Mtg. dismissed - lack of quorum.**

APPROVED

Environmental Control Committee Meeting Minutes August 2, 2024

- I. **In Attendance:** Mike Joseph – Chair, Brent Bennett, Andrea Parks - Members / Carolyn Gilbert - Board Liaison / Joe Ladin, Kay Chilano - Staff
- II. **Absent:** Ron Freeman, Andrea Schoening
- III. **Guests** – Tom Warner
- IV. Meeting called to order at 2:03 PM
- V. **Review and approval of plans**
 - a) Tapia / Warner Construction – 3508-715 – 1517 Bernina Dr – New Septic System. Access from Zion to Bernina through greenbelt.
There is no access from the front of the owner’s property because it’s too narrow on both sides of the house to get to the rear area where the septic system is currently. Warner Construction’s plan is to access from Zion, however, there is a 15-foot-deep ravine to cross to reach the Bernina property. Using a bobcat, he will carefully traverse down to the bottom of the ravine using soil from that area to make a small roadway to the other side. When the project is completed, he will then return all to its previous condition, with the exception of the shrubbery he will need to remove to access Bernina, which he will transfer to the green waste site. He will not remove any trees in the process.
Motion to approve as submitted by Mike Joseph, 2nd by Brent Bennett - Unanimous
 - b) Henderson – 3508-018 – 2425 Ironwood Dr – Solar
Motion to approve as submitted by Mike Joseph, 2nd by Brent Bennett - Unanimous
- VI. **New Business**
 - a) Joe Ladin, EC Officer, reported on minor projects approved. 2 fences, 2 sheds, 7 tree permits.
- VII. **Old Business:** None
- VIII. **Approval of Minutes** of - August 2, 2024
By: Brent Bennett, Mike Joseph, Andrea Parks
- IX. **Meeting adjourned** at 2:30 PM
Motion: By Mike Joseph
2nd: by Brent Bennett

**Governing Documents Committee
Minutes for August 3, 2024
Pavilion & Zoom
9:00 a.m.**

**Approved via
Email**

1. **Meeting was called to order** at 9:00 a.m. by Grace Wollemann.
Present were committee members Connie Baldin, Alicia Rogers, Patrice Stimpson and Grace Wollemann, board liaison Cam Acosta, board chair Jennifer Emmett, general manager Todd Greisen, and member guests, Gail Pattarino and Cliff Penick, Sr.
2. **Minutes for July 6, 2024 reviewed and approved by email.**
3. **Selection of officers**
 - a. **Chairperson**
Grace Wollemann agreed to be chairperson and secretary.
 - b. **Vice-chair**
Patrice Stimpson agreed to be vice-chair.

4. **Documents reviewed:**

Code 21.20 Hazards

The committee agreed by consensus to approve the draft of the EC code and to forward the document to the board of directors for their action.

EC Code 21.24 Destroyed and partially built structures

The committee agreed by consensus to approve the draft of the EC code and to forward the document to the board of directors for their action.

Business Policy and Procedures H-3 Election Committee

The committee agreed by consensus to approve the draft of business policy H-3 Election Committee and to forward the document to the board of directors for their action.

5. **Discussion** ensued regarding water fixtures until it was noted that this discussion was not part of the governing documents agenda.

6. **Documents pending review:**

Business Policy and Procedures D-17 Filming Contract

Discussion: The general manager recommended the approval of any amendments to this policy be deferred until the board approves the contract.

7. **Adjournment.**

MOTION by Patrice Stimpson, **SECOND** by Connie Baldin to adjourn.
Meeting adjourned at 9:45 a.m.

The next governing documents committee meeting will be held at **9:00 a.m. on September 7, 2024** in the Pavilion and on Zoom.

Grace Wollemann
Governing Documents Committee Chair

Minutes approved by quorum via email.

**PMCPOA Planning Committee
Meeting Minutes 07/13/24
Pavilion Room**

Call to order by Nichole Gates at 3:09pm

Committee members present: Cliff Penick, Ewa Lipinska, Bob Wyantt, Terry Butler, Madison Bottorff, Nichole Gates. (all of these members have submitted their applications into the committee). **Absent:** Gene Vanderford.

Guests: Paul Mobley via zoom.

Board Member liaison: Candace Bennett.

1. Vote on Chair and Vice Chair positions.
 - a. Nichole Gates nominated for Chairperson of Planning Committee by Cliff Penick and seconded by Terry Butler/Madison Bottorff.
 - b. Madison Bottorff nominated for Vice Chairperson of Planning Committee by Nichole Gates and seconded by Cliff Penick/Terry Butler.
 - c. Tabled Secretary appointment until final committee members identified. Madison Bottorff will continue to carry out Secretary duties until another secretary has been appointed.
2. Nichole Gates engaged the committee in a review of the charter.
 - a. Nichole Gates projected and read through the Planning Committee Charter description/purpose.
 - i. Survey
 - ii. Strategic Plan
 - iii. Facilities Master Plan
 - iv. Goals of the PMCPOA
 - v. Actions Plans
 - vi. **Discussion items:**
 1. Reworking the Facilities Master Plan so that it is a living document and research on how to do this. Perhaps our POA Communications Director, Gisa Seeholzer, can help with formatting or give ideas.
 2. Survey:
 - a. We will begin collating survey data after our next meeting and consider the most effective way to share results back with the community.
 3. Will there be a specific clubhouse remodel project survey that goes out? A member vote? No info yet on these questions as more information is needed about what is actually possible as far as a remodel/rebuild, etc.
 4. Candace Bennette will look into changing the procedure around A2 approval so that the timeline is updated to allow for more ample time to implement plans as appropriate. (i.e. from January approvals to October approvals, meaning that the A2 submission deadline will be in October instead of January, potentially).
 5. Discussed future potential to have shorter, more frequent surveys on the new POA website to get community input more often.
 - b. Nichole Gates projected and read through the Common Rules of all Committees.
 - i. **Discussion items:** Management of guest attendance, ethical communication of committee meeting discussion, use of board member liaison, general workings of the committee and procedures.
3. Discussed changing the time for future meetings to increase engagement.
 - a. Committee all agreed on trying to change the regular meeting time to the 2nd Saturday of the month at 10am. Nichole Gates will confirm with Adel Martin and send out an appropriate record of

Minutes approved by quorum via email.

change and inform the committee for our next meeting which will then be scheduled on 8/10/24 at 10am.

4. Upcoming plans:
 - a. Send out and review the previous strategic plan in word doc form to all committee members.
 - b. Nichole and Madison will review the previous strategic plan spreadsheet to determine which goals were met and which will continue on to be completed and reassigned to new/different committee members.
 - c. **Discussion Items:**
 - i. Committee will begin to consider which other committees will be involved in maintaining previous goals and new goals determined once the recent survey's data has been collated.
 - ii. Candace Bennett, our board liaison, will be working more closely with the board to ensure that there is more thorough communication and follow through on strategic plan goals across the committees.
5. Guest Comments:
 - a. Paul Mobley: Discussion of traffic safety on both Kern County hwy and POA streets. Encouraged Paul to discuss his concerns with board director Gabriel, liaison for the Safety Preparedness Committee.
6. Adjournment: 4:38pm by Cliff Penick, seconded by Madison Bottorff/Nichole Gates.

Next meeting August 10th, 2024—PMC Pavilion

Planning Committee Minutes approved on _____ via email.

NOTICE OF PROPOSED RESOLUTION

TO: PMCPOA Board of Directors
FROM: Director Acosta
SUBJECT: Association Rule Article 11 (Equestrian Center)
DATE: July 16, 2024
DATE TO BE SUBMITTED: August 17, 2024

THE FOLLOWING RESOLUTION IS PROPOSED FOR SUBMISSION TO THE BOARD ON THE ABOVE DATE. PLEASE REVIEW IT AND NOTIFY THE MAKER OF YOUR COMMENTS, POSSIBLE ALTERNATIVES AND SUGGESTIONS. NOTIFICATION MUST BE AT LEAST 10 DAYS PRIOR TO THE MEETING AT WHICH IT WILL BE SUBMITTED.

ADDRESSED TO: PMCPOA Board of Directors
MAKER: Director Acosta
ACCOMPLISHMENTS: Association Rule Article 11 (Equestrian Center)
COST: N/A
DATE OF IMPLEMENTATION: Upon Approval
APPLICABLE POLICY: N/A
ALTERNATIVES: Not update Association Rule Article 11 (Equestrian Center)

RESOLUTION #01-08-17-2024, Association Rule Article 11 (Equestrian Center).

WHEREAS, Association Rule Article 11 (Equestrian Center) was pieced together over years; and

WHEREAS, PMCPOA has engaged an attorney who specializes in both community associations and equestrian centers; and

WHEREAS, the attorney has agreed to update the rules to conform to current standards; and

RESOLVED that the PMCPOA Board of Directors approve **RESOLUTION #01-08-17-2024**, the update to Association Rule Article 11 (Equestrian Center) as follows:

ARTICLE 11: EQUESTRIAN CENTER

11.01 GENERAL RULES

~~As a condition of use of the equestrian facilities, every member and authorized family member, guest or tenant using the equestrian facilities, shall agree to and acknowledge the following:~~

- ~~1. Serious injury may result from use of the equestrian facilities, including horse riding.~~
- ~~2. Horseback riding and activities in and around the equestrian facilities pose inherent safety risks.~~
- ~~3. If a horse is provoked or frightened, it may respond by bucking, rearing, kicking, biting, running from danger, stopping short, changing directions, etc. All of which pose safety risks.~~
- ~~4. Any person using the equestrian facilities assumes all risks with regard to such use.~~
- ~~5. The Association and its directors, officers, managers, and agents (collectively the Association) shall not be liable to any individual using the equestrian facilities unless caused by the willful neglect or fraud of such person or entity.~~
- ~~6. Each member shall defend and hold harmless the Association in connection with any claim brought against the Association by any such member's family, guests, or tenants in connection with the use of the equestrian facilities by such persons.~~
- ~~7. All boarders using the equestrian facilities shall, whether a member or not, maintain a general liability policy with coverage of at least \$500,000.~~
 - ~~A. The general rules of Article 3 also apply to this article.~~
 - ~~B. Horses are allowed only on "Equestrian" designated association-controlled paths.~~
 - ~~C. Use of the equestrian center is subject to Article 3.03 of the PMCPOA bylaws.~~
 - ~~D. Stallions and ridgelings are not allowed.~~

- ~~1. Pregnant mares are allowed up to the tenth month from the date of fertilization.~~
- ~~2. Weaned foals are allowed after they reach six months of age.~~
- ~~3. Colts must be gelded prior to being on the premises. —~~

- ~~E. No horse may be moved from one boarding location to another within the center without the prior written permission of the equestrian manager.~~
- ~~F. No more than one horse will be kept in an inside stall or pipe corral at one time. Special arrangements for pasture use must be made with the equestrian manager.~~
- ~~G. Overnight boarding arrangements must be made with the equestrian manager 48 hours in advance. All boarders must provide proof of current immunizations and worming program upon arrival.~~
- ~~H. In no event shall a PMCPOA member have more than two stalls or corrals if same are at capacity/rented out. Pasture space is not limited.~~
- ~~I. A string of rental horses may be available, seasonally, for authorized users. Reservation procedures along with rates and rules governing age, size, dress and trail conduct are available at the Association office and at the equestrian center. A release/waiver is required and final approval to rent to an individual shall be determined by the equestrian manager.~~

1. Use of Equestrian Center premises is also subject to Article 3 (General Rules) of the PMCPOA Bylaws.

2. All children must be kept under direct parental or adult supervision. Minor children 8 through 11 must be accompanied by an authorized person 15 years of age or older.

Authorization must be from a parent/legal guardian.

3. All boarders who invite guests to premises must have their guests sign a guest release prior to, or upon, arrival on premises. Please obtain this guest release from the equestrian center manager. Any individual who has not signed a release is trespassing and must sign the appropriate release before permission to be on premises is allowed. In case of a minor (under 18), a parent/legal guardian must sign the appropriate release.

4. All minors who are riding a horse and mounted must wear an ASTM safety helmet, long pants and closed toe shoes with a low heel. No exceptions. All individuals, regardless of age, handling horses are not permitted to wear flip flops or open-toed shoes while doing so.

5. Equestrian center premises is a valuable asset of the PMCPOA community. Please treat others with respect, courtesy and consideration. Safe, considerate and courteous behavior of each boarder, family member and guest are required at all times! Safety is a primary goal.

6. Inappropriate and disruptive behavior by boarder or any others on premises is not permitted. This can include, but is not limited to, horse abuse/neglect, interference with equestrian center personnel, activities/behavior such as criminal acts, (or a pending accusation of same), abusive, bullying, threatening, harassing language or behavior, physical or verbal confrontation, engaging in gossip, spreading false information about fellow boarders, employees, farriers and veterinarians, rude, divisive or adversarial behavior, uncomfortable overt friendliness, intoxication, threatening actions/behavior, harassment, credible threats of violence,

11.02 STABLE CONDUCT

~~A. — All horses are to be tied or in hand at all times when not in a stall, paddock, pasture, arena or being ridden.~~

~~B. — Boarding of green-broke horses is prohibited except by written approval of the equestrian manager.~~

~~C. — All horses shall be walked in the stable area.~~

~~D. — Due to insurance and state OSHA safety requirements, children must be kept under close parental supervision. Children under eight must be accompanied by an adult. Children eight through eleven must be accompanied by someone fifteen years of age or older.~~

~~E. — Horses may be placed on the hot-walker only if the horse is properly trained for its use. Owners must remain in the area of the hot-walker unless the owner has requested equestrian center personnel to provide this as a payable service.~~

~~F. Horse abuse or interference with equestrian personnel or boarders is not allowed.~~

~~G. — Smoking is allowed in designated smoking areas only. Smoking is not permitted in barns, hay barns and shavings storage.~~

~~H. — Work areas, such as the upper barn hall (except at cross-ties), vet rack and the area around the hay barn shall be kept clear of horses and vehicles.~~

~~I. National forestry rules apply to all trails.~~

11.02 HORSE RELATED RULES

14. Only horses whose legal owners have signed the equestrian center boarding agreement or a guest release for visiting horses are permitted to be on the premises.
15. Stallions and ridgelings are not allowed.
16. Colts must be gelded prior to being on premises.
17. Pregnant mares are allowed only up to the end of the tenth month from the date of fertilization.
18. Weaned foals are allowed after they reach six months of age. Boarding of green broke horses is prohibited except by advance written approval of the equestrian manager.
19. Horses are permitted only on the PMCPOA equestrian center designated and controlled round pens, arena and premises paths.
20. No horse may be moved from one assigned boarding location to another on premises without the prior written permission of the equestrian manager.
21. Only one horse at a time can be kept inside a barn stall or pipe corral. Any special arrangements for pasture use must be made in advance with the equestrian manager.
22. A PMCPOA boarder may have only up to two (2) barn stalls or pipe corrals if these areas are at occupant capacity. Pasture space does not have the 2 horses per boarder limit, but prior arrangements are to be made with the equestrian manager if more than 2 spaces are needed.
23. All horses are to be tied or in hand at all times when not in a barn stall, pipe corral or pasture, arena or being ridden.
24. All horses shall be walked in the barn stall area.
25. Horses may be placed on the hot-walker only if the horse is properly trained for its use. Horse owners must remain in the area of the hot-walker.
26. Horse owners must remain in the area of the round pen, riding arena, tie out racks and hotwalker in view of their horse at all times unless the owner has requested equestrian center personnel to provide this extra service for a fee.
27. Horses found to have behavioral issues such as, but not limited to, cribbing, biting, charging or kicking, which are deemed to be dangerous to other horses or people, will be addressed immediately with the horse owner to discuss solutions and/or potential boarding termination.
28. Please no feeding of treats to horses unless you have the horse owner's permission.

11.03 ARENA USAGE

- A. — Riders have first priority in the arena.
- B. — An owner's horse may be turned out in the arena provided it is empty and the owner remains on the stable premises. Exceptions must be arranged with the equestrian center manager.
- C. — Exercise turnouts by individual owners will be limited to 20 minutes each if others are waiting to use the arena, and will be on a first-come basis.
- D. — Uses of the arena such as riding, training, lunging, and practicing for competitive events, shall be limited to 30 minutes if others are waiting to use the arena and will be on a first-come basis.
- E. — All equipment brought into the arena must be removed when finished.

11.03 CLEANING AND TIDINESS RULES

29. Please pick up your horses' manure from the common areas, round pens, riding arena, parking lot and streets.

30. Horse owners are responsible for sweeping, cleaning and arranging stall mats in barn stalls and pipe corrals.

31. All horse grain/treats and supplements must be kept in sealed container inside an assigned tack locker.

32. Boarder may store certain tack and equipment in assigned tack lockers but are subject to clauses set forth in the equestrian center boarding agreement regarding tack and personal property.

33. No hanging of halters, blankets, fly masks, horse tack, salt licks, feed buckets, grooming supplies etc. on barn stalls, doors, walls, pipe corrals and pasture fencing. See the equestrian manager if you have any questions.

34. All signs must be approved in advance by the equestrian manager.

11.04 RIDING INSTRUCTION

~~A. — No one is allowed to give riding lessons to persons other than members of their family unless they are approved by the general manager or his/her designee. This shall not be construed to prevent boarders from sharing knowledge or assisting a rider when requested.~~

~~B. — Only qualified and approved employees may give lessons.~~

~~C. — All lesson times must be posted.~~

11.04 ARENA/ROUND PEN AND RULES

35. Riders have first priority in the arena.

36. A boarder's horse may be turned out in the arena provided it is empty and the owner remains on premises. Exceptions must be arranged with the equestrian manager in advance.

37. Exercise turnouts by individual owners will be limited to 20 minutes each if others are waiting to use the arena/round pen, and will be on a first come basis.

38. Uses of the arena and round pen for riding, training, lunging, and practicing for competitive events, shall be limited to 60 minutes if others are waiting to use the arena and will be on a first come basis.

39. All riding and exercise equipment brought into the arena must be removed when finished.

40. When rides are completed in the arena and round pen, pick up any manure left by your horse.

41. When there are multiple riders in the arena, please ride left shoulder to left shoulder when passing others from the opposite direction.

42. When there are multiple riders in the arena, slower riders should keep to the inside tracks or center areas of the arena.

11.05 PENALTIES

~~A. — Failure to adhere to these regulations is basis for management to request members, boarder, or visitors to leave the equestrian center.~~

~~B. — Flagrant or continuing disregard of these rules is basis for management to cancel boarding contracts, suspend equestrian center privileges, suspend membership privileges and/or impose special assessments according to the procedures described in Article 2 of these rules.~~

11.05 RIDING INSTRUCTION RULES

43. No one is allowed to give riding lessons/instruction to persons other than members of their family unless they are approved in advance by the equestrian manager. This shall not be construed to prevent boarders from sharing knowledge or assisting a rider when requested. PMCPOA equestrian manager and his/her staff is/are permitted to provide training and instruction. If a rider desires to receive training/ instruction from an outside trainer, please seek permission from PMCPOA general manager and equestrian manager first to determine if this activity can take place. Certain releases and insurance certificates will be required in advance.

44. Only approved “employees” who are pre-qualified may give lessons on premises.

45. All lesson times must be posted in the equestrian center premises.

46. No outside clinicians are permitted to provide training/instruction unless pre-approved by the PMCPOA general manager and the equestrian manager.

Submitted by Director Acosta

NOTICE OF PROPOSED RESOLUTION

TO: PMCPOA Board of Directors
FROM: Director Gates
SUBJECT: Replace Reserve Item 6048, Street Sweeper
DATE: August 9, 2024
DATE TO BE SUBMITTED: August 17, 2024

THE FOLLOWING RESOLUTION IS PROPOSED FOR SUBMISSION TO THE BOARD ON THE ABOVE DATE. PLEASE REVIEW IT AND NOTIFY THE MAKER OF YOUR COMMENTS, POSSIBLE ALTERNATIVES AND SUGGESTIONS. NOTIFICATION MUST BE AT LEAST 10 DAYS PRIOR TO THE MEETING AT WHICH IT WILL BE SUBMITTED.

ADDRESSED TO: PMCPOA Board of Directors
MAKER: Director Gates
ACCOMPLISHMENTS: Replace Reserve Item 6048, Street Sweeper
COST: NTE \$240,000 from the Reserve Fund
DATE OF IMPLEMENTATION: Upon approval
APPLICABLE POLICY: None
ALTERNATIVES: N/A

RESOLUTION #02-08-17-2024, Reserve Item 6048, Street Sweeper Replacement.

WHEREAS, the 2022-2023, the Reserve Study reflected the life of the Street Sweeper to be zero (0) years; and

WHEREAS, Reserve Item 6048, the Street Sweeper, cost to replace has increased due to inflation; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #02-08-17-2024**, replacement of Reserve Item 6048, Street Sweeper, NTE \$240,000 from the reserve fund.

Submitted by Director Gates

NOTICE OF PROPOSED RESOLUTION

TO: PMCPOA Board of Directors
FROM: Director Emett
SUBJECT: Create a Bear Invasion Ad-Hoc Committee
DATE: August 9, 2024
DATE TO BE SUBMITTED: August 17, 2024

THE FOLLOWING RESOLUTION IS PROPOSED FOR SUBMISSION TO THE BOARD ON THE ABOVE DATE. PLEASE REVIEW IT AND NOTIFY THE MAKER OF YOUR COMMENTS, POSSIBLE ALTERNATIVES AND SUGGESTIONS. NOTIFICATION MUST BE AT LEAST 10 DAYS PRIOR TO THE MEETING AT WHICH IT WILL BE SUBMITTED.

ADDRESSED TO: PMCPOA Board of Directors
MAKER: Director Emett
ACCOMPLISHMENTS: Bear Invasion Ad-Hoc Committee
COST: N/A
DATE OF IMPLEMENTATION: Upon approval
APPLICABLE POLICY: Bylaw 11.02
ALTERNATIVES: N/A

RESOLUTION #03-08-17-2024, Bear Invasion Ad-Hoc Committee.

WHEREAS, PMCPOA residents are experiencing an extraordinary number of bear home intrusions; and

WHEREAS, conflicting information is being circulated for home hardening; and

WHEREAS, the PMCPOA needs reliable and consistent wildlife information and resources; and

WHEREAS, the committee will address wildlife/bear communication issues; and

WHEREAS, the committee will report back their findings each month; and

WHEREAS, the committee will provide recommendations for best practices; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #03-08-17-2024**, creating a Bear Invasion Ad-Hoc Committee.

Submitted by Director Emett

NOTICE OF PROPOSED RESOLUTION

TO: PMCPOA Board of Directors
FROM: Director Gates
SUBJECT: Replace Ford F-550, Reserve Fund #6065
DATE: August 9, 2024
DATE TO BE SUBMITTED: August 17, 2024

THE FOLLOWING RESOLUTION IS PROPOSED FOR SUBMISSION TO THE BOARD ON THE ABOVE DATE. PLEASE REVIEW IT AND NOTIFY THE MAKER OF YOUR COMMENTS, POSSIBLE ALTERNATIVES AND SUGGESTIONS. NOTIFICATION MUST BE AT LEAST 10 DAYS PRIOR TO THE MEETING AT WHICH IT WILL BE SUBMITTED.

ADDRESSED TO: PMCPOA Board of Directors
MAKER: Director Gates
ACCOMPLISHMENTS: Replace Ford F-550, Reserve Fund #6065 with a 2024 Dodge Ram 5500
COST: NTE \$111,500 from the Reserve Fund
DATE OF PLEMENTATION: Upon Approval
APPLICABLE POLICY: None
ALTERNATIVES: Not replace the Ford F-550

RESOLUTION #04-08-17-2024, Ford F-550, Reserve Fund #6065 replacement.

WHEREAS, replacing a Ford with a Dodge will allow replacement parts from existing Dodge vehicles ; and

WHEREAS, the life of the Reserve Item 6065, has zero (0) years remaining life; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #04-08-17-2024**, replacing the Ford F-550, Reserve Item 6065, with a 2024 Dodge Ram 5500, NTE \$111,500 from the reserve fund.

Respectfully Submitted by Director Gates

NOTICE OF PROPOSED RESOLUTION

TO: PMCPOA Board of Directors
FROM: Director Gates
SUBJECT: Replace 2011 Dodge 2500, Reserve Study #6059
DATE: August 9, 2024
DATE TO BE SUBMITTED: August 17, 2024

THE FOLLOWING RESOLUTION IS PROPOSED FOR SUBMISSION TO THE BOARD ON THE ABOVE DATE. PLEASE REVIEW IT AND NOTIFY THE MAKER OF YOUR COMMENTS, POSSIBLE ALTERNATIVES AND SUGGESTIONS. NOTIFICATION MUST BE AT LEAST 10 DAYS PRIOR TO THE MEETING AT WHICH IT WILL BE SUBMITTED.

ADDRESSED TO: PMCPOA Board of Directors
MAKER: Director Gates
ACCOMPLISHMENTS: Replace 2011 Dodge 2500, Reserve Study #6059 with a 2024 Dodge Ram 3500 Crew Cab
COST: NTE \$80, 000 from the Reserve Fund
DATE OF PLEMENTATION: Upon Approval
APPLICABLE POLICY: None
ALTERNATIVES: Not replace the Ford F-550

RESOLUTION #05-08-17-2024, 2011 Dodge 2500, Reserve Study #6059 replacement.

WHEREAS, the vehicle was purchased in 2011 and the useful life span is ten (10) years; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #05-08-17-2024**, replacing the 2011 Dodge 2500, Reserve Study #6059 with a 2024 Dodge Ram 3500 Crew Cab, NTE \$80,000 from the reserve fund.

Respectfully Submitted by Director Gates

NOTICE OF PROPOSED RESOLUTION

TO: PMCPOA Board of Directors
FROM: Director Gates
SUBJECT: Replace Four (4) Lake Meters, Reserve Study #2011
DATE: August 9, 2024
DATE TO BE SUBMITTED: August 17, 2024

THE FOLLOWING RESOLUTION IS PROPOSED FOR SUBMISSION TO THE BOARD ON THE ABOVE DATE. PLEASE REVIEW IT AND NOTIFY THE MAKER OF YOUR COMMENTS, POSSIBLE ALTERNATIVES AND SUGGESTIONS. NOTIFICATION MUST BE AT LEAST 10 DAYS PRIOR TO THE MEETING AT WHICH IT WILL BE SUBMITTED.

ADDRESSED TO: PMCPOA Board of Directors
MAKER: Director Gates
ACCOMPLISHMENTS: Replace Four (4) Lake Meters, Reserve Study #2011
COST: NTE \$14,000 from the Reserve Fund
DATE OF PLEMENTATION: Upon Approval
APPLICABLE POLICY: None
ALTERNATIVES: Not replace the meters

RESOLUTION #06-08-17-2024, Four (4) Lake Meters, Reserve Study #2011 Replacement.

WHEREAS, the meters are non-functional; and

RESOLVED, that the PMCPOA Board of Directors approve **RESOLUTION #06-08-17-2024**, replacing Four (4) Lake Meters, Reserve Study #2011, NTE \$14,000 from the reserve fund.

Submitted by Director Gates

2024-2025 Consent Calendar

JULY

- Approve Committee Appointments
- Appoint Committee Board Liaisons
- Signature Card Update

August

- *• Annual Statement of Investment Policy
 - Informal Officer/Committee Chair Meeting
- *• Blanket Accident Policy Renewal 8/27

September

- *• Directive to Staff to Commence Capital Reserve
 - Insurance: All due for renewal 10/02
 - Study or Review and Approve RFP for Capital Reserve Specialist (every 3 years)
 - Determine Raise Pool Allocation per Department
 - give to Board at Executive Meeting in October
 - Carryover funds Resolution

October

- Pass out A-2 Forms to Committees - due Oct 1
- *• Review Annual Audit
 - Inspector of Election RFP Bid requests
 - Auditor RFP Bid Requests, Mail in fiscal year
 - Publish Completed Audit to Membership
- *• Approve Wage Pool Disbursement
- *• Employee Holiday bonus/gift (Exec)
 - Request for Election Committee Members

November

- *• Approve Contractor for Inspector of Elections
- *• Approve Contract for Auditor
 - Annual Tax Returns/Extension Filed by Nov 15th
- *• D&O Insurance Bids and Renewal 12/9
- *• Employee Health Insurance Renewal 12/1
 - Informal Officer/Committee Chair Meeting
- Staff gathers Information for the "User Fee"
- Staff gathers Information for the "Fine Penalty Schedule"

DECEMBER

- A-2 Forms due to Planning - due Dec 1
- *• Staff gathers Information for Annual Budget
 - Board Reviews the "User Fee" for approval in January
 - Board Reviews the "Fine Penalty Schedule Fee" for approval in January
- *• Approve Election Rules Article 20; A-15 (Election Rules)
 - Directive to General Manager on Annual Budget

January

- *• Project Proposals Due (A-2's) - Depts. & Committees
- *• Appoint Election Committee Members - Bylaw 11.07
 - Election General Notice of Procedure 3/9
 - Appoint Budget Task Force
- *• Approve User Fees
- *• Approve Fine Schedule

February

- Informal Officer/Committee Chair Meeting
 - A-2 Forms due to Planning - due Dec 1
- Review and Accept Final Capital Reserve Study
 - Election Committee has their 1st meeting

March

- First Budget Workshop Board Meeting
- *• Review and Approve Delinquency Policy
 - Personal Property Tax Due
 - Board Candidate Resumes & Acknowledgments
 - Due 3/26

April

- *• Approve Carryover/Capital Reserve Funding Amount
 - Approve May Meeting time change for Lilac Fest
- *• Approve Budget and Assessment
 - 1st order of Business
- *• Approve Election Packet & Candidates

May

- Meet the Candidates
- Assessment/Budget/Reserve Mailing
- Election Mailing Material
- Informal Officer/Committee Chair Meeting
- Need Equestrian Quote from Neil Vargas for July
- Submit Statement of Info & CID Filing - Due 2025

June

- *• Annual /Meeting/Election Results Announced
- *• Organizational Meeting/Board Officers Election
 - Board Orientation and Training - June
- *• Equestrian General Liability & Umbrella 7/9
- *• Workers Compensation Insurance Renewal 7/15

*Include in Board packet

**Business Policies and
their related Procedures**

Policy Number: H-3
Scheduled Review Date: 2027-08
Resolution/Motion: 2024-08-17
Form Reference: N/A
Governing Documents Reference: Civ. Code
§5105,
Bylaw 11.07,
Rule Article
19

ELECTION COMMITTEE

Purpose: The purpose of H-3 is to establish a policy and procedure for the election committee.

Policy Reference: Election Policy and Procedures

Policy: The election committee shall be formed and managed according to an established procedure.

- Procedure:**
1. The election committee will not exceed 15 members.
 2. On or before January 1st of each year the corporate secretary will send a letter to chairpersons of each standing committee requesting members to serve on the election committee.
 - ~~3. Election committee volunteers should have no personal ties to any candidaey, and shall not have publicly expressed support or opposition to any of the candidates.~~
 4. On or before January 1st of each year the corporate secretary will select the date for the 1st election committee meeting.
 5. The election committee will select a chairperson and secretary during the first committee meeting. The next order of business will be to identify and solicit qualified candidates to run for the board of directors.
 6. The election committee chair will send the names of the solicited candidates to the business office for concurrence that the solicited candidates are **members in good standing** qualified to serve on the board.
 7. The election committee will review the following letters during the first election committee meeting:
 - a. “Consider being a candidate” letter advising candidates of the

- final due date for filing and the required forms that must be submitted.
 - b. “Thank you for running” letter.
 - c. Letter will be signed by the election committee chair.
- 8. The election committee shall oversee the “Meet the Candidates” forum.
- 9. The election committee shall review and identify who shall perform the following tasks for the meet the candidates forum:
 - a. The election committee chair or designee will moderate.
 - b. One committee member will greet and inform the candidates about the process at the “Meet the Candidates” forum.
 - c. Two or three committee members will hand out blank index cards and pencils for members in attendance to submit questions for the candidates, and then pick up the questions and deliver them to the sorters.
 - d. One committee member will keep track of time, and hold up signs to signal candidates when time is up.
 - e. Two committee members will review questions and place them in the drum.
 - f. One committee member will hand the question to the moderator.
- 10. The election committee secretary shall submit the approved committee minutes to the business office or via email at minutes@pmcpoa.com.

Approved:	Corporate Secretary	General Manager
Date:	August 17, 2024	August 17, 2024

POSITION	NAME	TERM #
President	Candace Bennett	1
Vice President	Gladys Carmona	1
Secretary	Cathy Warren	1
Treasurer	Linda Jassim	3+
Member at Large	Sarah-Jane Owen	3+

Box #	Name	Own / Rent	Tract Lot #
1	Donna Stride	Own	3508008
	Michael Chaves		-
2	Gladys Carmona	Own	3402272
3	Victoria Malone	Own	3508057
4	Sarah-Jane McLaren Owen	Own	3508012
5	Al Sgro	Own	3566154
6	Gisa Seeholzer	Own	3567205
7	Jessica LeMaire	Own	3508011
	Robert LeMaire		-
8	Ted Peters	Own	3567160
	Loretta Peters		-
9	Justin Goudeau	Rent	N/A
10	Nichole Gates	Own	3508331
11	Ray Weber	Own	3405218
	Gail Klein	Own	3566511
12	Chika Kawahara	Own	3508087
	Izumi Tanaka	Own	3507109
13	Sara Statler	Own	3508254
	Loren Holzem		-
14	Candace Bennett	Own	3508555
15	Cindy Vinay	Own	3508371
16	Caylan S. Fisher-De Lisi	Own	3507153
17	Gayle Gentile Royal	Own	3508391
18	Janie Andreotti	Own	3507377
19	Rob Antinoro	Own	3507442
20	Linda Jassim Pugh	Own	3508009
21			
22	Greg Bennett	Own	3508555
23	Fareen Mehrzai	Own	3507406
24	Cathy Warren	Own	3508010
	Dan Warren		-
25	Karla Embry	Own	3508571
26	Donna Allison	Own	3507380
27	Donna Fenton	Own	3508042
	Greg Fenton		-
28	Nora Lucas	Own	3507177
	Charles Lucas		-

PMCPOA COMMITTEE CHARTER

OVERVIEW

By resolution passed at its regular meeting held on _____ the Board of Directors of the Pine Mountain Club Property Owners Association, Inc. hereby grants this charter to the **Planning Committee**, a standing committee of the Association.

PURPOSE

The purpose of the Planning Committee is to: revise and update as appropriate the planning documents for this Association, the latest version of the Strategic Plan and Facilities Master Plan in collaboration with the standing committees of PMCPOA and the general manager. The committee chair will review and discuss with the committee the Common Rules of All Committees at the beginning of the fiscal year.

CHARTER

The Board of Directors hereby authorizes and directs the planning committee to perform the following tasks:

1. STRATEGIC PLAN for the PMCPOA – updated at least every five years and shall contain at a minimum:
 - a. SUMMARY ANALYSIS OF TREND DATA
 - i. The outcome of a members survey – conducted every 2-3 years
 - ii. For continuity, that survey will ask the same questions that were posed in previous surveys
 - iii. The survey may contain additional questions on different topics
 - b. LIST & ANALYSIS OF SIGNIFICANT COMMUNITY ISSUES
 - i. The outcome of interviews with key interest groups in the community as defined by the committee.
 - c. LIST OF SIGNIFICANT ASSOCIATION ISSUES
 - i. The outcome of interviews with each standing committee chair or appointed representative.
 - d. MEMBERS' OPEN FORUM RESULTS
 - i. The above research outcomes are presented to those in attendance
 - ii. A Strengths, Weaknesses, Opportunities, and Threats analysis may be developed
 - iii. The Mission Statement for PMCPOA is reviewed and revised if necessary

- iv. The goals of PMCPOA that advance the mission are reviewed and revised if necessary. Goals are broad statements of what the mission will achieve for PMCPOA.
 - e. LIST OF OBJECTIVES
 - i. Forum results that are prioritized to advance the goals of PMCPOA.
 - ii. Objectives are concrete, measurable statements that tell each segment of the Association what their role is in advancing the goal.
 - f. LIST OF ACTION PLANS
 - i. Formulated by the committee
 - ii. Action plans are specific actions to be taken by named segments of the Association to meet a stated objective
 - iii. Each action plan shall contain a date, a person or committee responsible, and a measure that will demonstrate the action has been completed successfully
 - iv. The Facilities Master Plan is to be consulted where appropriate.
 - g. If the board so authorizes, the Strategic Plan may be developed with the assistance of consultants, but such a plan must contain all the above elements
2. OVERSEE ACTION PLANS - Ensure that the action plans are being dealt with in a timely and realistic manner by:
 - a. Monitoring the progress of the person/organizations responsible for the action plans;
 - b. Reviewing and coordinating action plan findings and recommendations and providing these to the board of directors for review and disposition;
 - c. Providing written bi-monthly progress reports regarding the action plans to the board.
3. FACILITIES MASTER PLAN – revise and update as appropriate in collaboration with the standing committees of PMCPOA and the general manager. The Facilities Master Plan shall contain at a minimum:
 - a. CURRENT LIST OF FACILITIES for PMCPOA
 - i. Detailed description of all physical structures, a detailed description of other non-structural components in the development, and major capital equipment as listed in the Capital Reserve Study.
 - b. SUMMARY OF ALL CURRENT PROJECTS
 - i. Remodel, upgrade, or rebuild any structure in PMCPO
 - c. ARCHITECTURAL DRAWINGS
 - i. A catalog and location, if available, of all structures in the development.
 - d. ENGINEERING DRAWINGS

- i. A catalog and location, if available, of all appropriate venues in the development such as the golf course irrigation system, the park irrigation system, etc.
 - e. DEVELOPMENT PLANS
 - i. A catalog and location containing the greenbelts, Association land, and privately-owned land.

The planning committee shall conduct research, consult with professionals, and advise the board as to the feasibility, costs and benefits, and alignment with the Facilities Master Plan, of any proposed construction projects in the development or any association project proposal that proposes to expend capital funds.

Hard copy and electronic copy documentation of the Facilities Master Plan will be stored in a secure area within the Association's clubhouse.

4. A2 / PROPOSED PROJECTS

- a. Review and evaluate the preliminary concept for proposed projects to ensure they contain preliminary cost estimates and that the projects align with the PMCPOA mission, goals, and the strategic plan. Assist the originator of the preliminary project with completing the business policy/procedure A-2 form.

After the project proposal form has been reviewed as specified in business policy/procedure A-2, review the project and make recommendations to the board of directors as to the alignment of the project with the Association mission statement, the Association goals, the strategic plan and sound business policies.

- 5. When so directed by the board of directors, provide advice to the board on other planning matters in the Association.

- a. CLUBHOUSE REMODEL

MEMBERSHIP

Desired qualifications for this committee include but are not limited to:

The standing committee will consist of a minimum of five members appointed in accordance with bylaw section 11.03

Members of this committee are required to follow the Association rules for all committees in article 19.

MEETING TIMES

Second Saturday of each month, 10:00 a.m., PMC Pavilion

Approved :			
	Committee Liaison		Corporate Secretary
Date:			



Pine Mountain Club
Property Owners Association, Inc.

Monthly/YTD Patrol Recap for PMCPOA Board Meeting August 17, 2024

During the month of July 2024, Patrol responded to 472 calls for service. Observations and calls included in the following;

STR		#	YTD (fiscal)
	Enforcement	82	82
	Violations	6	6
	Written Warnings	0	0
	Incident Reports	0	0
	Public Assists	188	188
	House/alarm checks	31	31
	Agency Assists	9	9
	Animal Control	1	1
	Conflicts	10	10
	Deaths reported	2	2
	General complaints	24	24
	Injury	0	0
	Medical	0	0
	Suspicious incidents	6	6
	Traffic incidents	1	1
	Welfare checks	9	9
	Wildlife	103	103
	STR CALL TOTALS	0	0
	Other:		
	Other:		

Compiled by: Patrice Stimpson, Patrol Chief



Pine Mountain Club
Property Owners Association, Inc.

Monthly/YTD Environmental Control Recap for PMCPOA Board Meeting

Report Date – July 31, 2024

Construction Projects – EC Committee Recommendations	Month	YTD	EC Officer approval of minor projects (No KC permit needed)	Month	YTD
Single Family Residence SFR		53	Fences	2	61
			Sheds	2	74
Mobile home			Reroof	1	94
Modular home			Paint	3	94
Solar project	1	79	Cottage industry		38
Monument tree removal request	4	90	Yard sales	10	267
Garage		6	Dog runs		1
Retaining wall		1	Deck extensions		4
Carport		14	Escrow property inspections	27	1124
Addition		23	Tree permits	7	241
Deck		20	Dumpster/pods		33
Deck enclosure		2			
Deck awning		2	EC letters written		
Patio cover	1	2	1 st Notice letters	71	2664
Gazebo		4	Complied on 1 st Notice	10	1102
Greenhouse		3	Citations to Board		197
Stairway		4	Complied after citation to Board		
Ham Radio Antenna		1	Miscellaneous letters		24
Variance		3	Stop Work Orders		3
Zito Media box		1	Knapweed & Yellow Star Thistle letters	10	168

Compiled by: